

# Teaching Assistant – Fixed-Term Contract (6-months)

## Level 2 - 24 hrs per week

### Job Description and Information



## WELCOME

Welcome to Ormiston Ilkeston Enterprise Academy, a school full of warmth and purpose.

I take enormous pride in leading an incredible team of staff who are resolute and steadfast in their determination to improve the life chances of our young people and address educational disadvantage in our setting.



We are looking for like-minded individuals as we expand our team to accommodate growing student numbers. Having recently been rated as Ofsted Good, it is an exciting time to join us!

Our success to date is due to the fact we live and breathe our CARE values of Courage, Ambition, Respect and Excellence. These values help to determine our strong culture and create a climate in which every member of the school community is able to develop and improve. We are relentlessly positive and passionately care about the community that we serve.

Colleagues enjoy working here as we prioritise and build a sense of belonging. There is a calm and purposeful atmosphere around the academy, with high standards set for all aspects of academy life.

We adopt a 'work to live' mentality meaning workload is carefully considered with a range of common-sense initiatives deployed, these typically include access to wellbeing days and a sensible approach to flexible working. Our team buys into our philosophy of continuous improvement and benefit from the 'development over judgement' mantra. We realise and appreciate that staff are our greatest resource.

Other benefits for teachers include:

- Access to a fully planned and resourced curriculum
- No marking (other than assessments)
- Reduced teaching load as part of wider cover provision
- Centralised behaviour systems
- Named coach / buddy for all new teachers
- All Intervention and Enrichment included as part of directed time

I appreciate that I might be biased but this is a truly great place to work, and you won't regret applying. Come for a visit beforehand and see for yourself.

We look forward to meeting you soon,

**Mr Simon Leach**  
**Principal**



## Teaching Assistant - Level 2

**Hours 24 per week, fixed term contract  
(6months) term time only (39wks)**

**Scale: Grade 2 Pts 3-5**

**Salary: £24,796 - £25,584 pa (pro rota)**

**Actual Salary: £13,834 - £14,274 pa**

**Start as soon as possible**

If you are someone who is passionate about their job, enjoys working with young people and is determined to make a real difference to the children, then this could be the role for you.

OIEA is an inclusive Academy, and we are looking to appoint a highly motivated and experienced person to work with pupils who have special educational needs such as, cognition and learning, social, emotional and mental health needs, communication and interaction challenges or physical and sensory needs and lower literacy ability. We have a range of pupils that require additional support and interventions in order for them to achieve both emotionally and academically. The post holder will be required to liaise with Support Centre Manager, SENCO, Pastoral and Teaching Staff, attend meetings and work with specialist outside agencies in order to support the pupils successfully.

We welcome applicants with qualifications relating to Behaviour Support, Emotional Literacy or with experience of working with pupils who have Special Educational Needs and Disabilities.

We are seeking to employ staff who have a thirst to develop young people and build teams committed to academic and personal development success. This is a fantastic opportunity to play a key role in influencing positive learning and life outcomes for our students.

If successful in your application, you will also benefit from being part of Ormiston Academies Trust, a MAT of 44 primary and secondary academies. The Trust's vision is for all young people to have access to the highest academic, social and practical skills required to achieve their full potential. OAT support all staff so that they can enhance and develop their professional skills whatever their role within the trust.

We offer a competitive package of benefits for our staff including:

- *A network of exceptional support staff, teachers, middle and senior leaders*
- *A supportive and collaborative working environment*
- *The opportunity to achieve career development through excellent CPD opportunities (at a trust and school level)*
- *Vivup – lifestyle saving, cycle to work scheme, car salary sacrifice scheme, and employee assistance programme*

Visit us online at: <https://mynewterm.com/jobs/137109/EDV-2025-OIEA-25322> where you can find further information and details on how to apply. Please note that CVs are not accepted.

For an informal chat or to arrange a visit please email [kmeakin@oiea.co.uk](mailto:kmeakin@oiea.co.uk) who will facilitate.

**Closing date for applications: Friday 13<sup>th</sup> February 2026**

**Interviews to be held – TBC**

## Job Description



### **Post: Teaching Assistant Level 2**

**Scale: Grade 2 Pts 3-5 - Salary: £24,796 - £25,584 pa (pro**

**Actual Salary: £13,834 - £14,274 pa**

**Hours: 24 hours per week, fixed term contract (6 months) - term time (39 weeks)**

**Responsible to: The Principal, working under the direction of the Assistant Principal for Personal Development and SEND, and the SENDCO.**

***This post is for 24 hours per week over 4 days. Tuesday's are a required working day, with the remaining days to be discussed at interview.***

#### **Background Information:**

We would welcome applicants from individuals who have experience working with children and young people, particularly those with special educational needs. This may include but not be limited to: Qualified Teaching Assistants, Educators, Support Staff, Professionals in Related Fields, Recent Graduates, Specialist Practitioners, we encourage a diverse range of applicants who are committed to fostering an inclusive learning environment and who are passionate about helping all students succeed.

#### **Purpose and Responsibilities:**

Overall purpose of the post is to work with Support Centre Manager, SENCO and Teachers to support interventions with individuals or small groups of students under the direction of teaching staff and may be responsible for some learning interventions as directed in a student support plan.

<b>Interventions to support teaching and learning</b>	<ul style="list-style-type: none"><li>- Assist in implementing and adjusting planned learning activities in the support centre and classroom.</li><li>- Support independent learning and inclusion for all students.</li><li>- Provide feedback on pupil progress and assist in developing student support plans.</li><li>- Work across a variety of learning environments, from Student Support centre, classrooms, outdoor learning spaces.</li></ul>
<b>Resources preparation for interventions</b>	<ul style="list-style-type: none"><li>- Prepare and organise intervention materials and resources to support the intended outcomes for students.</li></ul>
<b>Additional support and assistance to students with greater barriers</b> <b>Encourage and develop independence</b>	<ul style="list-style-type: none"><li>- Potentially invigilate exams, assist on educational visits, and supervise break-time activities ensuring students personal development remains at the forefront.</li><li>- Help students with personal care tasks while promoting independence.</li><li>- Encourage emotional and social well-being and report issues to Support Centre Manager, SENCO and teachers</li></ul>
<b>Collaborate and work effectively as part of a multidisciplinary team</b>	<ul style="list-style-type: none"><li>- Support and mentor new staff and volunteers with interventions.</li></ul>
<b>Maintain and be committed to uphold Professional Responsibilities</b>	<ul style="list-style-type: none"><li>- Uphold child welfare and safety standards, participate in professional development, and adhere to health and safety regulations.</li></ul>

**Flexibility Clause**

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

**Variation Clause**

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**Fluency in English**

The post is covered by Part 7 of the immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

**Ormiston Ilkeston Enterprise Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The Academy's Child Protection and Safeguarding Policy can be found on our website: <https://www.oiea.co.uk/admin/wp-content/uploads/sites/21/2024/04/Child-Protection-and-Safeguarding-Policy-April-2024-1.pdf>**

**Suitability checks will be undertaken including two satisfactory references, medical clearance, Enhanced DBS check, including Children's Barred List, confirmation of qualifications, Prohibition Order or Interim Prohibition Order, verification of i.e. and of the Right to Work in the UK, Proof of NI Number.**

*Please see Person Specification on the next page.*

## Person Specification

### Post: Teaching Assistant – Level 2



**Hours: 24 hours per week, fixed term contract - term time (39 weeks)**

Essential Requirements	Method of Assessment A = Application I = Interview
<b>1 Experience/qualifications/training</b> <ul style="list-style-type: none"><li>• Good general standard of education. NVQ Level 2 in a related area (Level 3 desirable), Level 2 in Maths and English</li><li>• Effective written and verbal communication skills</li><li>• Experience of working with youngsters</li><li>• Willingness to undertake further training relevant to the post</li><li>• Good attendance record</li><li>• Relevant qualifications relating to behaviour support, emotional literacy or experience of working with students who have SEND.</li></ul>	A A & I A I A & I A & I
<b>2 Abilities</b> <ul style="list-style-type: none"><li>• The ability to work effectively as a member of a Student Support Team</li><li>• The ability to relate to young people and command their respect</li><li>• The ability to gain the confidence of teaching staff and support their work in and out of the classroom</li><li>• The ability to develop key teaching skills to enhance students' learning</li><li>• The ability to work to targets against which student progress can be measured</li><li>• The ability to remain confident, enthusiastic and positive and remain calm under pressure</li></ul>	I A & I I I I I
<b>3 Special Knowledge</b> <ul style="list-style-type: none"><li>• To understand some of the personal and emotional learning needs of youngsters</li><li>• To have an interest in learning about the SEN Code of Practice</li><li>• To have a good practical understanding of clerical and administrative skills</li></ul>	A&I I A&I
<b>4 Commitment</b> <ul style="list-style-type: none"><li>• Commitment to the school's values and principles, aims and policies</li><li>• Commitment to developing the role of parents in supporting children's education</li><li>• Commitment to the vision of the school</li></ul>	I A&I I



**Ormiston Ilkeston Enterprise Academy**  
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