



Teaching Assistant Level 1

APPLICATION PACK

Dear Colleague

Welcome to Bamford Academy and thank you for your interest in us.

I am proud to be the Headteacher at a school filled with happy and articulate children and working alongside an amazing, committed staff.

We want our children to enjoy their learning, and we achieve this through creating an enabling environment which fosters our core values of Respect, Perseverance, Kindness, Acceptance and being Responsible.

We have high expectations of our pupils both academically and in their behaviour, providing every child with the opportunity to shine. Our children are at the heart of everything we do, and we ensure that they feel happy, safe and secure.

The school is part of the Altus Education Partnership. We look forward to collectively realising the vision of the Trust - to create an inclusive and cohesive system of education in the area that improves that lives of everyone in the borough.

We are a two-form entry school, with fourteen classes from Reception to year 6. Our experienced staff provide a broad, balanced, inclusive and exciting curriculum and plan for enriching learning experiences for all. We promote a love for learning so that our children will become proud and resilient young people. The staff are committed to challenging our pupils to think hard and have high aspirations.

We seek to recruit and retain colleagues whose drives match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their career at Bamford Academy.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



Samantha Gaskell
Headteacher

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

- To apply, please visit our website and apply through **My New Term**.
- Our website: [Our Vacancies - Altus Education Partnership](#)
- Provide a supporting statement of no more than two sides of A4, addressing the criteria in the person specification.

Deadline

The deadline for the post is **Friday 4th September 2026** (to arrive no later than 12.00 midday).
Interviews are to be held week commencing **14th September 2026**.

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

Salary

The post will be paid on the **School Support Pay Spine, Scale Point 5 – 6**

Start Date

As soon as possible

For an Application Pack

1. Visit www.altusep.com
2. Contact: recruitment@altusep.com
3. Telephone 01706 769999

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

Background Information

Bamford Academy

Bamford Academy joined the Altus Education Partnership in March 2023, providing the first important steps on a child's amazing journey of lifelong learning.

We have over 350 students (Reception to year 6) and over 40 staff. We are very proud of nurturing and stimulating environment that we provide for both our staff and our pupils.

We hold our core values of **Respect, Perseverance, Kindness, Acceptance and Responsibility** at the core of everything we expect from our pupils. Our children are regularly awarded when they consistently demonstrate our values.

Altus Education Partnership

Altus Education Partnership was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from our desire to support children's education across the borough.

The Trust currently comprises five academies, including ourselves. The four other academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Kingsway Park High School** is an Ofsted-rated Good school with a strong track record of providing students with an excellent education. The Academy recently benefitted from a new teaching block, which opened in late 2024.
- **Edgar Wood Academy** opened in 2021 under Wave 13 of the Free Schools Programme. While the school was judged Requires Improvement at its first inspection, Ofsted has since recognised that the school is improving, and we are confident in the direction of travel. The Academy is building a strong reputation locally and benefits from a committed staff and leadership team focused on rapid progress.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

Role Description



Job Title:	Teaching Assistant Level 1
Reports to:	Headteacher
Contract:	Permanent – 30 hours per week – Term time only
Salary:	The post will be paid on the School Support pay scale, point 5 - 6 currently £25,583 - £25,989 FTE. Actual salary for term time only is £17,922 - £18,206 per annum.
Start Date:	As soon as possible

Overall Purpose of the Post

To support the classroom teacher in the delivery of teaching and learning, helping to create a safe, engaging, and inclusive environment for pupils. The TA1 will work under direct supervision to assist with tasks that support children's learning, well-being, and development.

Please read the below information carefully to ensure that you understand the duties expected of the role.

1. Supporting Teaching and Learning:

- Assist in delivering planned learning activities, under the direction of the class teacher.
- Support the learning needs of individual pupils or small groups, including those with additional needs, ensuring they remain engaged and on task.
- Help pupils understand instructions and encourage them to stay focused and motivated.
- Observe and report on pupil performance and development to the teacher.

2. Classroom Preparation and Maintenance:

- Help set up learning activities and prepare resources, including photocopying, cutting, laminating, and organising materials.
- Assist in the setting up and clearing away of classroom equipment and resources.
- Support with the creation of classroom displays that celebrate children's work and stimulate learning.

3. Behaviour and Social Support:

- Encourage good behaviour and a positive attitude among pupils, following the school's behaviour policy.
- Promote inclusion and acceptance of all pupils within the classroom, ensuring equal access to opportunities for learning and development.
- Use praise and rewards to promote positive behaviour and manage low-level disruptions appropriately.

4. Supervision Duties:

- Support with the supervision of pupils during break times, lunch times, and transitions between activities.
- Accompany and support pupils on school trips, ensuring safety and appropriate behaviour throughout.
- Monitor the general well-being and welfare of pupils, alerting the class teacher or designated staff of any concerns and using the school system for recording concerns regarding pupils behaviour or needs.

5. Administrative and Routine Tasks:

- Assist with record-keeping and the completion of simple forms, such as marking pupil attendance or helping with assessments under guidance.
- Maintain confidentiality of information concerning pupils, staff, and school matters.
- Carry out routine clerical tasks, such as organising homework folders, preparing reading books, and updating classroom inventory.

6. Safeguarding and Welfare:

- Be aware of and comply with school policies and procedures, including those relating to child protection, health and safety, and data protection.
- Act promptly in line with safeguarding procedures if a pupil discloses information or if there are concerns about a child's welfare.
- Support pupils who may be upset, distressed, or have social/emotional difficulties, showing empathy and care.

7. Professional Development:

- Attend relevant training sessions and staff meetings as required.
- Take part in performance management and appraisal processes.
- Be open to feedback and actively seek ways to improve practice.

Other:

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate.
- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification



		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
Qualifications				
2.	GCSE grade C or above/or equivalent qualification in English and Maths	E	√	
	Level 2 Childcare qualification or equivalent, e.g. CACHE, NVQ L2, NNEB	E	√	
3.	First Aid Qualification or willingness to undertake	E	√	
4.	Team Teach or Equivalent	D	√	
	Evidence of on-going commitment to own professional learning.	E	√	
EXPERIENCE				
8.	Experience of working with children, ideally in a school, nursery, or youth setting (voluntary or paid).	E	√	√
9.	Understanding of classroom routines and expectations.	D	√	√
10.	Experience supporting children with SEND (Special Educational Needs and Disabilities).	D	√	√
ABILITIES, SKILLS AND KNOWLEDGE				
17.	Ability to communicate effectively with children and adults.	E	√	√
18.	Ability to follow instructions and work under the direction of the teacher.	E	√	√
19.	Good organisational skills and time management skills	E	√	√
20.	IT skills (e.g., using a computer or tablet for educational apps or resources).	E	√	√
21.	Understanding of child development and the role of a teaching assistant.	E	√	√
	Able to demonstrate a good understanding of SEN practice.	E	√	
	Ability to initiate and contribute ideas and follow through in a practical way.	E	√	
22.	Positive approach to inter-agency working	E	√	√
23.	Ability to relate well to children	E	√	√
24.	Work well within a team	E	√	√
25.	Commitment to safeguarding practices and procedures	E	√	√
26.	Willingness to undertake further appropriate training as required	E	√	√
PERSONAL CHARACTERISTICS				
27.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
28.	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
29.	Resilience and the ability to grow professionally and	E	√	√

	flexibly within a start-up and developing organisation			
30.	Ability to work on own initiative	E	√	√
31.	Ability to keep confidentiality	E	√	√
32.	Sensitivity and caring skills	E	√	√
33.	Calm, measured approach in the face of challenge, emotional responses or conflict	E	√	√
34.	Emotional resilience in working with challenging behaviours and attitudes.	E	√	√
35.	Flexibility	E	√	√
36.	The ability to converse at ease and provide advice in accurate spoken English.	E	√	√



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