



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

Level 2 Teaching Assistant

Hilltop Primary Academy & Nursery, Ashbourne

Fixed-term until August 2027

32.5 hours per week, 39 weeks per year

L2 Teaching Assistant Pay Scale – £19,663- £20,285 Pro rata (£25,917 - £26,736 FTE)

Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes.

About the Role

A Level 2 Teaching Assistant at Hilltop Primary Academy plays a key role in supporting children's learning, development and wellbeing, working closely with teachers to help every pupil achieve their full potential. At present, the academy is recruiting for a Level 2 Teaching Assistant within its nursery provision, providing high-quality support to ensure the effective delivery of early years education.

Who We're Looking For

We are looking for a caring, enthusiastic and motivated Level 2 Teaching Assistant who is passionate about helping children achieve their full potential. The successful candidate will have experience of working with children, strong communication skills and a commitment to creating a positive, inclusive learning environment where every child can thrive.

About Hilltop Primary Academy

Hilltop Primary Academy is a welcoming and inclusive school for children aged to 3 to 11, where every child is encouraged to thrive academically, socially and emotionally. Located in Ashbourne, the academy offers a nurturing learning environment with a strong sense of community, where pupils are known, valued and supported as individuals. With dedicated staff and high expectations, Hilltop Primary Academy provides engaging, high-quality teaching that inspires a love of learning and builds confidence. As part of Tapestry Learning Partnership, the school benefits from strong partnerships and shared expertise, ensuring pupils are well prepared for the next stage of their education and beyond.

- **Why Join Tapestry Learning Partnership?**

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore shortlisted applicants are required to declare all unspent cautions or convictions, and any adult cautions or convictions that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this, please call 01335 343041.

Further details about our school can be found on our website: [Hilltop Primary Academy and Nursery with ERS Provision](#)

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

Closing date for applications: 2nd September 2026

Interview date: w/c 7th September 2026

JOB DESCRIPTION

Post Title:	Level 2 Teaching Assistant
Reporting to:	Headteacher
Grade:	Level 2 Teaching Assistant Pay Scale
Disclosure Level:	Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

Support access to learning for children and provide support to the class teacher/senior staff in the management of children in the classroom or any setting where teaching and learning takes place.

Teaching Assistant Agreed Framework Requirements

In all cases, indicative tasks at competency level specified within the Teaching Assistant agreed Framework, will be the reference point for indicative tasks within the competencies below.

Competences, roles, and responsibilities of all Teaching & Learning Assistant's

- Support the positive ethos and aims of our school
- Work closely with the class teacher to contribute to the management of pupil behaviour, maintain order and an appropriate working environment, including implementation of the school's behaviour policies.
- Deal with emotionally demanding behaviour and situations as necessary to meet each child's needs.
- May regularly work with children who have extreme behavioural issues or who are severely disabled requiring periods of physical effort such as moving and handling
- May have to physically intervene with children who exhibit violent or aggressive behaviour
- Establish and promote productive relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion of all pupils within the classroom and school.
- Liaise closely with teachers and other relevant agencies regarding the work set for a class/group.
- Prepare and set out learning materials.
- Contribute to the planning of learning activities.
- Plan and deliver programmes and monitor children's response to the learning activities and where necessary modify and adapt the activities to achieve the intended learning outcomes.
- Plan and develop programmes and monitor children's response to the learning activities and where necessary modify and adapt the activities to achieve the intended learning outcomes.
- Establish constructive relationships and communicate with parents and other relevant professionals, in liaison with the teacher, support pupil's learning and progress.
- Effectively communicate the work set by the class teacher to the pupils and ensure that pupils are aware of the teacher's expectations.
- Encourage pupils to interact and work co-operatively with others to ensure all pupils are engaged on the set task.
- Provide marking and feedback to pupils within the lesson in line with school policy.
- Evaluate pupil's performance at the end of each lesson and report to class teacher in an agreed format, e.g. Highlight planning, post-its, verbal feedback or other method teacher requires.
- Update relevant records at agreed time intervals.

- Accurately record and report on the development, progress, and attainment of children.
- Ensure the health, safety and welfare of pupils is maintained at all times.
- Promote the social and emotional development of pupils.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Make effective use of IT to support learning and own working role.
- Ability to use specialist software
- Provide English, Maths and communication support to allow access to all areas of the curriculum, to enable all pupils to make good progress.
- Under the direction of the class teacher, support visiting students.
- Assist with the development and implementations of targets to meet SEN Support criteria.
- Work alongside the class teacher to identify pupils requiring additional support, develop and implement targets and interventions.
- Accompany teaching staff and pupils on educational visits when required.
- Be aware of, uphold and contribute towards the development of the school's policies and procedures.
- Full working knowledge of relevant policies, Codes of Practice, and relevant legislation.
- Working knowledge of relevant learning programmes and curriculum
- Demonstrate responsiveness and flexibility in implementing structured activities of children with SEN or complex disabilities.
- Participate in appropriate school-based meetings.
- Be prepared to undertake role specific training as directed, to ensure roles and responsibilities can be carried out effectively.
- Maintain CPD/Learning Log
- Undertake any administrative duties relevant and appropriate to this post.
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's appraisal and supervision arrangements.
- Maintain confidentiality at all times and observe Data Protection Guidelines.
- Understand and comply with the school's equal opportunities and other policies.
- Understand and comply with the school's safeguarding and child protection policies and procedure.
- Embrace any other duties that may reasonably be regarded as within the nature of the duties, responsibilities, and grade of this post.

The post holder is expected to:

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

Person Specification – L2 Teaching Assistant

Post requirements	Essential	Desirable	Evidence and Assessment
Qualifications			
GCSE (or equivalent) level C or above in English and Maths	✓		Application form Certificates
NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience).	✓		Application form Certificates
Training in aspects of SEN specific provision, e.g. PECS, Makaton, TEACCH, behaviour management.		✓	Application form Certificates
First Aid.		✓	Application form Certificates
Knowledge and experience			
Supporting children's learning in a school setting.	✓		Application form, Interview, References
National Curriculum in Key Stage 1 or 2/EYFS		✓	Application Form, Interview
A good knowledge of health and safety requirements	✓		Application form, Interview, References
Working in special schools or ERS schools with a range of pupils with SEN (including Autism)		✓	Application form, Interview, References
Knowledge of Intervention programmes		✓	Application form, Interview, References
Assessment for Learning		✓	Application form, Interview, References
Understanding of relevant policies/codes of practice.	✓		Application form, Interview, References
Good understanding of areas of learning, e.g. literacy, numeracy, science, SEND or Early Years	✓		Application form, Interview, References

Working knowledge of the SEND code of practice.		✓	Application form, Interview, References
Understanding of the equal opportunities policy	✓		Application form, Interview, References
Personal skills and qualities			
Well-developed interpersonal skills to be able to relate well to a wide range of people.	✓		Application form, Interview, References
Work constructively as part of a team whilst being able to demonstrate initiative.	✓		Application form, Interview, References
Good communication skills.	✓		Application form, Interview, References
Effective use of ICT to support learning.	✓		Application form, Interview, References
Use of other equipment technology – video, photocopier.	✓		Application form, Interview, References
A good team worker who can work in a collaborative manner under the direction of a variety of teaching staff.	✓		Application form, Interview, References
Ability to contribute to student Records of Achievement, targets and Annual Reviews and to participate in multidisciplinary case conferences/reviews as directed by the SENCO and/or Headteacher.		✓	Application form, Interview, References
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓		Application form, Interview, References
Open, honest and an active listener.	✓		Application form, Interview, References
Takes responsibility and accountability.	✓		Application form, Interview, References
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers	✓		Application form, Interview, References

and blocks to providing an effective service.			
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.	✓		Application form, Interview, References
Is committed to the provision and improvement of quality service provision.	✓		Application form, Interview, References
Is adaptable to change/embraces and welcomes change.	✓		Application form, Interview, References
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓		Application form, Interview, References
Communicates effectively.	✓		Application form, Interview, References
Has the ability to learn from experiences and challenges.	✓		Application form, Interview, References
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills	✓		Application form, Interview, References
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		Application form, Interview, References
Motivation to work with children and young people.	✓		Application form, Interview, References
Emotional resilience in working with challenging behaviours.	✓		Application form, Interview, References
Willing to engage in any professional development activities which will aid the effective completion of tasks required by the post.		✓	Application form, Interview, References