

# Teaching Assistant Level 3 (Personal Care) – Temporary

Applicant Pack



## Contents

The vacancy .....	3
Post advert .....	3
Role summary.....	3
Job description .....	5
Specific duties and responsibilities.....	5
Special Care.....	5
Support for the Teacher .....	6
Support for the Curriculum .....	6
Support for the trust/school.....	7
Changes to these duties .....	7
Person Specification .....	8
Job Title: Teaching Assistant Level 3 (Personal Care).....	8
Knowledge, experience and skills.....	8
Qualifications .....	8
Other skills.....	8
Interpersonal skills.....	9
Child protection.....	9
Hope Valley College .....	10
Chorus Education Trust.....	11

## The vacancy

### Post advert

<b>Deadline for applications:</b>	11:59pm on 1 July 2026
<b>Interviews to be held:</b>	15 July 2026
<b>To start:</b>	4 September 2026

Hope Valley Pathways is a specialist post-16 provision for young people with SEND, preparing them for life and work. It is set in the beautiful Peak District countryside and has its own building situated on the same site as Hope Valley College and currently has 25 students. We are seeking a passionate and inspiring Teaching Assistant to provide support and guidance to students inside and outside of the classroom in their variety of learning needs and to promote learning, opportunity and independence. This role is required to provide 1:1 support and assistance with personal care for a specific female student.

The working hours are 8:30am until 3pm Monday to Friday.

### Role summary

<b>Post title:</b>	Teaching Assistant Level 3 (Personal Care)
<b>Profile:</b>	LD2.5
<b>Grade:</b>	Grade 4
<b>Grade spinal point range:</b>	SCP 7 to 12
<b>Salary:</b>	£26,403 to £28,598 – actual salary £18,413 - £19,944
<b>Accountable SLT post:</b>	Deputy Headteacher Curriculum in conjunction with Business Support Services Manager
<b>Line manager (if different):</b>	HLTA Post16
<b>Staff to be supervised or line managed by post holder:</b>	N/A
<b>Post holder will work with:</b>	Deputy Headteacher Curriculum, SENCO, other teaching and support staff
<b>Holiday and sickness relief:</b>	By and for other Education Support Staff
<b>Purpose of post:</b>	To work under the instruction/guidance of the SENCO to provide support and guidance to students in their variety of learning needs including assistance with personal care & mobility. To assist the teacher in the management of students within and outside of the classroom.
<b>Version revised:</b>	January 2022

**Contract:**

Temporary until 31 August  
2027

30 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 Students

- Use specialist (curricular/learning) skills/training/experience to support students.
- Assist with the development and implementation of Support Plans for SEND students.
- To act as a keyworker and advocate for individual or groups of students.
- Ensure productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students in relation to progress and achievement.

#### Special Care

- Supervise students and attend to their personal needs and implement personal programmes including social, health, physical, hygiene, first aid and welfare matters. Specifically, this may involve any of the following:
- Gastrostomy tube feeding and cleaning of tube in accordance with the care plan for the child and appropriate training; Changing of catheter bags and cleaning of tubes; Colostomy/Stoma Care; Bathing/Showering; Denture cleaning; Head lice inspection and treatment (in conjunction with parents/carers); Mouth or nose toilet; Toileting including wiping/cleaning of pupil; Application of splints, braces, corsets etc; Assistance in the transfer to and from vehicles and wheelchairs and mobility devices in accordance with manual lifting and handling procedures; Occupational therapy and physiotherapy as directed by health professionals; Draining exercises for students with cystic fibrosis; Assisting with magnets, which help fuse tissues back together post-surgery; Emergency treatments covered in basic first aid training; Supervise and support students ensuring their safety and access to learning including visits to other establishments.

## Support for the Teacher

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating, and adjusting lessons/work plans as appropriate.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports, as required, to the teacher, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of students' work and accurately record achievement/progress.
- Promotion of positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

## Support for the Curriculum

- Implement agreed learning activities and interventions, adjusting activities according to pupil responses/needs.
- To deliver specialised SEN intervention for a range of students across all key stages
- To supervise students within student support
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Help students to access learning activities through specialist support.

Determine the need for, prepare and maintain general and specialist equipment and resources

## 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 3 (Personal Care)

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Experience of working in a school or educational environment	✓		A / I
At least 1 years' experience of working with students in an educational environment	✓		A / I
Understanding of school curriculums	✓		A / I
Understanding of strategies to assist classroom teaching and support students	✓		A / I
Ability to use own initiative to work flexibly and respond positively to a range of situations	✓		A / I
Willingness to provide personal care where required and instructed	✓		A / I
Experience in providing personal care		✓	A / I
<b>Qualifications</b>			
Good level of literacy and numeracy e.g. GCSE Math's and English at grade 4 or above	✓		A
NVQ Level 3 or equivalent or relevant experience and skills	✓		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

## Hope Valley College

Hope Valley College is an 11-16 comprehensive school set in a beautiful location in the village of Hope in the heart of the Peak District. The school was originally modelled on the lines of the successful village colleges originated by Henry Morris to provide community education. Hope Valley College now welcomes 550 students from a wide area including Derbyshire, Sheffield and Greater Manchester. On our site, housed in a purpose-built facility, we also run a post-16 SEND provision; Hope Valley Pathways prepares young adults with SEND for life and work and has up to 20 young people on roll.

At Hope Valley College, we offer an ambitious curriculum that is supported by a wide range of enrichment activities. We have high expectations of our students, who achieve well and who are encouraged to embrace the opportunities that our beautiful location offers.



In addition to trust-wide benefits for all staff, those at Hope Valley College 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, and many outdoor adventure activities.
- Internationally renowned rural landscape on the doorstep.

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