

CHARLTON SCHOOL

Building Knowledge • Developing Character • Inspiring Futures



Teaching Assistant Application Pack



Teaching Assistant

30.5 hours per week

Term-time only

NJC Scale 2 (points 3 to 4)

Closing Date: 9am on 13th July 2026

Shortlisting: 13th July 2026

Interviews: 15th July 2026

Job Start: September 2026

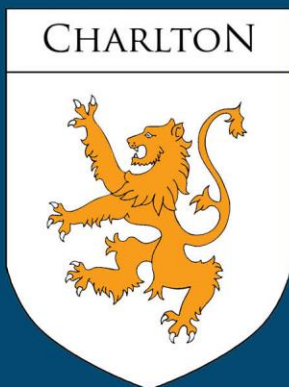


Principal: Mrs Barton

Apley Avenue, Wellington, Telford, TFI 3FA

Telephone 01952 951409

www.charlton.uk.com



About Charlton School

Charlton School in Wellington, Telford, is a well-established comprehensive secondary academy with a “Good” Ofsted rating and a long tradition of serving its local community. At Charlton we take pride in students’ progress, with learning at the heart of all we do. We know the importance of inspiring students to develop a thirst for learning, so our curriculum is broad, rich and matched to individuals’ needs.

Our emphasis on purposeful, relevant learning means that our students benefit from a range of visits, specialist teaching and extensive extra-curricular experiences. We aim for all our students to enjoy school, excel in their studies and attain outstanding outcomes. Our vision is to nurture happy, healthy young people who have the knowledge, academic achievement and strength of character to lead safe and successful lives in modern Britain, preparing them for their next steps in education or employment with a thirst for lifelong learning.

At Charlton our ethos is built upon our three core values; we expect all members of the Charlton community to always exhibit these values:

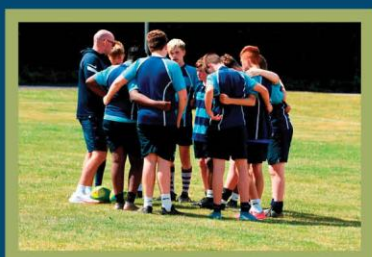
Respect Responsibility Resilience

As part of the Learning Community Trust since December 2018, we are dedicated to providing a broad and enriching education, underpinned by strong pastoral care that supports the holistic development of each student. Our curriculum includes core and Ebacc subjects alongside valuable qualifications in technology, media studies, and ICT. Underpinning our commitment to student success is a parallel dedication to the professional growth of our staff. Charlton School fosters a culture of continuous improvement through a comprehensive Instructional Coaching programme, providing tailored support and development opportunities for all colleagues. This investment in our staff ensures the highest quality of teaching and learning across the academy. Furthermore, our centralised pastoral systems are designed to create a calm and purposeful learning environment where students feel safe, supported, and ready to thrive.

Staff Wellbeing Offer

At Charlton School, we believe that supporting our people goes beyond the workplace. That’s why we are proud to offer a comprehensive Employee Assistance Programme, designed to provide confidential guidance, practical resources, and wellbeing support whenever it’s needed. Whether it’s professional advice, personal challenges, or simply a listening ear, our EAP ensures that every member of our team has access to the tools and care that help them thrive both at work and in life. Our complimentary staff offers include:

- **Counselling:** Confidential sessions with qualified counsellors
- **Nurse Support:** Speak with registered nurses about health concerns
- **24/7 GP Access:** Consult with a GP anytime and arrange prescriptions to your local pharmacy
- **Physiotherapy:** Telephone consultations and referrals to local clinics for physical discomfort or injury.
- **Mindfulness & Mental Wellbeing:** Guided relaxation, live sessions,
- **Lifestyle Support:** Including fitness plans, nutritional advice, weight management, and food sensitivity testing.



Our Approach to Inclusion

At Charlton School, inclusion is a fundamental part of who we are and what we stand for. We believe that every young person should feel supported, challenged, and empowered to succeed. We are proud of the work we do to ensure that students with SEND are not only cared for, but enabled to flourish as confident, capable learners. Our approach is lived out daily in classrooms, corridors, and conversations.

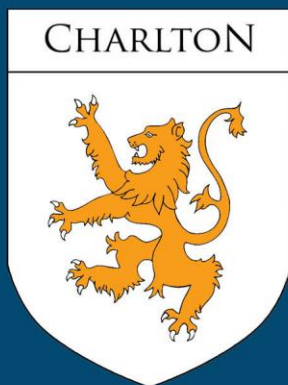
We are proud to nurture young people who are recognised, both within school and across the wider community as confident, responsible individuals. Our students wear their uniform with pride, embrace leadership roles, and demonstrate a genuine enthusiasm for learning and personal growth. Through a broad range of enrichment opportunities, we encourage every student to explore their interests and develop their individual talents.

A strong and supportive pastoral system sits at the core of this inclusive approach. Every student has a dedicated Form Tutor who acts as an academic mentor, keeping a close eye on progress, wellbeing, and day-to-day experience. This personalised support is strengthened by our committed Heads of Year and Pastoral Managers, who work closely with families and external agencies to ensure that every young person receives timely, appropriate guidance. This joined-up model ensures that no student feels unseen and that barriers to learning are addressed quickly and compassionately.

Partnership with families is a vital part of our ethos, and the successful candidate will help deepen these relationships, ensuring that inclusion is experienced consistently in school and at home. Charlton School is also proud of its strong links with local primary schools and community partners.

This is an important and exciting time for both the school's development and the national direction of education. As national priorities continue to evolve; emphasising high standards, improved attendance and behaviour, and a more coherent approach to meeting the needs of vulnerable learners, we are seeking a passionate, Teaching Assistant who shares our values and is committed to ensuring that inclusion is not just understood but truly lived and felt by every student at Charlton School.





Job Description

Title:	Teaching Assistant
Hours:	30.5 hours per week, term time only
Salary:	NJC Scale 2 Point 3-4
Contract:	Permanent
Accountable to:	Assistant Principal - Inclusion
Purpose of Job:	To support students with special educational needs and disabilities, by working alongside class teachers to deliver tailored learning, promote inclusion and foster their academic, social and emotional development

Key Areas and Accountabilities

- Provide support for students, including those with special needs, ensuring their safety and access to learning activities.
- Prioritising learning and wellbeing through inclusion.
- Assist with the development and reviewing implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Assist with the development and implementation of bespoke resources and learning templates for individual students.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher.
- Liaise with teaching staff to ensure lessons are planned and delivered according to student needs and passport strategies are ad
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policies, and encourage students to take responsibility for their own behaviour.
- Appreciate and support the role of other professionals and liaise with them directly under the supervision of the Assistant Principal of Inclusion.
- Attend and participate in relevant meetings as required, including annual reviews and provision map target setting.
- Participate in training, other learning activities, and performance development as required, including training for manual handling and evacuation chair training.
- Assist with the supervision of students out of lesson times.
- Accompany teaching staff and students on visits, trips, and out-of-school activities as required and take responsibility for a group under the supervision of the teacher.
- Advocate the needs of vulnerable learners.



Person Specification

Teaching Assistant

This person specification outlines the essential and desirable skills and attributes for the role of Teaching Assistant.

Skill / Attribute	Essential	Desirable
Experience working with young people in an educational or pastoral setting		✓
Strong understanding of safeguarding procedures and child protection		✓
Ability to plan and deliver targeted interventions		✓
Excellent communication and interpersonal skills	✓	
Ability to manage and resolve behavioural incidents effectively	✓	
Experience working with parents/carers and external agencies		✓
Ability to maintain accurate records and use school information systems		✓
Knowledge of attendance monitoring and strategies to improve attendance		✓
Ability to supervise students during unstructured times	✓	
Experience supporting students with mental health and wellbeing		✓
Ability to work collaboratively with teaching and support staff	✓	
Experience leading or supporting a team (e.g. form tutors)		✓
Understanding of SEND and inclusion practices		✓
IT literacy, including use of safeguarding and behaviour tracking systems		✓
Calm, resilient and solution-focused approach	✓	
Relevant qualification in education, youth work, or pastoral care		✓
First aid training or willingness to undertake training		✓
Knowledge of digital safety and online safeguarding		✓
Experience attending multi-agency safeguarding meetings		✓

ADDITIONAL INFORMATION

Teaching Assistant

30.5 hours per week

Term-time only

NJC Scale 2 (points 3 to 4)

Term time only will mean that you will only be required to work the 190 days that the students are in school, the 5 Professional Development Days are worked only if required.

(These will be paid)

Therefore, your salary is calculated on a pro-rata basis, i.e. your salary is calculated by the following simple formula:

Hourly rate X weekly hours X annual working weeks and this will give you your salary. It is then divided into 12 equal monthly payments.

Annual working weeks are 43.51

The NJC Scale 2 Point 3 to 4 salary range is £24,796 to £25,185.

Pro rata salary is as below:

(£17,052 to £17,318)

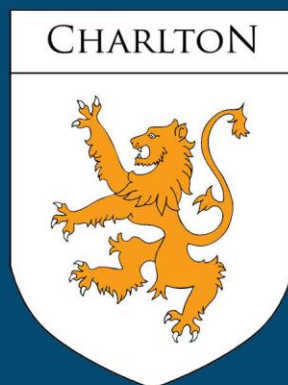
If you have any questions regarding this salary and how it is calculated, please contact the school, or ask at your interview.

Sorry but CV's will not be accepted.

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children's barred list).

References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process. In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children. For more information, please refer to The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education. For more information regarding our school's commitment to safeguarding, please see our Child Protection & Safeguarding Policy [here](#).



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