



Eckington School

# Teaching Assistant Level 2 – Temporary for 1 year

Applicant Pack



## Contents

The vacancy.....	3
Post advert.....	3
Role summary.....	3
Job description .....	5
Specific duties and responsibilities .....	5
Support for the trust/school .....	6
Changes to these duties .....	6
Person Specification .....	7
Job Title: Teaching Assistant Level 2 .....	7
Knowledge, experience and skills.....	<b>Error! Bookmark not defined.</b>
Qualifications.....	<b>Error! Bookmark not defined.</b>
Other skills.....	<b>Error! Bookmark not defined.</b>
Interpersonal skills .....	<b>Error! Bookmark not defined.</b>
Child protection .....	<b>Error! Bookmark not defined.</b>
Eckington School & Sixth Form .....	9
Chorus Education Trust.....	10



## The vacancy

### Post advert

<b>Deadline for applications:</b>	11.59pm on Sunday 12 <sup>th</sup> July 2026
<b>Interviews to be held:</b>	Week beginning 13 <sup>th</sup> July 2026
<b>To start:</b>	4 <sup>th</sup> September 2026

We are looking for a passionate and inspiring Teaching Assistant to provide support inside and outside of the classroom for young people with special educational needs and disabilities.

In addition to excellent numeracy and literacy skills the essential requirements are excellent communication, inter-personal skills, the ability to plan, assess and deliver literacy or numeracy interventions and a desire to work with young people helping them to realise their potential.

### Role summary

<b>Post title:</b>	Teaching Assistant Level 2	
<b>Profile:</b>	LD 2.5	
<b>Grade:</b>	3	
<b>Grade spinal point range:</b>	SCP 5 to 6	
<b>Salary:</b>	£25,583 - £25,989 (pro rata £19,031 - £19,333)	
<b>Accountable SLT post:</b>	Deputy or Assistant Headteacher responsible for Inclusion in conjunction with the Business Support Services Manager.	
<b>Line manager (if different):</b>	SENDSCO/SEND MANAGER	
<b>Staff to be supervised or line managed by post holder:</b>	n/a	
<b>Post holder will work with:</b>	SENCO/SEND MANAGER, other teaching and support staff	
<b>Holiday and sickness relief:</b>	By and for other support staff	
<b>Purpose of post:</b>	To provide support to the students and thereby raise pupil standards and attainment in class.	
<b>Version revised:</b>	June 2026	
<b>Contract:</b>	Temporary	32 hours/39 weeks

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.



## 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
- Assist with the development and implementation of SEN Support Plans.
- Establish constructive relationships with pupils and parents/ carers and interact with them according to individual needs
- To act as a keyworker to individual or groups of students.
- Promote the inclusion and acceptance of all pupils
- Support pupils to engage and interact with others and in take part in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and develop independent learning
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

#### 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 pupil's 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
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work

- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

### **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.

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 build strong, productive working relationships with children and adults	✓		A / I
Experience of planning, delivering and assessing interventions to raise attainment of vulnerable learners		✓	A / I
An awareness of Special Educational Needs and strategies to overcome barriers to learning in the classroom	✓		A
Evidence of specialism in specific curriculum areas or areas of particular learning difficulty		✓	A / I
Experience of supervising groups of students		✓	A / I
Relevant work experience in a similar background within a secondary setting (KS3 & 4)		✓	A
Ability to support/instruct other TA's and support staff		✓	A / I
<b>Qualifications</b>			
Good level of literacy and numeracy e.g. GCSE Math's and English at grade 4 or above.	✓		A
Evidence of regular, relevant and recent personal development.	✓		A
<b>Other skills</b>			
Communicate effectively with people at all levels e.g. school staff, students, governors and external contacts/ suppliers.	✓		I

Work effectively as part of a team recognising own role as a team member.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
<b>Interpersonal skills</b>			
Ability to maintain confidentiality	✓		A/I
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A/I
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Take responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

## Eckington School & Sixth Form

Eckington School is an 11-18 comprehensive secondary school in north-east Derbyshire with more than 1200 students on roll, including the school's Sixth Form.

Eckington School joined Chorus Education Trust in April 2023, at which point we also welcomed a new headteacher, whose proven track record in developing a positive ethos under strong leadership is enabling the school on its journey of improvement. Further appointments to the senior leadership team have created a school with ambition to deliver on the Chorus Trust ethos of outstanding achievement for all.

The school itself is situated on the outskirts of Eckington on the Derbyshire/Sheffield border, overlooking open countryside. The campus is arranged around a shrub-filled courtyard that enables easy access to outside spaces for all.



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

- Supportive and friendly staff and leadership team.
- Free staff parking.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.

You can view the school website at: [www.eckington.chorustrust.org](http://www.eckington.chorustrust.org).

## 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.



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



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes, plus **free annual flu jabs** with Boots Corporate Health and **free eye tests** with Specsavers.



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



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).