



**The
Orchards**

BRIGHT FUTURES EDUCATIONAL TRUST

**'Championing
Remarkable
Children'**

Candidate Pack



Teaching Assistant (Level 2)

Overview of the role



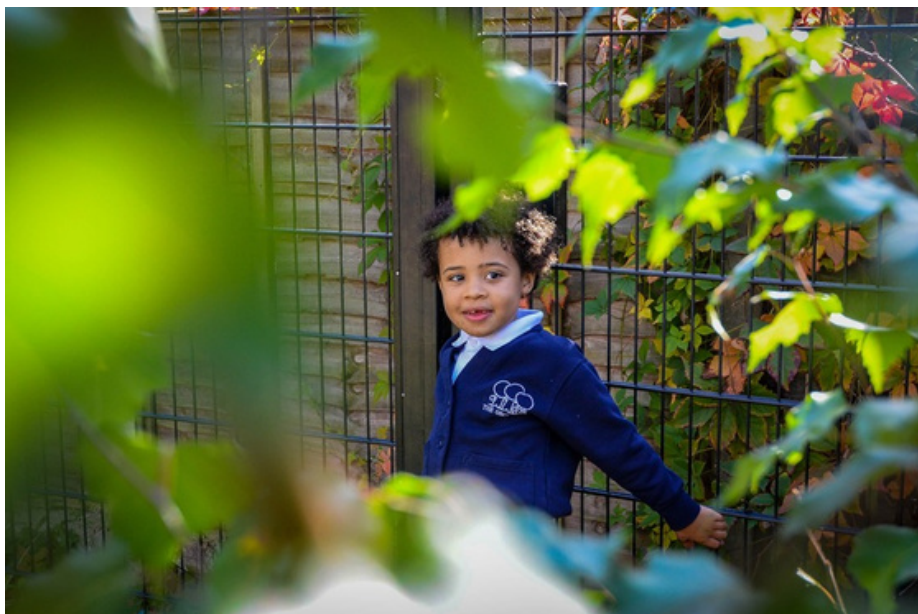
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BRIGHT FUTURES EDUCATIONAL TRUST

Join our team at The Orchard's and be a part of something truly special. We're not just a school; we're a community dedicated to 'Championing Remarkable Children'. With a focus on child-centred and inclusive education, we're looking for someone who embodies our ethos and values, ready to make a significant impact in the lives of the children we serve.

At The Orchard's, you'll find more than a job. You'll discover a place where your passion for education and your commitment to making a difference align. Our staff team is supportive, friendly, and united by a common goal: to provide an outstanding education for every child. We believe in the power of empathy, kindness, and teamwork, and we live these values every day.

If you're eager to be at the forefront of specialist education and recognise the importance of shaping young lives with compassion and dedication, we want to hear from you. Join us and be part of a team that not only believes in the potential of every child but works tirelessly to unlock it. Together, we can change lives and build a brighter future for our children.

The full job description and person specification are at the end of this pack



Bright Futures



Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best for everyone, the best from everyone. We are an organisation that is underpinned by values of: community, integrity, and passion. In everything we do, we remember that we are accountable to the children, families, and communities that we serve.



Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Heads of School and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: [About Us - BrightFutures Educational Trust\(bright-futures.co.uk\)](https://www.bright-futures.co.uk)

The Central Team includes the Executive Team: John Stephens, CEO; Lisa Fathers, Deputy Chief Executive; Charlotte Layton, Director of People & Strategy and Anna Sharpley, Chief Finance Officer.

The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge, and support. In addition to the Executive Team, we have central operations for finance, communications and marketing, HR, educational psychology, and digital technologies. Please see our website brochure which explains our central operations: [Why-Join-Bright-Futures](#)

Professional Development Institute

Bright Futures Professional Development Institute is another important outward facing component of our organisation.

Underneath this umbrella we have several hubs. Bright Futures Training which provides school improvement services and CPD to over 700 schools, a North West Maths' Hub NW1 Maths Hub, providing mathematics training and coaching to 500 schools, and a SCITT (School Centred Initial Teacher Training) Bright Futures SCITT, which is the largest in the North West. Within the Development Institute, Bright Futures also has two Teaching School Hubs, serving Manchester, Stockport, Salford, and Trafford. Bright Futures Send Outreach is another service which we provide across the North West. We have also been designated as an Early Years Stronger Practice Hub to work across the North West as the Bright Futures Early Years Hub.



Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](#).

About The Orchards



At our specialist provision school, nestled in the heart of the North of Trafford, we pride ourselves on 'Championing Remarkable Children'. Each day, we are committed to recognising and nurturing the unique potential within each child, offering a tailored educational journey that acknowledges their individual needs and aspirations.

Our school is a sanctuary of learning and growth. Our children are happy, safe learners who enjoy trusting and supportive relationships with both their important staff and each other. The aspirations of our children and families are met with the unwavering support and dedication of our expert staff.

The community we serve in the North of Trafford is at the heart of everything we do. Our commitment to our pupils extends beyond the classroom, as we work closely with families and local organisations to create a supportive network for our children. By championing the remarkable within each child, we truly believe we provided an education which prepares pupils exceptionally well for their next steps of education and ensures that their voices are truly heard and understood.

Our staff team would like you to join us if you ...

- Ensure that children influence everything that you do and you are driven to work so that every child gets the very best.
- Ensure that everyone's welfare is important and everyone feels listened to and valued.
- Believe in the shared vision of the school and work hard as an individual to bring that to life to improve outcomes for children and their families.

(Staff Culture Statement, 2023)





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BRIGHT FUTURES EDUCATIONAL TRUST

What Ofsted said...

“

Ofsted 2025

The school encourages and supports pupils to be themselves.

”

Bright Futures
Educational Trust



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BRIGHT FUTURES EDUCATIONAL TRUST

“

Ofsted 2025

The school's vision of 'championing remarkable children' is truly at the heart of everything the school does.

”

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The
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BRIGHT FUTURES EDUCATIONAL TRUST

“

Ofsted 2025

Relationships between staff and pupils are key to the school's success. This allows staff to respond in highly effective ways when pupils need additional support.

”

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BRIGHT FUTURES EDUCATIONAL TRUST

“

Ofsted 2025

Pupils thrive in this supportive, compassionate environment.

”

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BRIGHT FUTURES EDUCATIONAL TRUST

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Ofsted 2025

The school is determined for each pupil to receive a high-quality education.

”

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Ofsted 2025

The school is focused clearly on ensuring that pupils, through their individual curriculum, gain the knowledge, skills and character needed to become as independent as possible in their future lives.

”

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Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, and treated fairly and with dignity and respect. Please see the Equality, Diversity, and Inclusion statement on our website.

Terms and Conditions

Salary	£22,725.00 - £23,914.00 Annually (Actual) Bright Futures Grade 5 Point 12 - 15 Term Time plus 1 week (39 weeks per year) Full time equivalent £26,421 - £27,803
Pension	www.gmpf.org.uk
Other	We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions. We also offer opportunities for professional development.

Job Description

Teaching Assistant Level 2



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Key Role/Functions

To work under the guidance of teaching/senior staff and within a system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. The primary focus will be to maintain good order and to keep pupils on task. In providing cover supervision Teaching Assistants will need to respond to questions and generally assist pupils to undertake set activities.

Specific Duties and Responsibilities

1. Support for Pupils

- To support pupils' development and promote independence in a safe, secure and challenging environment employing strategies to recognise and reward achievement;
- To support the learning of individuals and groups of pupils as identified in the weekly curriculum planning and to act as a role model, setting high expectations;
- To focus on individual pupils to ensure their needs are being met within the group;
- To work with other staff to develop and implement the EHCs for pupils;
- To encourage pupils to interact and work co-operatively with others;
- To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement;
- To promote the inclusion and acceptance of all pupils within the classroom;
- To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing, etc);
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.

Job Description

Continued



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2. Support For Teachers

- To plan with teachers the daily/weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate;
- Occasional supervision of the class in the course of short-term absences of teachers, focusing on maintaining good order and to keep pupils on task under the guidance of teaching staff and within an agreed system of supervision;
- To liaise with other professionals to ensure an appropriate learning environment;
- To set out, prepare, use and tidy equipment;
- To promote home-school partnerships;
- To listen, support and discuss issues sensitively with parents and carers under the teacher's supervision and to participate in feedback sessions/meetings with parents;
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives;
- To 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;
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required;
- In class to undertake marking of pupils' work as agreed with the teacher and accurately record achievement/progress;
- To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher;
- To provide general clerical support, e.g. administer coursework, produce worksheets for agreed activities, etc.;
- To work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

Job Description

Continued



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3. Support for the Curriculum

- To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupils' responses/needs;
- To set out and prepare equipment indoors and outdoors;
- To implement local and national learning strategies, e.g. literacy, numeracy, Early Years and make effective use of opportunities provided by other learning activities to support the development of relevant skills;
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use;
- To help pupils access learning activities through specialist support;
- To determine the need for, prepare and maintain general and specialist equipment and resources.

4. Support for the School

- To promote the policies and ethos of the school, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour;
- To display pupils' work to reflect their achievement;
- To supervise pupils on outings and visits as required;
- To attend staff meetings as required;
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Head teacher, receiving training where necessary from the school;
- To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school;
- To support and encourage students on childcare courses, work experience, teaching practice, etc.;
- To be a proactive member of the school and class team;

Job Description

Continued



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- To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support the achievement and progress of pupils;
- To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate;
- To undertake planned supervision of pupils' out of school hours learning activities;
- To attend relevant courses and learning activities in order to update knowledge as required;
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects.

GENERAL

- The Teaching Assistant may be called upon to perform other duties that the Head teacher considers reasonable, that are commensurate with the grading and designation of the post

Person Specification



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Category	Essential	Desirable	Evidence
Qualifications and Experience	NVQ Level 3 Qualification in Early Years and Child Care, or equivalent. Excellent numeracy and literacy skills. Experience of working in a school environment.	Experience of working with children with range of SEND, particularly communication and interaction/cognition and learning Training in relevant strategies in appropriate curriculum area. Relevant first aid training or willingness to carry out training.	Letter of application. Application Form. Interview.
Personal Characteristics	Works enthusiastically but remains calm under pressure. Maintains professionalism and confidentiality at all times. Demonstrates initiative and ability to organise own workload. Ability to adapt to a variety of situations.		Letter of application. Application Form. Interview.

Person Specification



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Continued

Skills

Ability to work independently and as part of a team.

Ability to work with creativity, imagination and optimism in the creation of a happy, challenging and effective learning environment.

Demonstrate good communication skills, both written and spoken, with adults and children.

Ability to establish effective working relationships with a wide range of people.

Ability to contribute to a range of teaching, learning and pastoral activities.

Ability to observe, monitor and provide constructive feedback on pupils' progress.

Ability to build and maintain effective relationships with pupils, treating them equitably, with respect and consideration.

Ability to understand the roles of parents and carers in pupils' learning and demonstrate ability to liaise with parents and carers sensitively and effectively.

Ability to take responsibility, with minimum supervision, for delivering work programmes over an extended period to groups of children with complex needs.

Ability to provide personal care to children.

Demonstrate good ICT skills and awareness of methods of use of ICT in teaching practice.

Application Form.
Interview.

Person Specification



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Continued

Knowledge

Understand the need for confidentiality.

Understand issues faced by looked-after children and those with Social Services involvement.

Understanding of the National Curriculum and the adapted SEN teaching and learning, as well as classroom roles and responsibilities.

Understand the need for confidentiality.

Understanding of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection.

Understanding of the different ways in which children learn and relevant behaviour management strategies.

Application Form.
Interview.

Other

Works enthusiastically but remains calm under pressure.

Maintains professionalism and confidentiality at all times.

Demonstrates initiative and ability to organise own workload.

Ability to adapt to a variety of situations.

Application Form.