ECCLESALL

PRIMARY SCHOOL

Job Application Pack

Teaching Assistant Level 2



Primary ECCLESALL School

JANUARY 2027

PEAK EDGE ACADEMY TRUST

Ecclesall Primary school
High Storrs Road
Sheffield
S11 7LG

0114 2663137
www.ecclesallprimary.co.uk

- **Job Title:** Permanent, Level 2 Teaching Assistant at Ecclesall Primary School
- **School Visiting Dates:** Thursday 3rd December 10.30am and Wednesday 9th December 3.30pm
- **Closing date for applications:** 9am, Monday 4th January 2027
- **Interviews to take place:** Friday 8th January 2027
- **Employment Start Date:** Monday 1st March 2027
- **Grade:** LGS level 2, Grade 3
- **Scale Point:** LGS – 5 – 6
- **Working Hours:** Between 0830 – 1545 = 32.5 hours per week, 39 weeks per year (Monday to Friday)
- **Salary:** Actual - **£19,966** (1.0 FTE equivalent = 37 hours, 52 weeks, £26,427)
- **Application Form:** **https://ecclesallprimary.co.uk/jobs/ or Gov.uk/jobs website**

Ecclesall Primary School is a very friendly, happy and creative school. Our motto is "**Happy Children, Happy School, Learning together, Growing together**" and our three values of **Kindness**, **Positivity** and **Respect** are central to everything we do.

We have a very positive, inclusive ethos where all staff, children, parents and the local community work closely together.

From the very start of their time at Ecclesall Primary School children know that their happiness and well-being is our priority. We want our children to love their learning, to be excited, engaged and challenged and to lead their own learning through our broad and rich curriculum.

The Governors of Ecclesall Primary School wish to appoint a permanent, part time, Level 2 Teaching Assistant to join our passionate and dedicated staffing team.

We require a Teaching Assistant who will:

- Work with small groups of SEN children or 1:1 with children to deliver a variety of learning and social skills interventions
- Be a hardworking and patient, kind person
- Have a positive, adaptable, proactive approach at all times
- Have effective communication skills and the ability to work in partnership with all members of the school community and outside agencies

In return, we can offer:

- Happy, respectful children with a positive attitude towards their learning.
- An enthusiastic, supportive and friendly team of colleagues who are very welcoming and willing to share their expertise and learn from one another.
- A supportive Senior Leadership team and Governing body who put wellbeing at the heart of everything we do.
- A dedicated, experienced governing body who are involved in the life of the school.
- A whole school community approach to developing positive relationships, confidence and self-belief supports our vision that every child's experience must be a happy one.
- We provide a nurturing and supportive environment where children feel safe, valued, and listened to and where individuality and successes are celebrated.

Visits to the school prior to applying for this post are strongly encouraged.
Please email the school office to make an appointment enquiries@ecclesall.sheffield.sch.uk.

Further details are included in the Job description and Person Specification.

Applications should be submitted using the attached application form (please contact the school if you require this document in a different format). In line with Safer Recruitment guidance, CVs will not be accepted, neither will applications submitted using forms other than the Peak Edge Application Form.

Ecclesall Primary School is committed to safeguarding and promoting the welfare and safety of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All shortlisted candidates will be asked to disclose any relevant cautions or convictions prior to interview. The amendments to the ROA Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected' and are therefore not subject to disclosure to employers. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Please also note that an online search will also be conducted for shortlisted candidates prior to interview.

The successful candidate will be required to complete both an enhanced Disclosure and Barring Service check and a Children's Barred List check. Please note that it is a criminal offence to apply for this post if you have been placed on the Children's Barred List. Teaching and classroom support staff will also be subject to a prohibition from teaching check. Candidates are asked to read the school's safeguarding policy https://ecclesallprimary.co.uk/ourschool/policiesand_procedures/.

Visits to the school prior to applying for this post are strongly encouraged.

Please contact the school office via email enquiries@ecclesall.sheffield.sch.uk if you require any information.

Application forms and relevant documents are available from our website: www.ecclesallprimary.co.uk/jobs.

Peak Edge Academy is committed to fairness and social justice and welcome applications from everyone. We value our diverse workforce and aim to work together to make the most of our differences. Under the Disability Confident Scheme, disabled applicants who meet the essential criteria of this job are guaranteed an interview.

Our Privacy Notice is available on our website. www.ecclesallprimary.co.uk.

Please ensure you complete the Peak Edge Academy Application Form or you cannot be shortlisted.

Please return your completed application form to the School Business Manager, Raj Jahangir.

- **Closing date for applications:** 9am, Monday 4th January 2027.
- **Email:** enquiries@ecclesall.sheffield.sch.uk ; or
- **Post:** Ecclesall Primary School, High Storrs Road, Sheffield, S11 7LG ; or
- **Via Gov Website:** https://teaching-vacancies.service.gov.uk/schools/ecclesall-primary-school-sheffield

PEAK EDGE
ACADEMY TRUST

JOB DESCRIPTION

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

SCHOOL	**ECCLESALL PRIMARY SCHOOL**
POST TITLE	**TEACHING ASSISTANT - LEVEL 2**
ROLE PROFILE	**LD2.5**
TOOLKIT JOB REF NUMBER	**ToolkitJD-13c**
GRADE	**3 (inclusive of JWCs) Mainstream School** **3 (inclusive of JWCs) Special School**
RESPONSIBLE TO	**Line Manager as defined in staffing structure**
RESPONSIBLE FOR	**As defined in staffing structure**
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	**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**
RELEVANT QUALIFICATIONS AND EXPERIENCE	• **GOOD LITERACY/NUMERACY SKILLS** • **COMPLETION OF DfE TEACHER ASSISTANT INDUCTION PROGRAMME** • **NVQ 2 FOR TEACHING ASSISTANTS OR EQUIVALENT QUALIFICATIONS OR EXPERIENCE** • **TRAINING IN THE RELEVANT LEARNING STRATEGIES E.G. LITERACY**

	• **FIRST AID TRAINING/TRAINING AS APPROPRIATE**

JOB DESCRIPTION FOR POST OF:- TEACHING ASSISTANT – LEVEL 2

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Boards of Schools.

Main Duties and Responsibilities

SUPPORT FOR PUPILS

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

SUPPORT FOR THE TEACHER

8. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
9. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
10. Assist with the planning of learning activities
11. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
12. Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
13. 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
14. Establish constructive relationships with parents/carers
15. Administer routine tests and invigilate exams and undertake routine marking of pupils' work
16. Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

17. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
18. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
19. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
20. 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

21. 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
22. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
23. Contribute to the overall ethos/work/aims of the school
24. Appreciate and support the role of other professionals
25. Attend and participate in relevant meetings as required
26. Participate in training and other learning activities and performance development as required
27. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
28. 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
29. Any other related duties as may arise.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Peak Edge Policies (and/or Policies adopted by the School Governing Board), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE: NOVEMBER 2026

Person Specification for post of:
Teaching Assistant – Level 2

Minimum Essential	Method of Assessment
Skills /Knowledge	
Understanding of relevant policies/codes of practice and awareness of relevant legislation	Application Form, Interview
General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies	Interview
Basic understanding of child development and learning	Interview
Ability to self-evaluate learning needs and actively seek learning opportunities	Interview
Ability to relate well to children and adults	Interview
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Interview
Effective use of ICT to support learning	Interview
Use of other equipment technology – video, photocopier	Interview
Has speaking and listening skills to extend language in discussion	Interview
Can manage the behaviour of pupils in a reasonable manner	Application Form, Interview

Has a caring positive attitude towards pupils welfare	Interview
Has an awareness of pupils with special educational needs	interview
Can maintain trust and confidentiality where appropriate	Interview
Can assist the school in forming a partnership with parents	Application Form, Interview
Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources	Application Form, Interview
Can complete and maintain pupils records	Interview
Experience, qualifications, and training (if any)	
NVQ2 for Teaching Assistants or equivalent qualification or experience	Application Form
Training in the relevant learning strategies e.g. literacy	Application Form
First aid training as appropriate	Application Form
Experience working with or caring for children of relevant age	Application Form, Interview
Completion of DfES Teacher Assistant Induction Programme	Application Form
Good numeracy/literacy skills	Application Form, Interview

Work related circumstances	
Can allocate some contractual time to after school staff meetings when appropriate	Application Form, Interview
Can allocate some contractual time to the whole of, or part of, staff training days when appropriate	Application Form, Interview
Can maintain personal presentation that sets high standards for the pupils	Application Form, Interview
Can work within the spirit of City Council and School Policies to do with Equal opportunities, Child Protection, Health & Safety, Finance, Smoking etc.	Application Form, Interview

Please complete The Peak Edge Academy Application Form.