

**Upton-by-Chester High School**

Teaching Assistant

Salary: Grade 4 or Grade 5 with suitable qualifications

Part Time, Term Time, 30 hours per week, 38 weeks per year.

Hours: 8:40am to 3:10pm Monday to Friday

Fixed Term 1 Year in the first instance

Application Deadline: Thursday 14 August 2025



I would firstly like to thank you for your interest in the post of Teaching Assistant at Upton-by-Chester High School. The purpose of this information is to help you get to know more about our school and help you to decide if this is the right post for you.

Upton-by-Chester is a large and successful comprehensive secondary school located in Upton-by-Chester, an area on the outskirts of the wonderful city of Chester. Upton-by-Chester High School was established in 1968 and has gone from strength to strength over this time. We are a thriving, vibrant school with a proud record of academic excellence and success. Combined with our exceptional extra-curricular opportunities, we inspire our learners to flourish, no matter what their strengths and aptitudes. We are fully inclusive and open to young people of all abilities.

The school currently serves both the local community and an extended catchment area with learners attending the school from up to 40 individual primary schools. There are currently 1750 learners on roll and the school is oversubscribed in a number of year groups. The school also has an outstanding Sixth Form (Ofsted 2015, 2019).

Our school motto is 'Learning to Shape the Future'. This really does capture what is at the heart of the school. We undertake that every learner, whatever their previous attainment, will gain the life-long enrichment and learning from the time they spend with us at Upton. Our approach is to provide the opportunities that will capture the imagination of our learners and allow them to develop their knowledge, skills and understanding to be successful academically and socially. We will provide traditional academic subjects and vocational opportunities so we can support the learning needs of all of our young people.

Our learners are fantastic and our greatest asset. They represent a truly comprehensive intake in terms of ability and preparedness for learning. They are committed to their learning and they are striving to succeed. We also have a very talented team of teaching and support staff who support and challenge every learner to be the best that they can be. The professional development of our staff is highly valued.

I was appointed to the school in September 2020 and am absolutely committed to both building on the strengths of the school and ensuring that the whole school community is focused on improvement. I am also committed to delivering an outstanding professional learning offer for all staff in a challenging and supportive environment.

Upton-by-Chester High School is a great place to work. It is challenging, focused on teaching and learning and dedicated to the wellbeing of our learners. We have the highest expectations of all who work here and therefore, we are only looking for the finest staff to work with our learners. We know that our school can only be as good as the workforce within it.

The school is at an exciting stage of development within the changing educational landscape in England. If, prior to submitting an application, you would like to see for yourself why we believe Upton-by-Chester High School is a great school in which to work, then please let us know.

Yours Faithfully

**Lee Cummins**

B. Ed(Hons), M.Ed, NPQH

Teaching Assistant Support Department (AAAE: 5051)

 Required immediately, 30 hours per week, 38 weeks per year, term time

Grade 4, £23,114- £23,893 (Pro rata £15,755 - £16,655)

Upton by Chester High School are looking to appoint experienced, well qualified Teaching Assistants

Working collaboratively with teaching staff and other support staff to enhance the development and education of children. You will be working within the Support Department and main school classrooms supporting our learners.

The people we are looking for will be positive, enthusiastic team players with excellent interpersonal, nurturing, supportive skills and the ability to motivate others.

You will have experience of working with SEN learners and either hold, or be working towards a Teaching Assistant Qualification Level 2 or 3 with a proven track record of continuous personal and professional development.

Download an application pack from our website,https:**//**[www.uptonhigh.co.uk](http://www.uptonhigh.co.uk).Electronic applications should be returned to HR Manager, Sheena Lloyd, [lloyds@uptonhigh.co.uk](mailto:lloyds@uptonhigh.co.uk)

Closing date: Midday Thursday 14 August 2025

The post is subject to suitable references and an Enhanced Disclosure from the DBS (Disclosure & Barring Service). Further information can be found at https://[www.gov.uk](http://www.gov.uk)

***Our school is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

***As part of our Safer Recruitment process, shortlisted candidates could be subject to an online search.***

For the full job pack and application form please visit the school website

**IMPORTANT**

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, YOU **MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service. Further details can be obtained from Further information can be found at www.gov.uk.

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| **JOB TITLE:** | Teaching Assistant |
| **REFERENCE:** | AAAE5051 |
| **GRADE:** | 4 |
| **RESPONSIBLE TO:** | SENDCO |
| **Basic Job Purpose**  To support the teaching staff and the development and education of learners in accordance with the aims and policies of the school. | |

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|  | **MAIN RESPONSIBILITIES** |
| 1. | Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with learners so that their intellectual and social development (including self-reliance and self-esteem) is fostered. |
| 2. | Provide input into the planning and evaluation of learning activities for individuals and groups of learners to enable the teaching staff to make informed decisions when developing their plans. |
| 3. | Supervise the activities of individuals or groups of learners both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy. |
| 4. | Monitor individual Learner’s progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a Learner. |
| 5. | Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the learners' wellbeing. |
| 6. | Record Learner information, as specified by the teaching staff/line manager to ensure that schools’ information systems are maintained. |
| 7. | Attend to the personal, social and physical needs of learners so that their wellbeing is maintained. |
| 8. | Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy. Organisation of materials within the department and the ordering and receiving of materials |
| 9. | Display and present the learners' work under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement. |
| 10. | Attend staff and other meetings and participate in staff training development work and staff reviews as required |
| Notwithstanding the detail in this job description, in accordance with the School’s/Council’s Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job. | |

The SEN Department

Here at Upton-by-Chester High School, the **Supportive Education Department** wants to ensure that all of our learners have full access to a high-quality education within a broad, balanced and relevant curriculum. We believe that this will enable them to reach their full potential and enhance their self-esteem. We work hard to ensure that this happens alongside their peers, within the normal curriculum of mainstream school, and will involve the parents and learners in meeting their needs.

**Staff in Supportive Education:**

Supportive Education has a dedicated team, and consists of specialist Teachers and Teaching Assistants.

Mr M Jones : SENCo

Miss J Fisher: SEN Teacher

Mrs A. Simmons: SEN English Teacher

Mrs J. Jackson: HLTA

Mrs D. Tumath: EAL Lead TA

Email the department: [SENDepartment@uptonhigh.co.uk](mailto:SENDepartment@uptonhigh.co.uk)

**Overview**

Here at Upton-by-Chester High School, the Supportive Education Department wants to ensure that all learners have full access to a high-quality education within a broad, balanced, and relevant curriculum. We believe that this will enable them to reach their full potential and enhance their self-esteem. We work hard to ensure that this happens alongside their peers, within the normal curriculum of mainstream school, and will involve the parents and learners in meeting their needs.

**We provide**

* Expertise in education of learners with learning difficulties
* Expertise in education of learners with emotional and behavioural difficulties
* Expertise in education of learners with specific learning difficulties such as dyspraxia and dyslexia
* Care and expertise for a small number of learners with physical or sensory disabilities

**Our department offers support in a variety of ways**:

* Small Group Literacy Intervention
* In-Class Support
* English as an Additional Language
* SEMH Support
* Speech and Language (SALT)
* Social Skills
* Academic Mentoring
* Homework club
* Break and lunch club
* Year 7 Nurture Group (numeracy and literacy)

Person Specification – Teaching Assistant

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|  | ESSENTIAL | DESIRABLE | EVIDENCE |
| Qualifications and Training | * NVQ Level 2 for Teaching Assistants, or willing to work towards one * GCSE’s (or equivalent including Maths & English) * Excellent numeracy/literacy/ICT skills * An interest in Arts and skills to support learners who are studying Art, | * Further qualifications and/or recent training * Evidence of further related training or interests * First-Aid training as appropriate | Application form  Certificates to be provided at Interview |
| Experience | * Effective use of ICT to support learning * Basic understanding of child development and learning | * Interest or experience in exhibition and presentation * Working with or caring for children in an educational setting, having a range of special educational needs/learning difficulties. * Understanding of behaviour management techniques | Application form  Interview |
| Personal Qualities | **Personal Qualities**   * Ability to relate well with children and adults * Strong ability to work as part of a team * Excellent communication skills * Excellent organisational, time management and prioritisation skills. * Flexibility * Team worker | * Basic understanding of the development of learners and the secondary school curriculum. * Awareness of child protection and Safeguarding | Application Form  Interview |
| Other | **Other**   * Reliability and flexibility * Sense of humour * Able to empathise with young people and assist them in the mainstream classroom * A belief in, and commitment to, the school’s vision ‘learning to shape the future’ | * Understanding of hazards/risks associated with equipment and materials used in classrooms or workshops |  |

Safeguarding Young People

We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:

1. All appointments are made subject to:

* An enhanced DBS disclosure;
* Checks of professional status;
* Confirmation of professional qualifications;
* Receipt of strong references (if not received by the time of interview); and
* Medical clearance

2. We **only** accept applications completed on the Cheshire West and Chester Application Form with a covering letter. Please do not send CVs or open testimonials.

3. Please ensure that the application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.

4. The referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.

5. When seeking references, we will request information about your suitability to work with children.

6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

*We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.*

*As part of our Safer Recruitment process, shortlisted candidates could be subject to an online search.*

Procedure for Application

If you wish to be considered for this vacancy you should complete the application form, giving the names and addresses of two referees, and submit a concise letter of application. This should be typed or word-processed and should include the following information:

1. A brief outline of what you have achieved in your present post

2. A statement about why you want this job.

3. An indication of the strengths and expertise you could offer the school.

All points should address the detail in the person specification and other points made within the information sent to candidates.

Candidates are kindly requested not to submit a CV instead of the application form. Additional sheets may be attached to the back of the application form if there is insufficient space.

Completed applications should be returned to Mr L Cummins (Headteacher), to arrive no later than 12 noon, Thursday 14 August 2025.

Please ensure that you put the correct postage on the envelope as this could result in your application not being considered due to late arrival. **Please note that we will only consider applications submitted on the Cheshire West and Chester application form.**

Interviews are planned to take place during the following week. If you have not heard from us within two weeks of this date, regretfully you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

Please note that we are happy to arrange risk-assessed informal visits for prospective candidates before short-listing has taken place, also if you wish to have an informal discussion about the post in advance of your application, or if you require any further details, please contact Mrs S Lloyd, HR Manager

Tel: 01244 259800

E-mail: [LloydS@uptonhigh.co.uk](mailto:LloydS@uptonhigh.co.uk)