



Resource Base (SEN) Teaching Assistant Application Pack

Required for: ASAP

Closing date for applications:

Thursday 27th November 2025

Interviews to be held w/c 24th November 2025

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

The role:

We have an exciting opportunity for a warm, creative and enthusiastic Teaching Assistant to support students with their learning based in the Resource Base provision here at Clarendon Infants.

At Clarendon Federation, we are proud to host a specialist **Resource Base for children with communication and interaction needs**, including those with a diagnosis of Autism Spectrum Condition (ASC). The provision is an integral part of our inclusive school community and offers a nurturing environment where pupils can thrive both academically and emotionally.

Our Resource Base provides personalised teaching and support for children who benefit from a more tailored approach to learning, while maintaining strong connections with the wider school. Pupils are part of their mainstream classes where appropriate, supported by skilled adults who understand their individual needs and strengths.

We work closely with families, specialists and external agencies to ensure every child has the right support in place. Our highly trained staff build trusting relationships with each pupil and help them to develop confidence, independence, communication skills and a sense of belonging.

The Resource Base is not separate from our school—it's a valued and vibrant part of it. Our ethos of inclusion, respect and high expectations extends to every corner of Clarendon Federation, and we are committed to ensuring that all children, whatever their starting points, can flourish.

Key responsibilities include supporting students learning, either in lessons, small groups or through 1:1 work as well as supporting the development of their self-esteem, inclusion and behaviour.

A commitment to help all young people and staff to achieve their best and a shared belief in our inclusive ethos is expected of all staff.

Contract: Fixed term

Hours: Part-time (27.5 hours Teaching Assistant, term time and 5 TDD (39 weeks) and 2.5 hours Midday Supervisor, term time only (38 weeks).

8:35-15:05 (includes 30 minutes unpaid lunch break)

Salary: Wilts Grade D/E depending on experience (£13.05 - £13.47)

We will consider applications from candidates who have other relevant experience and will provide training.



Dear Prospective Applicant

Thank you for your interest in applying for this post. This is an exciting opportunity to join our amazing school community where we live our ethos of 'Always a little further' for those in our care.

The Clarendon Federation serves a vibrant and diverse community, proudly supporting both military and civilian families. Our federation of Infant and Junior schools work closely together to ensure that every child feels valued, supported, and able to thrive, whatever their background or starting point. We are deeply committed to an inclusive ethos, where the needs of all pupils are recognised and met through teamwork, care, and high-quality teaching and learning.

As a member of our staff team, you would be joining a group of dedicated professionals who are passionate about making a difference. Collaboration is at the heart of our practice – we work together to share expertise, celebrate success, and support one another in achieving the very best for our children.

We are looking for enthusiastic, nurturing, and caring practitioners who are committed to helping children succeed with high expectations.

If you are ready for an exciting challenge and enjoy working as a team player, within a trauma informed child focused school, then please apply to join us. Visits are welcomed but not compulsory!

The Clarendon Federation is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

The successful applicants will be subject to enhanced DBS checks. References will be sought on shortlisted candidates before interview and online checks will be made.

Thank you for your interest in the Clarendon Federation – we look forward to welcoming applicants who share our values and our commitment to inclusive, high-quality education for all.

I look forward to receiving your application.

Yours sincerely

Lisa Ashford-Smith

Head of School On behalf of The Clarendon Federation of Schools

Clarendon Infant School and Clarendon Junior School

How to Apply

Please take time to look at our school website by visiting www.clarendonfederation.co.uk

Should you have any specific queries, which are not answered by the information we have provided, or wish to visit us prior to making an application, please contact us on hr@clarendon-inf.wilts.sch.uk

Please email your application to hr@clarendon-inf.wilts.sch.uk remembering to include three documents:

- Application Form
- Equality & Diversity Form
- Letter of Application (no more than 1 side of A4 paper) in which you should detail the skills, attributes and experiences which make you an appropriate candidate for the post. Please try to include information in this letter that helps us get to know you as well as your professional skills.
- **Please note that CVs will not be considered**

Disclosure & Barring Service

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application. This will take place before your appointment is confirmed. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed.