



# Teaching Assistant Level 2

Applicant Pack



Outstanding Achievement for All

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## The vacancy

### Post advert

<b>Deadline for applications:</b>	11.59pm on 9 <sup>th</sup> March 2025
<b>Interviews to be held:</b>	Friday 14 <sup>th</sup> March 2025
<b>To start:</b>	As soon as possible

We are looking to recruit a Teaching Assistant who can join our amazing support team, working closely with our current teaching assistants.

We are looking for someone who is highly organised, motivated and committed. The successful candidate will be someone who can build excellent relationships with our children and be committed to high standards in the classroom. The candidate must have good verbal and written communication skills and be able to work as part of a motivated and supportive team. The role will be to work with children across our school in the classroom, with small groups and on a 1:1 basis.

### Role summary

<b>Post title:</b>	Teaching Assistant Level 2
<b>Profile:</b>	
<b>Grade:</b>	Grade 3
<b>Grade spinal point range:</b>	SCP 5 to 6
<b>Salary:</b>	£24,790 - £25,183 (pro rata)
<b>Accountable SLT post:</b>	Headteacher
<b>Line manager (if different):</b>	N/A
<b>Staff to be supervised or line managed by post holder:</b>	N/A
<b>Post holder will work with:</b>	Other teaching and Support Staff
<b>Holiday and sickness relief:</b>	Others within the team
<b>Purpose of post:</b>	To provide support to pupils and the class teacher.
<b>Version revised:</b>	February 2025
<b>Contract:</b>	Temporary until August 2026    14 hours/39 weeks

## Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

### Specific duties and responsibilities

#### SUPPORT FOR PUPILS

- Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Establish relationships with pupils and parents/ carers and interact with them according to individual needs
- Set challenging and demanding expectations and promote self-esteem and develop independent learning
- Promote the inclusion and acceptance of all pupils.

#### SUPPORT FOR THE TEACHER

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning outcomes
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers

#### SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching interventions adjusting activities according to pupil responses
- Undertake interventions linked to local and national learning strategies e.g. literacy, numeracy etc.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

## Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

## Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

# Person Specification

Job Title: Teaching Assistant Level 2

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Understanding of principles of child development and learning processes.		✓	A/I
Ability to relate well to children and adults.	✓		I
Work constructively as part of a team, understanding roles and responsibilities and own position within these.	✓		I
Previous experience in a school or childcare setting.		✓	A/I
Knowledge of the National Curriculum is an advantage.		✓	A/I
Sound speaking and listening skills.	✓		I
Can manage the behaviour of pupils in a reasonable manner.	✓		I
Has a caring positive attitude towards pupils welfare.	✓		I
Has a knowledge of pupils with special educational needs.		✓	A/I
Can maintain trust and confidentiality where appropriate.	✓		I
Can assist the school in forming a partnership with parents.	✓		A/I
Have sufficient practical and organisation skills to contribute to the preparation and management of educational resources.	✓		A/I
Can complete and maintain pupils records.	✓		I
Appropriate language skills.	✓		A/I
<b>Qualifications</b>			
NVQ for Teaching Assistants or equivalent qualification or experience desired.		✓	A/I

Good literacy & numeracy skills – GCSE Maths and English grade 4 or above	✓		A/I
<b>Other skills</b>			
Can allocate some contractual time to after school staff meetings when appropriate.	✓		AF/I
Can allocate some contractual time to the whole of, or part of, staff training days when appropriate.	✓		AF/I
Can maintain personal presentation that sets high standards for the pupils.	✓		AF/I
Can work within the spirit of Trust/School Policies to do with Equal Opportunities, Child Protection, Health & Safety, Finance, Smoking etc.	✓		AF/I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

## Bradwell Junior School

Bradwell Junior School is situated in the village of Bradwell, in the Hope Valley in the north of Derbyshire. It welcomes 50 pupils through its doors, from Year 3 to Year 6.

The historic school building includes two classrooms with separate areas for small group work. Pupils benefit from a well-equipped food technology room, and regular access to community facilities such as the Bradwell Community Library and War Memorial Hall.

At Bradwell Junior School, we strive to create an environment where we are all learners, an environment where curiosity is encouraged and where a love for learning is fostered. Children, staff and parents work actively in partnership to enable all children to realise their individual full potential.



In addition to trust-wide benefits for all staff, those at Bradwell Junior School also have access to:

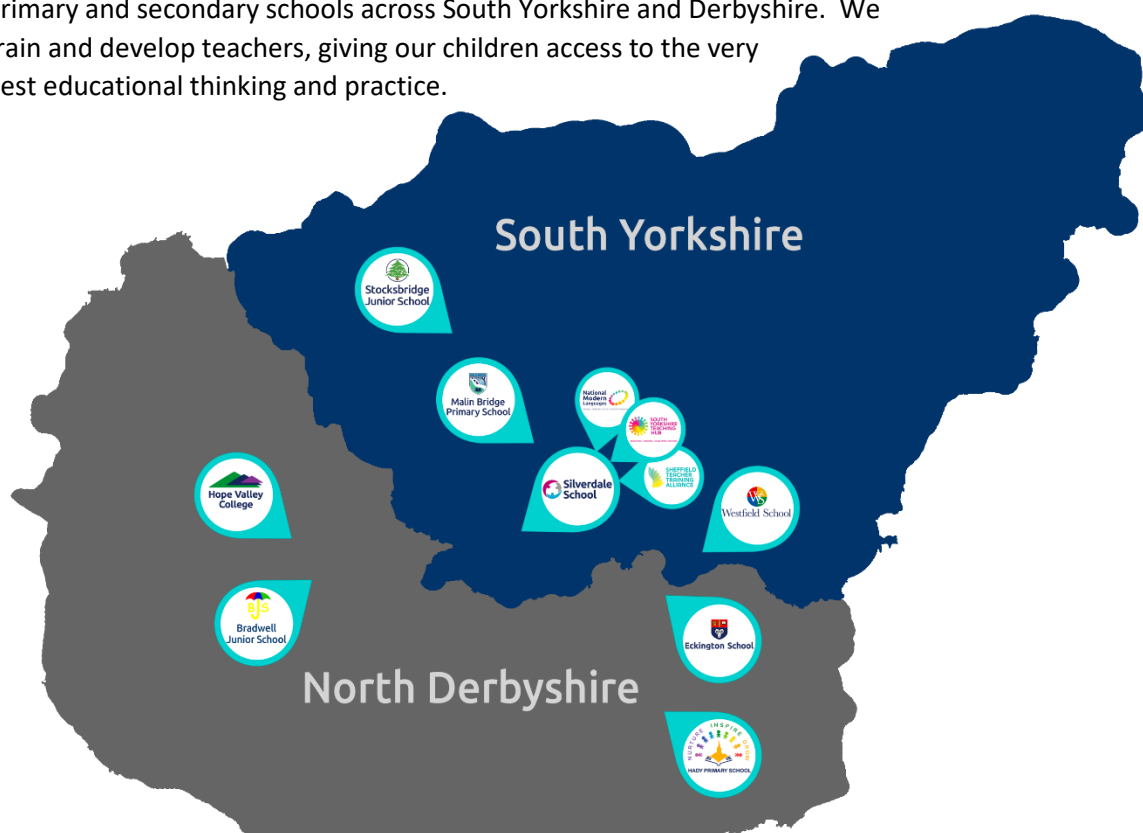
- Supportive and friendly staff and leadership team.
- Free staff parking.
- Active village community.
- Internationally renowned rural landscape on the doorstep.

You can view the school website at: [www.bradwelljuniorschool.com](http://www.bradwelljuniorschool.com).



## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- 

An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.
- 

Leading edge **training and development** through the South Yorkshire Teaching Hub.
- 

A **collaborative environment** encouraging knowledge sharing and support.
- 

Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.
- 

Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).
- 

Term-time only contract postholders have the freedom of having **school holidays** off.
- 

**Career progression** opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).

## To apply

- Full application pack and application forms available from: [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies)
- Completed application forms are to be sent to: Nell Wakerley at: [nwakerley@chorustrust.org](mailto:nwakerley@chorustrust.org)
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 9<sup>th</sup> March 2025.
- Interviews to be held: Friday 14<sup>th</sup> March 2025.

### Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



### Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.