



**The Trafalgar
School** AT DOWNTON

Applicant Information Pack

TEACHING ASSISTANT





Dear Candidate

Thank you for your interest in the position of Teaching Assistant at Trafalgar School.

The Trafalgar School at Downton is a friendly, rural secondary school, set in the historic village of Downton on the edge of the New Forest. As well as working for the community at Trafalgar, many of our staff choose to live within the surrounding towns and villages, as part of the community they serve.

At The Trafalgar School every individual matters, irrespective of background and ability. We believe in the unlimited potential of every child and have developed a well-deserved reputation for delivering high quality teaching and learning within a caring and nurturing environment. This results in some exceptional outcomes for our students – both academic and more holistically.

Our school ethos is built firmly on our values and vision for young people, on which further information can be found in the enclosed recruitment information and on our website. Our aim is to develop open-minded, flexible, resilient individuals, with the skills and attitudes to be successful in tomorrow's society. Empowering young people to be the source of their own success, is our commitment in enabling our students towards a life fulfilled.

We are seeking to expand our learning support team as the school grows and adapts to meet student needs. This is an opportunity to join a very experienced and caring team. You will be adaptable, versatile, energetic, and keen to throw yourself into the life of our school and its community. You may already be established and seasoned in an educational setting or you may be just starting out on your career in this field, you may even have aspirations towards the teaching profession. Whatever your experience level, what matters is your ability to add value to our work in providing the best possible care and education for our children.

To apply for this position, you should complete the application form via the TES portal. The link is on our website's recruitment page. The deadline for applications is 9am Monday 26th May 2025 and interviews will be held w/c 2nd June 2025.

The start date of this position is September 2025. It is a Fixed Term Contract until July 2026 with the possibility of extension once student needs are known for the following school year.

I hope the information contained in this Applicant Pack gives you a sense of our ethos and value. Should you require any further information, or for an informal discussion regarding the role, please contact our SENDCo, Sarah Burley via email; s.burley@trafalgar.wilts.sch.uk or telephone: 01725 550300.

The recruitment for this position will end when a suitable candidate has been appointed.

I very much look forward to receiving your application.

Jy Taylor
Headteacher

EMBRACE
DIFFERENCES

Our Purpose

OUR VISION FOR YOUNG PEOPLE

By the time they leave our school our young people will be able to communicate effectively. They will be able to solve mathematical and scientific problems. They will be able to express themselves creatively and imaginatively. They will have a strong sense of self, a sense of others and a sense of place. They will make informed choices that effect positively on their own wellbeing. They will ask questions, be reflective and adaptive; capable of thinking and acting for themselves and ready to join forces with others to achieve a goal. They will be positive in their mind-set and willing to face up to a challenge.

Our young people will understand what is right and what is wrong, and stand up for equality and human rights. They will appreciate other cultures and traditions. Our young people will be thoughtful, caring and active citizens making a difference to their community and to society.



TOWARDS A LIFE FULFILLED

Empowering young people to be the source of their own success



Our Values



Our values define us and underpin our ambition of a life fulfilled through empowerment. These values apply to our staff, as well as to our student community, so we seek a colleague who is:

STRONG AND SPIRITED

They believe that as an individual and within a community, they are in charge of their own destiny and they have the power to change the world both for others and for their selves. They are self-motivated.

GIVING

They look for opportunities every day to serve other people and to make the world just that little bit better in whatever way they can. By doing this they improve their own sense of self-worth. They understand the importance of civic responsibility, of being a positively contributing member of society.

DETERMINED

They do not give up even if the road gets tough. They are resilient, persevere and achieve their goals. They understand that commitment to a long term goal is the key to a successful and fulfilled life and gives them roots.

COMPASSIONATE

They care about others and themselves and understand that sometimes people need our support.

ENTHUSIASTIC

They enjoy life and appreciate everything they see and do. They find joy in the smallest things. They always give of their best and expect the same from others.

TRUSTWORTHY

They strive to do what is right and value honesty and trust.

RESPECTFUL

They realise that everyone has talents and gifts and should be respected. They expect that both for and from themselves. They listen to others and are courteous. They are socially confident and understand the importance of self-regulation.

OPEN-MINDED

They understand that difference is a positive thing and that no one way is always the right one. They are tolerant of others and expect the same towards themselves.



Our Strategic Plan

Our purpose is to empower students to be the source of their own success. We will do this by:

SAFEGUARDING

- Providing a healthy, safe, supportive and happy learning environment so that all students have the opportunity to grow emotionally, socially, morally, intellectually and spiritually.

WELLBEING

- Building positive relationships and a strong community so that all stakeholders feel valued and a sense of belonging
- Upholding high standards of behaviour so that all students have a moral understanding and a sense of civic responsibility to make the world a better place
- Promoting the physical, mental and emotional health of the child and the importance of a positive mind-set so that all students live long and happy lives
- Teaching students to 'fail well' so that all students can rise to a challenge and are able to overcome barriers and setbacks.

CURRICULUM - 'BUILDING CULTURAL CAPITAL'

- Sharing a passion for our subjects and a love of life and each other so that it inspires others
- Developing 'academic habits' so that all students become highly effective people
- Delivering a curriculum that is knowledge rich and secured through application so that all students can both develop and demonstrate their understanding and capability
- Providing teaching (and assessment) of the highest quality so that it motivates, stimulates, builds confidence and ultimately enables students to think and act for themselves
- Providing a co-curriculum that builds character and develops lifelong interests.



Learning Support



Working as part of the Learning Support team, Teaching Assistants are deployed to work in classrooms across all subject areas. Teaching Assistants may work directly with students with EHCPs, or may be asked to provide more general support for the group.

Teaching Assistants liaise with closely with teachers about strategies to support learning, as well as working closely as a team to share good practice. Many of our previous post holders have gone on to study and achieve Qualified Teacher Status having developed a love for the transformative power of education as a Trafalgar Teaching Assistant.

If you have a passion for helping young people discover the best of themselves, this post would be perfect for you.



Terms of position

- **Position:** Fixed Term until July 2026
- **Hours per week:** 30 hours per week
- **Working pattern:** Monday – Friday 8.30am – 3.00pm
- **Working weeks per year:** 39 weeks (38 term and 1 week training days)
- **Paid weeks per year:** 44.85
- **Pay scale:** MLP Support Grade D point 4.5 (FTE £24,597)
Actual pay £17,154
- **Start date:** 1st September 2025
- **Responsible to:** SENDCo

Benefits

Working at MLP, staff have access to a number of benefits:

- Pension schemes – Teacher Pension Scheme and Local Government Pension scheme
- Cycle to Work scheme
- Wiltshire Rewards scheme
- Benenden Healthcare scheme
- Discounted gym membership – Parkwood, Salisbury
- Employee assistance phone line – support with health, financial and legal issues
- MLP has signed up to the Department of Education's Wellbeing Charter



Recruitment Equity



Safer Recruitment

The Trafalgar School at Downton is committed to the safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All applicants will be subject to a full Enhanced Disclosure and Barring Service check (DBS) before any appointment is confirmed.

Diversity

The Trafalgar School is committed to eliminating discrimination and encouraging diversity. Our aim is that our workforce will be truly representative of society and each employee feels respected. To that end, we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds.

Online Checks

Online searches of information that is publicly available online will be carried out for all shortlisted candidates.

Disclosure

All employees are required to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974. Non-disclosure may lead to termination of employment. However, disclosure of a criminal record will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the requirements of the Person Specification (evidenced in the Application Pack) will be taken forward from application.

Interview

Those shortlisted will be invited to attend an interview process which may include (role dependent), lesson observations, tasks or role specific activities; further shortlisting may take place after lesson observations for teachers prior to moving forward to formal interview with the Headteacher. During interview, applicants will be asked to address any discrepancies, anomalies or gaps in the application form.

References

References from current employers will be taken for shortlisted candidates, and where necessary, employers may be contacted to gather further information. Without satisfactory references, an offer of employment will not be confirmed.

Probation

All staff will be subject to a probation period of four months which may, in certain circumstances, this may be extended to six months. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the Academy with the opportunity to monitor and review the performance of new staff and in terms of their commitment to safeguarding and relationships.