

# Temporary Teaching Assistant Level 2

Applicant Pack



## Contents

The vacancy .....	3
Post advert .....	3
Role summary.....	3
Job description .....	5
Specific duties and responsibilities.....	5
Support for the trust/school .....	6
Changes to these duties .....	6
Person Specification .....	7
Job Title: Teaching Assistant Level 2 .....	7
Knowledge, experience and skills .....	7
Qualifications .....	8
Other skills .....	8
Interpersonal skills.....	8
Child protection.....	9
Hady Primary School.....	10
Chorus Education Trust .....	11

# The vacancy

## Post advert

<b>Deadline for applications:</b>	11.59pm on Sunday 3 May 2026
<b>Interviews to be held:</b>	Friday 8 May 2026
<b>To start:</b>	ASAP

Are you passionate about supporting students, nurturing their growth, and making a real difference in the classroom every day? At Hady Primary School, we are looking for a committed, caring, and enthusiastic Teaching Assistant Level 2 to become a valued member of our dedicated team. This is a wonderful opportunity for someone who is motivated by the desire to positively impact children's learning and development.

As a Level 2 Teaching Assistant, you will play a crucial role in helping to create a supportive and stimulating learning environment where every pupil feels encouraged and confident to succeed. Working closely under the direction of class teachers and senior staff, you will assist in delivering high-quality educational experiences tailored to meet the individual needs of students across a range of abilities and backgrounds.

Your responsibilities will include helping to prepare and adapt learning resources, supporting students during lessons—either in small groups or one-to-one—encouraging positive behaviour, and assisting with classroom organisation. You'll also contribute to monitoring pupil progress, providing feedback that helps inform future teaching and learning strategies.

At Hady Primary School, we believe every member of staff plays a vital role in the success and wellbeing of our students. You'll be joining a collaborative, nurturing school community that values professional growth, teamwork, and a shared commitment to excellence in education.

## 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>	£25,583 - £25,989 (pro rata £19,327 - £19,634)
<b>Accountable SLT post:</b>	Headteacher
<b>Line manager (if different):</b>	SLT
<b>Staff to be supervised or line managed by post holder:</b>	N/A
<b>Post holder will work with:</b>	Teaching and support staff
<b>Holiday and sickness relief:</b>	By and for other support staff

**Purpose of post:** To work under the direct instruction of teaching staff/SLT, to support access to learning for pupils and provide support to the teacher in the management of pupils and the classroom

**Version revised:** March 2022

**Contract:** Temporary until 31.08.27 32.5 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 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
- Promote the inclusion and acceptance of all pupils
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the reviewing of SEN Support Plans
- Establish productive working relationships with pupils and parents/ carers and interact with them according to individual needs
- To act as a key worker to individual or groups of children
- Create and maintain a purposeful, orderly and supportive environment 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 pupils achievement, progress and next steps
- 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 undertake routine marking of pupil's work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc
- 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: Teaching Assistant Level 2

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Understanding of principles of child development and learning processes	✓		A / I
Ability to self-evaluate learning needs and actively seek learning opportunities	✓		A / I
Ability to relate well to children and adults	✓		I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position with these	✓		I
Can use ICT effectively to support learning	✓		I
Use of other equipment technology – Ipad, Photocopier	✓		I
Has sound speaking and listening skills to extend language in discussion	✓		I
Has experience of pupil assessment		✓	I
Can manage the behaviour of pupils in an effective manner	✓		A / I
Has a caring positive attitude towards pupils welfare	✓		I
Has an awareness of pupils with special educational needs	✓		I
Can maintain trust and confidentiality where appropriate	✓		I
Can assist the school in forming a partnership with parents	✓		A / I
Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources	✓		A / I
Can complete and maintain pupil records	✓		I
Experience working with children of relevant age	✓		A / I

<b>Qualifications</b>			
Good level of literacy and numeracy eg GCSE Maths and English at grade 4 or above.	✓		<b>A / I</b>
NVQ2 or 3 for Teaching Assistants or equivalent qualification or experience	✓		<b>A / I</b>
Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. Birmingham Tool Kit, Lego therapy, dyslexia, ICT, maths, English catch up interventions.		✓	<b>A / I</b>
<b>Other skills</b>			
Can allocate some contractual time to after school staff meetings when appropriate.	✓		<b>A / I</b>
Can allocate some contractual time to the whole of, or part of, staff training days when appropriate	✓		<b>A / I</b>
Can maintain personal presentation that sets high standards for the pupils	✓		<b>A / I</b>
Can work within the spirit of Trust Policies to do with Equal opportunities, Child Protection, Health & Safety, Finance, Smoking etc.	✓		<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>
Take responsibility for own actions.	✓		<b>I</b>
Ability to work alone unsupervised and manage own workload.	✓		<b>A / I</b>

## Child protection

A commitment to the responsibility of safeguarding and promoting the welfare of young people.

✓

I

## Hady Primary School

Hady Primary School is a primary school and nursery, situated in the East of Chesterfield, Derbyshire. It welcomes 350 pupils through its doors, from Nursery to Year 6.

Hady Primary aims to provide a nurturing environment, inspiring experience, and firm foundation for growth for the pupils, who are willing to learn, well-behaved and enthusiastic. It does so from an elevated location overlooking Chesterfield, which offers access to outdoor learning areas.

The school strives for excellence, welcomes challenges and delivers consistently strong results and Ofsted judged it to be 'Good' at its most recent (ungraded) inspection in April 2024, with evidence that "the inspection grade might be outstanding if a graded inspection were carried out".



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

- Supportive and friendly staff and leadership team.
- Free staff parking.

You can view the school website at: [www.hadyprimaryschool.co.uk](http://www.hadyprimaryschool.co.uk).

## 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).