

# Level 2 Teaching Assistant

Applicant Pack

**SILVERDALE  
SIXTH FORM**



**SOUTH  
YORKSHIRE  
TEACHING  
HUB**

RECRUITING • TRAINING • DEVELOPING TEACHERS



**SHEFFIELD  
TEACHER  
TRAINING  
ALLIANCE**

**National  
Modern  
Languages**



SCHOOL CENTRED • INITIAL TEACHER TRAINING



**Eckington School**



**Hope Valley  
College**



**Silverdale  
School**



**Westfield School**



**Bradwell  
Junior School**



**HADY PRIMARY SCHOOL**



**Malin Bridge  
Primary School**



**Stocksbridge  
Junior School**



**Chorus**  
Education Trust

Outstanding Achievement for All

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## The vacancy

### Post advert

|                                   |                                |
|-----------------------------------|--------------------------------|
| <b>Deadline for applications:</b> | 11.59pm on 27 September 2026   |
| <b>Interviews to be held:</b>     | Week beginning 05 October 2026 |
| <b>To start:</b>                  | 02 November 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.

Experience of working with young people in a school setting is essential.

Applicants should be keen to:

- support the inclusion, social integration and academic progress of pupils with SEND inside and outside of the mainstream classroom, which may include intimate care.
- contribute to delivery, assessment and monitoring of student progress and support intervention.

### Role summary

|                                                               |                                                                                               |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>Post title:</b>                                            | Teaching Assistant Level 2                                                                    |
| <b>Profile:</b>                                               | LD2.5                                                                                         |
| <b>Grade:</b>                                                 | 3                                                                                             |
| <b>Grade spinal point range:</b>                              | SCP 5 to 6                                                                                    |
| <b>Salary:</b>                                                | £26,427 - £26,847 (pro rata £20,270 - £20,594)                                                |
| <b>Accountable SLT post:</b>                                  | AHT Inclusion (SENCo)                                                                         |
| <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>                            | AHT Inclusion (SENCo)<br>Other teaching and support staff                                     |
| <b>Holiday and sickness relief:</b>                           | By and for other admin 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>                                       | May 25                                                                                        |

**Contract:**

Temporary

33 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

- To be responsible for providing pupil support to the standards required by the academy and appropriate external bodies, including providing intimate care of students, including, but not exclusively, those with special educational needs. Duties will include, but not be limited to:

#### SUPPORT FOR PUPILS

- Supervise and provide particular 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/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: Level 2 Teaching Assistant

| REQUIREMENTS                                                                                                             | Essential | Desirable | Assessment method<br>A = application<br>I = interview<br>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 eg school staff, students, governors and external contacts/ suppliers. | ✓         |           | I                                                                      |

|                                                                                                                        |   |  |              |
|------------------------------------------------------------------------------------------------------------------------|---|--|--------------|
| Work effectively as part of a team recognising own role as a team member.                                              | ✓ |  | <b>A / I</b> |
| Able to maintain a positive focus, accepting constructive criticism positively and learning from it.                   | ✓ |  | <b>A / I</b> |
| Demonstrate an enthusiastic and positive approach regarding challenges, putting the students at the heart of your work | ✓ |  | <b>A / I</b> |
| Ability to learn from experiences.                                                                                     | ✓ |  | <b>I</b>     |
| Ability to carry out instructions accurately and effectively as directed by line manager.                              | ✓ |  | <b>I</b>     |
| Ability to work alongside young people.                                                                                | ✓ |  | <b>A / I</b> |
| <b>Interpersonal skills</b>                                                                                            |   |  |              |
| Ability to maintain confidentiality.                                                                                   | ✓ |  | <b>A</b>     |
| Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.     | ✓ |  | <b>I</b>     |
| Able to make a positive contribution to the team.                                                                      | ✓ |  | <b>A</b>     |
| Able to reflect on performance and further develop own knowledge and skills to improve performance.                    | ✓ |  | <b>I</b>     |
| Maintains standards set by the organisation.                                                                           | ✓ |  | <b>I</b>     |
| Takes responsibility for own actions.                                                                                  | ✓ |  | <b>I</b>     |
| Ability to work alone unsupervised and manage own workload.                                                            | ✓ |  | <b>A / I</b> |
| <b>Child protection</b>                                                                                                |   |  |              |
| A commitment to the responsibility of safeguarding and promoting the welfare of young people.                          | ✓ |  | <b>I</b>     |

## Silverdale School & Sixth Form

Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of Chorus Education Trust. Silverdale has 1,450 students on roll including 450 in Silverdale Sixth Form. In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.

Silverdale has an excellent record of student achievement at both key stage 4 and key stage 5. At our heart is one of the country's original teaching school hubs, the South Yorkshire Teaching Hub, which includes the Sheffield Teacher Training Alliance and National Modern Languages SCITT.

At Silverdale, we benefit from a new building with excellent facilities, which was expanded in 2023 to provide further state of the art teaching facilities and a dedicated Sixth Form centre.



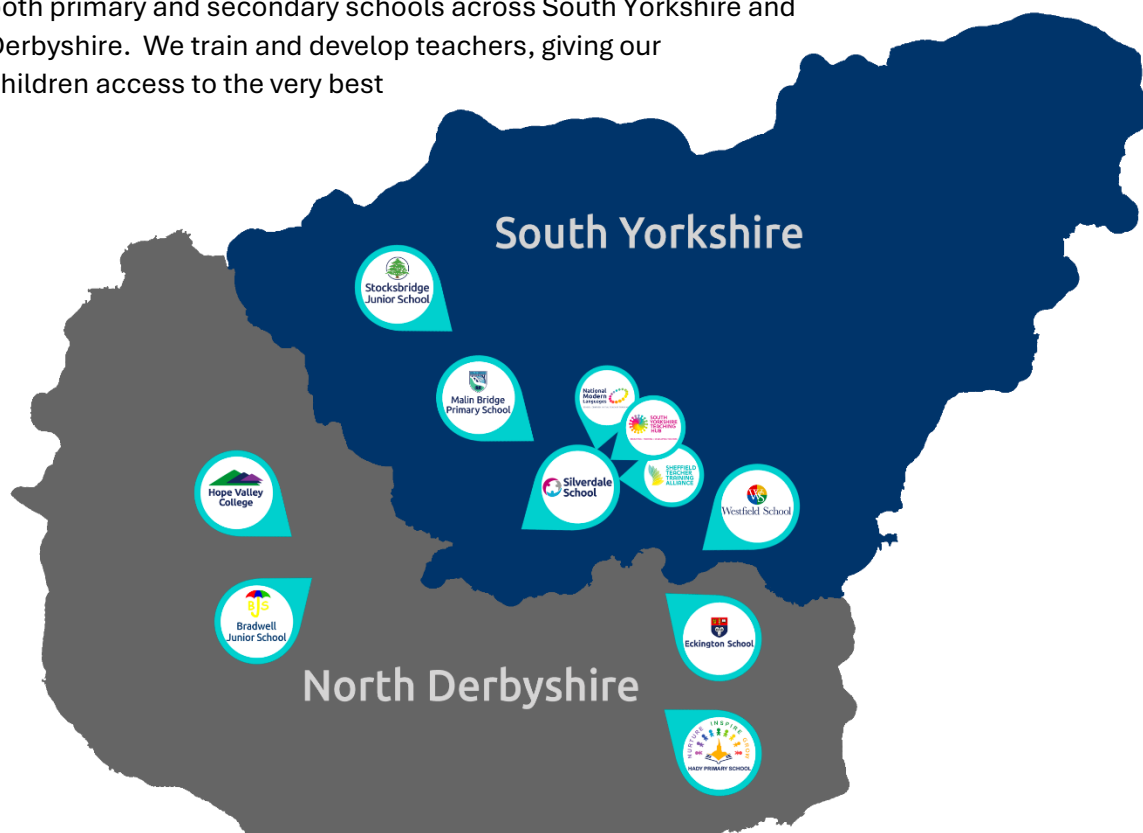
In addition to trust-wide benefits for all staff, those at Silverdale School also have access to:

- 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.silverdale.chorustrust.org](http://www.silverdale.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.
- 

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).