





***Candidate Brochure  
Level 2 Teaching Assistant***



**THE DEAN TRUST**  
Believe Achieve Succeed

**SALARY:**

Band 4 Point 12-17, £28,598-31,022 per annum, pro rata to £24,597-26,682

**START DATE:**

ASAP

**WORKING PATTERN:**

36.25 hours per week, 8am-4pm,

Monday-Friday

Term time only including 5 INSET days

**CONTRACT:**

1 year rolling

**LOCATION:**

Dean Trust Ardwick

**ACCOUNTABLE TO:**

SENDCo

# Teaching Assistant Level 2 SEN

## Job Summary

Dean Trust Ardwick is a proud member of The Dean Trust, a family of eleven high-performing schools dedicated to providing quality education in areas of challenge. Since opening in 2015, we have grown into a thriving secondary school serving over 1,300 pupils from the Ardwick and Longsight communities, becoming the school of choice for local families.

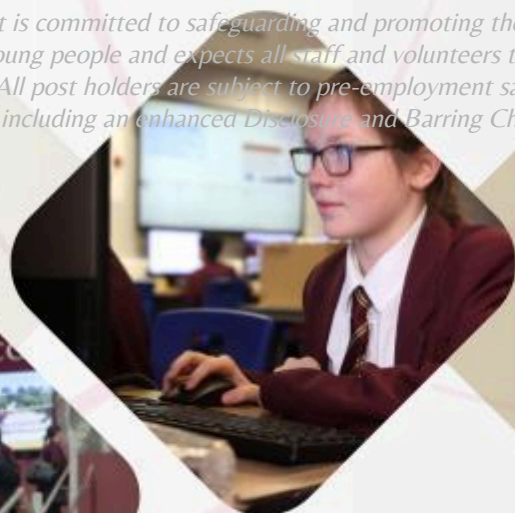
Our core purpose is to empower pupils to find their purpose and thrive as citizens of the world. Through a knowledge-rich curriculum, we equip pupils with the skills and character to seize life's opportunities, fostering a disciplined culture that nurtures ambition and success.

As a school that takes immense pride in its diverse community, we celebrate and embrace different cultures, fostering unity, understanding, and a strong sense of belonging. Through shared experiences and traditions, we ensure every pupil feels valued and proud of their identity.

The successful candidate will possess a relentless dedication to improving the life chances of our pupils and will therefore contribute to our aspiration for all pupils to thrive as citizens of the world, without exception.

*The Dean Trust is an equal opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups and/or with protected characteristics.*

*The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.*



# *Main Purpose of the Role*

## Purpose of Role Text

*NJC LEVEL 2/3 -To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. May be required to supervise groups of pupils undertaking activities in non-teaching situations.*

*To provide educational support for pupils with vision impairment, produce and organise teaching resources.*

## *Key Responsibilities*

### Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

### Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- 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 pupil's achievement, progress, problems etc.
- 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 invigilate exams and undertake routine marking of pupils' work

- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

#### Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years and recording achievement and progress and feeding back to the teacher
- 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 School

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils in non-teaching times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

### ***All employees have the responsibility to:***

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.


Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual task undertaken may not be identified.




# Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Completion of DfES Teacher Assistant Induction Programme		✓
To have attended basic TA training at a college of further education (e.g. NCFE level 1 Training) and be working towards NVQ2 or similar qualifications (e.g. CACHE level 2)		✓
To be qualified to NVQ level 2 or working towards NVQ3		✓
Desirable to have completed (depending on job / setting) CACHE CPD SEN Level 2 or similar		✓
<b>Experience</b>		
Working with or caring for children of relevant age	✓	
Participate in development and training opportunities		✓
To have attended significant Inset relevant to job and – in the case of those working with particular SEN pupils – to have become skilled in dealing with particular areas of special need though attending LEA and other providers of specialist training		✓
<b>Knowledge</b>		
Good numeracy/literacy skills		✓
Sound knowledge of one or more areas of special need (depending on setting) and Code of Practice for SEN		✓
Sound knowledge of the causes and patterns of poor behaviour and strategies to address these		✓

Sound knowledge of how children learn and how to create and maximize learning opportunities.		✓
To be aware of all school policies and procedures		✓
To have some knowledge of NC requirements, especially literacy, numeracy and PSHE (e.g. ELS/ ALS/ FLS/ LPU/ Springboard)		✓
Understanding of relevant policies/codes of practice and awareness of relevant legislation		✓
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies		✓
<b>Skills and abilities</b>		
To be able to work as part of a team and to have good inter-personal relationships	✓	
Appropriate knowledge of first aid		✓
Use basic technology – computer, video, and photocopier		✓
Ability to relate well to children and adults	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
Effective use of ICT to support learning	✓	
Basic understanding of child development and learning	✓	
Basic understanding of child development and learning Ability to self-evaluate learning needs and actively seek learning opportunities	✓	



TAs appointed to jobs carrying the SEN addition must be prepared to carry out duties that include:

- Dealing with complex behaviour/emotional needs
  - Dealing with complex physical, care and personal needs, including lifting and handling
  - Support complex sensory needs
  - Attend appropriate in service training as required to address the complex needs of the pupils
  - Communicate with parents/cares and other professionals around complex issues/needs
  - Be aware that the job may require TAs to work in difficult and challenging conditions arising from anti-social, difficult behaviour or medical conditions
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# *How to apply*

If you would like to apply for this role please apply through our online recruitment site which is available via:

[careers.thedeantrust.co.uk](https://careers.thedeantrust.co.uk)

Application Closing Date: 9am Wednesday 10th June 2026

Interview Date: TBC

If you have any queries, please contact the HR team on 01619722988 or email

[emmahurworth@deantrustardwick.co.uk](mailto:emmahurworth@deantrustardwick.co.uk)