

Teaching Assistant
Link Support

Permanent, approximately 27.5 hours per week, 39 weeks per annum, SCP Point 8 (£27,709.00 per annum). (Approximate pro rata salary for this role will be £17,674.57 per annum)

Application Pack

CLEEVE SCHOOL
AND SIXTH FORM CENTRE OF EXCELLENCE

ASPIRING
COLLABORATING
TRANSFORMING

Our Mission

Transforming Lives, Creating Opportunities, Insipiring Futures

Dear prospective candidate,

Thank you for the interest you have shown in Cleeve School!

We are one of the most innovative, forward-thinking and dynamic schools in the region, and are very much becoming the school of choice for families and staff. Our on-going Year 7 intake is now 310 students, which reflects our school's success, growth and vibrancy.

Over the next few years, our student numbers are set to move towards 1950, which includes up to 400 students in our state-of-the-art Sixth Form Centre of Excellence. Scale brings amazing opportunities, for teaching breadth and also for career development, including with research and pedagogy, within our Teacher Training Centre and with many career pathways within our extensive 'pastoral' and 'Cleeve Character' student development provision. Both have been recognised by Ofsted very recently.

In joining Cleeve, you would be joining a rapidly growing, values-driven school, that places staff training and development at the heart of everything we do. By getting this right, we know the education offer for our students will be exceptional. We are a designated training school, working closely with local Universities.

Student outcomes are moving from strength to strength. Our partnerships with some highly esteemed industry-based partners and the broader educational sector are transformational because they open doors to a rich eco-system of enrichment, opportunity and development, for students and staff.

Our Sixth Form Centre of Excellence cost in excess of £5 million and we have opened a £1 million Teacher Training Centre, which further underlines our vision for growth, opportunity and excellence. We are a large family, but also one with huge warmth and care, where every person matters, and we celebrate our diversity and richness.

We are a mission-driven school and therefore we strive, on a daily basis, to transform lives, create opportunities and inspire futures, for staff and students, alike.

We are on a wonderful journey. Come and join us!

Alwyn Richards



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Job Advert

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Teaching Assistant - Link Support

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We are looking for an exceptional Teaching Assistant - Link Support, to join our outstanding SEND department. The successful candidate will be a highly capable individual who works with students to make a difference, and is passionate about their education and is able to inspire students to give and achieve their best.

Our SEND Department is at the heart of Cleeve School's commitment to ensure that every student feels valued, supported and able to achieve their potential. Alongside a highly experienced SEND Leadership Team, we have invested significantly in developing specialist provision that enables students with additional needs to flourish within a mainstream setting.

At Cleeve we believe that inclusion is everyone's responsibility. Our SEND team works collaboratively with teachers, pastoral leaders, families and external agencies to esnure that students with additional needs can fully access a broad, balanced and ambitious curriculum. We are proud of our nurturing and student-centred approach, combining high expectations with tailored support and empowering young people to develop independence, confidence and resilience.

The Link provides a safe, supportive and structured environment for students who require enhanced SEND support, whilst maintaining strong connections with the wider school community. This is a new role that will play a vital part in helping students develop the academic, social and emotional skills needed for success both in school and beyond. We are seeking colleagues who share our belief that all young people can achieve, who are passionate about inclusive education and who are committed to building positive relationships that help students overcome barriers and thrive.

The school is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people, and therefore expects all staff and volunteers, to share this same commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. The successful candidate will be subject to an enhanced Disclosure and Barring Service check.

Please apply using the link below
https://recruit.sampeople.co.uk/Jobboard/Vacancy/Details?campaignRef=SCH-CIS-0046

Closing date for applications is 9am on Monday 9th November 2026

Two Hedges Road, Bishop's Cleeve, Cheltenham GL52 8AE
Email: recruitment@cleeveschool.net Tel: 01242 672546

For an informal discussion about the role, please contact the school.

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Staff Wellbeing at Cleeve School

At Cleeve School, you'll be part of a school with a vision that:

"Staff wellbeing will be at the heart of our employment strategy, focusing on developing productive and engaged colleagues who have the resources and capacity to deliver their best every day."
We recognise that we are on a journey, but we are determined to keep moving forward. Most importantly, you'll be joining a team where staff genuinely value one another, feel supported by their colleagues, and share the growth mindset of our students. Together, we are building a positive, resilient, and inspiring environment where everyone can succeed.

Our Wellbeing Offer

> ***"I am happy and proud to be a part of Cleeve and can honestly say this is the happiest I've been in a school work place."***
> 2025 Staff Survey

Work–Life Balance

- Protected time for planning and professional development
- Careful consideration of the school calendar for after school events
- Flexible working opportunities explored where possible

Mental Health & Emotional Support

- Access to our **Employee Assistance Programme,** and **Occupational Health support** when needed
- On site support from **Mental Health First Aiders,** and dedicated **Wellbeing Officer**
- **Reflective supervision** for staff working with high levels of child welfare and safeguarding cases

Physical Health & Lifestyle

- Annual **Staff Wellbeing Day** with activities to address key staff wellbeing concerns
- **Staff clubs** including cricket, Pilates, and football — encouraging connection, fun, and active lifestyles
- **Social events** throughout the year to strengthen team spirit
- **Cycle-to-work** scheme and use of **School Gym**

> **"Since moving to this school I enjoy my job again,"**
> 2025 Staff Survey

Professional Growth & Recognition

- **Colleague Thank you scheme** to celebrate staff achievements and contributions on a weekly basis
- Tailored **CPD pathways** to support personal and professional development at all career stages and **coaching and mentoring** programmes

Job Description

Transforming Lives, Creating Opportunities, Insipiring Futures

Teaching Assistant - Link Support

Salary and Hours: Permanent, approximately 27.5 hours per week, 39 weeks per annum. SCP Point 8.

Accountable to: Deputy SENDCos and Aspire Manager

Accountable for: Not applicable

KPIs for the role (and some of these should appear within the annual appraisal cycle)

- Working as part of the SEND team, the Teaching Assistant - Link Support will contribute to ensuring that students struggling to access learning in the mainstream classroom are well supported and making progress.
- Learning and emotional support provided will ensure students working in the school's support base (The Link) have improved *engagement* with the school.
- Support will add value to the learning and education of students, in particular those with Special Educational Needs.
- Targeted evidence based interventions will be used to complement effective in-class support.
- Liaison with the SEND team, Heads of Learning, teachers, external professionals and parents will add to the development of strong relationships with students.
- Work will contribute to the KPI's for the department area as directed by the line manager.

Key Skills and Repsonsibilities

Main responsibilities:

- To run individual and small group intervention sessions.
- To use a variety of methods to help keep pupils on task, build motivation and help reinforce learning while working in the link space.
- To help prepare resources for students to use whilst accessing the Link space.
- To maintain suitable records on identified students where required.
- To assist students with recording, self-study and organisational skills.
- To act as a liaison between teachers and students working in the Link space.
- To understand and be aware of the difficulties faced by the pupils that being are being supported at all times.
- To encourage good personal hygiene and assist students with personal care where require.
- To provide key adult support for identified students.

Other duties:

- To maintain detailed and accurate records and files of the students including intervention data and ensure that monitoring structures are used to evaluate progress and attainment in line with statutory requirements.

General duties:

- To refer any concerns relating to an individual, or groups of students, to a member of the SEND team
- To be responsible for and fully committed to the Safeguarding of Children and refer any concerns of Child Protection to the Designated Safeguarding Lead in charge.
- To attend department meetings and INSET.
- To provide invigilation if required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Key Skills and Aptitudes

The Teaching Assistant - Link Support will play a key role in supporting our students at Cleeve School. This role will involve elements of planning, coordination, provision and communication with parents, colleagues and students. You will work across the Link space, supporting the Aspire Manager and HLTA- SEMH specialist in their work in overseeing students needing an adapted curriculum and intervention. You will need to be invested in ensuring that our students have the very best support to be successful both academically and socially at Cleeve.

Training, Qualifications and Experience

Essential

- Educated to at least GCSE grade C or equivalent in English and Mathematics.
- Educated to at least A level (or equivalent) in at least two subject areas.
- Evidence of classroom and SEND experience, in particular supporting students with SEMH needs
- Evidence of working in a complex, busy, service driven environment
- Have experience of working within a secondary school

Professional knowledge and understanding

Essential

- Knowledge of working with children with SEND.
- Knowledge of safeguarding issues

Abilities and skills

Essential

- Excellent interpersonal and communication skills, including the ability to relate well to all stakeholders
- Excellent command of written and spoken English
- Excellent ability to remain calm under pressure
- Evidence of a proactive approach to planning and prioritising work
- Commitment to own professional development
- Commitment to safeguarding and promoting the welfare of children



Thank you for your interest in working at Cleeve School.
For more information, please visit our website and social media channels.

www.cleeveschool.net
Facebook: @CleeveSchool
Twitter: @Cleeve_School
Instagram: @cleeveschool

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