

Highfield Farm Primary School

Stokewell Road, Wath Upon Dearne, Rotherham, South Yorkshire

Level 2

Teaching Assistant

Application Pack

Level 2 Teaching Assistant

Purpose of the Role and Key Responsibilities

- To support the delivery of high-quality teaching and learning that enables all pupils, including those with SEND and those who are disadvantaged, to make strong progress.
- The postholder will contribute positively to the wider life and ethos of the school and Trust and will carry out the duties appropriate to the role of a Teaching Assistant in line with Trust policies and professional standards.
- Key responsibilities include supporting inclusion and access to learning, promoting pupils' independence, and helping to maintain a safe, well-organised learning environment.
- The role involves following all relevant school policies, especially those relating to safeguarding, behaviour, SEND, health and safety and data protection.

Support for Teaching and Learning

The postholder will:

- Assist teachers in promoting the learning and development of all pupils by building constructive relationships and contributing to targeted support strategies.
- Help maintain a positive and stimulating learning environment that supports curriculum access for all.
- Prepare, organise and maintain resources and equipment, including those required for pupils with additional needs.
- Keep accurate records and observations to contribute to assessment and ensure pupils receive appropriate, timely support.

Support for Pupils

The postholder will:

- Provide tailored support to pupils with SEND, additional needs or barriers to learning, promoting safety, engagement, and independence.
- Encourage positive interactions, participation in activities and inclusion in all aspects of school life.
- Set clear expectations and nurture pupils' self-esteem and confidence, providing constructive feedback as directed by the teacher.
- Support the management of behaviour, responding to incidents promptly and in line with school policies.
- Attend to personal care needs where required, supporting pupils' social, health and hygiene development.
- Work closely with the SENDCO and external professionals to implement agreed strategies and interventions for pupils with identified needs.

Support for Teachers

The postholder will:

- Help maintain an organised, purposeful classroom environment, including preparing spaces and displaying pupils' work.
- Assist with planning, delivering and adapting learning activities, monitoring pupil responses and reporting progress to the teacher.
- Use agreed strategies to help pupils achieve learning goals, including implementing SEND-related adjustments.
- Provide regular, detailed feedback to teachers on pupil progress, behaviour and any emerging needs.
- Establish positive relationships with parents/carers as appropriate.
- Carry out routine administrative tasks such as photocopying, filing and collecting materials.
- Provide short-term emergency cover for sessions when required.

Support for the Curriculum

The postholder will:

- Deliver structured learning activities and interventions as agreed, adapting tasks in response to pupil needs.
- Support pupils in developing literacy, numeracy and IT skills to promote independence.
- Organise and maintain resources and equipment, ensuring their safe and effective use.
- Implement SEND support strategies as directed by the SENDCO or external specialists.

Support for the School

The postholder will:

- Supervise pupils at transitions and break times as required.
- Accompany staff and pupils on educational visits, taking responsibility for a group where agreed.
- Participate in meetings, training and school-wide activities that contribute to the school's ethos, aims and improvement priorities.
- Work collaboratively with parents/carers, colleagues and external professionals to improve outcomes for pupils.

The post holder's duties must be carried out in compliance with the school's Safeguarding Policies, Equality Policies, Information Security Policies, Financial Regulations, Health & Safety at Work Act and all other school policies. These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Headteacher at any time after consultation.

The post holder must always comply with the school's code of conduct.

Person Specification

EDUCATION AND QUALIFICATIONS	Essential	Desirable	Source A- application I - interview R - references
English and maths GCSE or equivalent (Grade A-C or 9-5)	✓		A
Level 2 Teaching Assistant qualification	✓		A
Training in safeguarding / child protection	✓		A, I
Additional qualifications relevant to supporting pupils in a primary setting		✓	A
First aid training		✓	A

EXPERIENCE	Essential	Desirable	Source A- application I - interview R - references
Experience of supporting pupils in a school or educational setting	✓		A, I, R
Experience of working with pupils with SEND or additional needs, or those who are disadvantaged or face barriers to learning	✓		A, I, R
Experience of assisting with small-group or one-to-one interventions	✓		A, I
Experience of contributing to record keeping and monitoring pupil progress		✓	A, I

KNOWLEDGE AND UNDERSTANDING	Essential	Desirable	Source A- application I - interview R - references
Understanding of the role of a Teaching Assistant in supporting teaching and learning	✓		A, I, R
Awareness of safeguarding, behaviour, SEND, health & safety and data protection	✓		A, I, R
Understanding of child development and social and emotional needs	✓		A, I
Knowledge of strategies that support inclusion and promote independence	✓		A, I
Understanding of the National Curriculum, EYFS framework and phonics		✓	A, I
Awareness of the role of the SENDCO and external professionals		✓	A, I

SKILLS AND ABILITIES	Essential	Desirable	Source A- application I- interview R- references
Ability to build positive, supportive relationships with pupils	✓		A, I
Ability to adapt support to meet the needs of pupils with SEND or additional needs	✓		A
Ability to promote positive behaviour and model high expectations	✓		A, I
Strong communication skills with pupils, staff and parents	✓		A, I
Ability to work under the direction of the class teacher and follow guidance	✓		A, I, R
Ability to maintain accurate records and provide useful feedback	✓		A, I, R
Ability to prepare and organise learning resources effectively	✓		A, I
Competent in using IT to support learning and admin tasks		✓	A, I, R

PERSONAL ATTRIBUTES	Essential	Desirable	Source A- application I- interview R- references
Kind, patient, reliable and well-organised, with the ability to use initiative appropriately	✓		A, I
Enthusiastic, positive and able to act as a supportive role model to pupils	✓		A
Committed to inclusion, equity and supporting pupils irrespective of any barriers	✓		A, I
Team player, collaborative and willing to undertake ongoing training and professional development	✓		A, I

Additional Requirements

- Enhanced DBS clearance
- Fully supportive references
- Commitment to safe working practices in line with Trust policies

James Montgomery Academy Trust is committed to appointing the best possible candidates.

The successful candidate will put the needs and education of pupils first and support them to achieve the highest possible standards. They will act with honesty and integrity, maintain a professional approach at all times, and take responsibility for keeping their knowledge and skills up to date.

They will build positive relationships with pupils, colleagues and parents, and work collaboratively in the best interests of all children.

We are delighted that you are considering applying for a position at our school. We aim to ensure that our recruitment process is fair, transparent and supportive for all candidates.

How to Apply

Candidates should complete the official application form in full, ensuring that all sections are accurate and up-to-date. Your supporting statement should clearly demonstrate how your skills, experience, and personal qualities meet the requirements outlined in the job description and person specification.

Submission of Applications

Completed applications must be submitted by the stated closing date. Applications should be sent via the secure portal within My New Term.

Shortlisting

All applications will be assessed against the person specification for the role. Shortlisted candidates will be contacted directly with details of the next stage of the selection process.

Interview and Selection

The selection process may include a combination of interviews, practical tasks, lesson observations, or assessments relevant to the role. Candidates will be given advance notice of the format and requirements of the day. If you have any specific access or support needs, please inform us so reasonable adjustments can be made.

Pre-Employment Checks

All offers of employment are conditional and subject to the following:

- Satisfactory references
- Verification of identity and right to work in the UK
- Enhanced Disclosure and Barring Service (DBS) check, including checks against the Children's Barred List
- Verification of qualifications and professional status where applicable
- Completion of a health declaration
- Any further safeguarding checks deemed necessary in line with statutory guidance

Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Recruitment processes follow safer recruitment guidelines and Keeping Children Safe in Education (KCSIE) statutory requirements.

Data Protection

Personal data provided during the recruitment process will be processed in accordance with current data protection legislation. Information will be used solely for recruitment purposes.