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Teaching Assistant (Level 2) Fixed Term, Term Time Only  
Full-time

Edukos Trust  
at Dunswell Academy



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## Welcome Letter

Dear Applicant

Thank you for expressing an interest in our position of Teaching Assistant (Level 2), supporting children with Special Educational Needs at Dunswell Academy within the Edukos Trust family of Schools.

Please read the job advertisement, Job Description and Person Specification below and you are welcome to get in touch with the school should you require any further information. Candidates interested in applying for this post can find out more by reading the full application pack which can be downloaded from the School website or the East Riding Recruitment website.

Yours Faithfully

Alison Oxtoby  
Executive Head Teacher

## Advertisement

### **Fixed Term Teaching Assistant (Level 2) role to work with all children including SEN children**

Required from: ASAP, date to be confirmed

Salary: NJC SP 5 £25,583 pa pro rata (£13.26 per hour)

Hours: 32.5 hours per week Term Time only

Monday to Friday 8.45-12.00 and 12.30-3.45



We currently have a vacancy for a Teaching Assistant (Level 2) to work as part of a team with all children including SEN children at Dunswell Academy, which is part of Edukos Trust.

Dunswell Academy is a small school with 89 children taught across four classes. At the school's last Ofsted inspection in June 2022, it was rated Good.

We are looking for an inspirational teaching assistant who, as well as a good level of English and Maths (GCSE or equivalent), will also require a minimum of a Teaching Assistant Level 2 qualification and experience of working with children in an educational setting. As a school we can offer you a warm and welcoming environment with lots of opportunities for support and upskilling. This role involves supporting children with a variety of needs, some of which can present unique and sometimes challenging situations that require patience, adaptability and resilience.

Previous experience of working with children with additional needs would be desirable, as well as being confident supporting social, emotional and mental health needs and following a bespoke plan. Previous experience of working in the Early Years Foundation Stage would also be desirable.

A full job description and person specification are attached for further information.

If you would like to apply for this vacancy, please fill in the application form available from the ERYC Recruitment website and return it by email to the school office email address ([www.office@dunswellacademy.co.uk](mailto:www.office@dunswellacademy.co.uk)) or by post to: Miss Alison Oxtoby, Executive Head Teacher, Dunswell Academy, Beverley Road, Dunswell, HU6 0AD.

It is intended to hold interviews week commencing **Monday 16<sup>th</sup> March 2026**. Candidates are requested to submit applications by 9.00am **on Wednesday 11<sup>th</sup> March 2026**.

Edukos Trust is committed to:

- Promoting equality, diversity and inclusion;
  - Ensuring staff are protected from unlawful direct or indirect discrimination resulting from a protected characteristic (e.g. age, disability, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, race including colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation).
  - Delivering high quality teaching and services that meet the diverse needs of its children and its workforce, ensuring that no individual or group is disadvantaged.
- 
- Safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The suitability of all prospective employees/volunteers will be assessed during the recruitment process in line with this commitment. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. See our Safeguarding and Child Protection Policies on the [Trust Website](#). Please note, online searches will be done as part of due diligence checks.

## Exceptional. Together.

means to us..

*"Supported by our belief that through working with each other, **#together** we create a unique organisation with high expectations and high-quality work that make us **#exceptional**."*

This is underpinned by our core values: **#friendly**, **#growth**, **#trust**.

**#friendly** means to us...

Organisational behaviours and an environment that:

- is kind,
- is caring,
- is co-operative,
- are conducive to positive interactions,
- build positive relationships,
- allows for communication,
- allows for collaboration,
- supports wellbeing,
- builds community; and
- ☒ allows for conflict resolution.

**#trust** means to us...

Organisational behaviours and an environment that:

- give confidence,
- promote integrity,
- reliability,
- honesty,
- involves a willingness to be vulnerable,
- to depend on others,
- fosters a sense of security,
- relationships,
- risk reduction,
- innovation and creativity,
- ethical behaviour,
- emotional wellbeing; and
- loyalty.

**#growth** means to us...

Organisational behaviours and an environment that:

- allows for development,
- advancement of personal abilities,
- associated with positive change,
- allows for improvement,
- sustainability,
- higher standards,
- improving efficiencies,
- achieving goals,
- cultural; and
- new possibilities.

Our School Values are:  
We are kind and respectful  
We are honest  
We try our best  
We value our community

## Job Description

### **Teaching Assistant (Level 2) Full time, Fixed Term, Term Time Only**

Employed by: Edukos Trust

Responsible to: The Head Teacher

Location: Dunswell Academy



### **Main purpose**

The main purpose of this role is/are:

The following **values and principles** underpin the basis on which the postholder will assist and support the teaching of children within the School:

#### **Working in partnership with the teacher and SENDCo**

- Works under the direction and guidance of a teacher and SENDCo to support children.
- Understands lesson objectives.
- May be involved in planning small group or 1:1 activities.

#### **Statutory framework**

- Works to agreed school policies and procedures.
- Works within the wider legislation framework, eg national curriculum, health and safety, child protection.

#### **Supporting inclusion**

- Facilitates participation and learning, helping to build confidence and self-esteem, so that all children, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers.
- Provide or support intimate care for children when needed

#### **Equality of opportunity**

- Ensures children's equal access to learning and development.

#### **Anti-discrimination**

- Must comply with legislation and school policies relating to discrimination.
- Must promote anti-discrimination practices in all interactions with children and colleagues.

#### **Celebrating diversity**

- Demonstrates and promotes an understanding and appreciation of difference in personal characteristics, belief system and cultures.

#### **Promoting independence**

- Encourages and promotes independent learners.
- Provides opportunities for children to demonstrate self-reliance and responsibility.

#### **Confidentiality**

- Must adhere to the need for confidentiality of information at all times.

#### **Continuous professional development (CPD)**

- Takes responsibility for maintaining and improving personal skills, knowledge and experience.

### **Main Duties and Responsibilities of the post:**

The successful applicant will carry out the responsibilities of a Level 2 Teaching Assistant

LEVEL 2 - Working under guidance to deliver learning.

#### **Contribute to the management of pupil behaviour**

- Promote school policies on pupil behaviour
- Support implementation of strategies to manage behaviour
- Contribute to the management of pupil behaviour
- Employ strategies for behaviour management and report any problems to the teacher
- Report any progress towards targets for children with Behaviour Support Plans
- Provide level of attention appropriate to pupils' needs, modifying approach to ensure that desired outcomes are achieved
- Deal with any disruption and report to the teacher any difficulties that you are unable to overcome

#### **Establish and maintain relationships with individuals and groups**

- Establish relationships with individuals
- Establish relationships with groups

**Support pupils during learning activities**

- Provide support for learning activities
- Obtain equipment
- Provide help with learning tasks
- Feed back to the teacher on progress made
- Promote independent learning
- Encourage students to take responsibility for their own learning and promote development of self-esteem

**Review and develop own professional practice**

- Take part in regular review of practice and take advantage of development opportunities
- Set personal targets and attend relevant courses/in-service training. Assist in preparing learning environment
- Prepare resources and materials
- Assist in setting out learning materials and set out materials for use appropriate to the planned activities
- Confirm type and quantity of materials with teacher

**Contribute to maintaining pupil records**

- Confirm role and responsibility for helping to maintain records with teacher
- Confirm understanding of purpose and nature of relevant pupil records with teacher
- Update relevant records at agreed time intervals
- Ensure that contributions are accurate, complete and up to date

**Observe and report on pupil performance**

- Knowledge of observation techniques and understanding types of reporting, including verbal and written.
- Carry out relevant observations after consultation with the teacher.
- Record findings in agreed format

**Contribute to planning of learning activities**

- Understand the most effective way in which to support learning for a given task
- Understand the needs of pupil/s with whom working
- Discuss expected learning outcomes with teacher and agree upon success criteria
- Provide feedback for the teacher on outcomes of learning activity

**Promote social and emotional development of pupils**

- Support pupils in developing appropriate relationships
- Help to develop self-esteem of pupils
- Along with other members of the team, help to resolve difficulties between pupils amicably and with regard to school policies
- Employ strategies agreed by school via policies to raise self-esteem, such as rewards system and praise

**Support maintenance of pupil safety**

- Demonstrate awareness of symptoms associated with minor health problems
- Have full knowledge of Health and Safety policy
- Respond to minor health problems, for example with regard to asthma, allergies etc
- Report any illness to the teacher or other member of staff responsible for dealing with pupil health
- Support children with intimate care as needed

**Contribute to health and wellbeing of pupils**

- Awareness of strategies for assisting pupils to settle into new settings
- Help pupils to adjust into new settings
- Recognise signs of distress and offer reassurance

**Support use of ICT in the classroom**

- Have knowledge of the sorts of equipment available in school and where to find them
- Understand procedure for reporting technical faults
- Understand procedure for allocating ICT equipment for classroom use
- Prepare equipment for use
- Support classroom use of equipment

**Help pupils to develop literacy and numeracy skills**

- Have knowledge of schools' policies for Literacy and Numeracy
- Work with individuals and groups on number or literacy tasks

**Provide literacy/numeracy support to allow access to curriculum**

- Have knowledge of intervention strategies to support pupils with literacy and numeracy difficulties
- Support access to the curriculum through provision of support for literacy/numeracy difficulties

**Liaison with other team members and parents in a professional manner**

- Awareness of school policies for communicating with parents and carers; policies for care and wellbeing of pupils; school's policy for confidentiality; policy and procedure for parents' access to teaching staff and Head of School/Executive Head Teacher
- Interact appropriately and professionally with teachers and other colleagues and parents/carers
- Contribute effectively to planning of joint actions within the team
- Refer matters beyond competence and role to other professionals in school
- Care for children in ways that have regard for their home values and practices, complying with parents' wishes
- Reassure parents who express concerns about their children
- Ensure that parents' requests to see a teacher are dealt with promptly
- Pass on concerns about pupils to relevant people in the school

We are committed to safeguarding and promoting the welfare of students and expect all employees and volunteers to share this commitment. This post is subject to an enhanced DBS (Disclosure and Barring Service) check.

## Job and Person Specification

Requirements - (based on the job description)	Essential	Desirable	Assessment
<b>QUALIFICATIONS &amp; TRAINING: the successful candidate will:</b>			
- A good level of English and Maths (GCSE or equivalent)	√		AF CQ
- A minimum of a Teaching Assistant Level 2 qualification	√		AF CQ
- Current first aid qualification		√	AF CQ
- Positive Handling Training		√	AF CQ
<b>SKILLS &amp; EXPERIENCE: the successful candidate will:</b>			
- Have experience of working with children	√		AF I R
- Have experience of supporting children in the EYFS setting		√	AF I R
- Have experience working in a school environment		√	AF I R
- Understand the importance of lesson planning, TSPs, EHCPs and learning objectives to contribute to learning	√		AF I R
- Be able to implement and maintain a range of Teaching and Learning strategies		√	AF I R
- Be able to monitor and evaluate pupil performance		√	AF I R
- Have experience of following plans set by other professionals and outside agencies		√	AF I R
- Be able to inspire trust and confidence in children	√		AF I R
- Be able to encourage high standards of pupil behaviour	√		AF I R
- Respect confidential information	√		AF I R
- Be able to work as part of a group or individually	√		AF I R
<b>KNOWLEDGE: the successful candidate will:</b>			
- Have an understanding and appreciation of different personal characteristics	√		AF I R
- Strategies for managing the behaviour of children	√		AF I R
- Have an understanding of and commitment to work within the scope of the school's equal opportunities policy	√		AF I R
- Knowledge and understanding of the importance of the school's Health and Safety policy	√		AF I R
<b>PERSONAL TRAITS: the successful candidate will:</b>			
- Have a calm, caring and positive nature with ability to diffuse conflict	√		AF I R
- Excellent time management	√		AF I R
- Be professional, organised, adaptable, have excellent listening skills and be non-judgemental	√		AF I R
- Be able to communicate at all levels	√		AF I R
- Professional, approachable and tolerant	√		AF I R
- An inspiring Teaching Assistant with a caring and supportive approach	√		AF I R
- Be adaptable	√		AF I R
<b>Application Form and Letter</b>			

Requirements - (based on the job description)	Essential	Desirable	Assessment
The form should be fully completed and free from error and the letter should be clear and concise and related to this specific post	√		AF
<b>Confidential References and Reports</b>			
References should provide a strong level of support for relevant professional and personal knowledge, skills and abilities related to above	√		R

Key to Method of Assessment			
AF	Application Form	CQ	Certificate of Qualification
I	Interview	T	Test/assessment
R	Reference	P	Presentation

## Explanatory Notes

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

### Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including DBS checks.

- Candidates should be aware that all posts in Edukos Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the **Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013)**. Please see the Trust's application form for further information on this.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

### Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Owing to the number of applications we receive; it is not possible to contact all applicants to confirm if they have been successful in securing an interview. Therefore, please assume that if you do not hear from us by the interview date, that in this instance you have been unsuccessful. We would like to thank you for taking the time to apply.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate;
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post;

*Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.*

We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

### Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications;
- List 99 check;
- Satisfactory DBS Disclosure;
- Verification of professional status such as QTS Status, NPQH (where required);
- Satisfactory completion of the probationary period (where relevant);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

To apply please complete the Edukos Trust application form. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

**Closing Date:**

Wednesday 11<sup>th</sup> March 2026 at  
9.00am

**Interviews:**

Week commencing Monday 16<sup>th</sup>  
March 2026

### Applying:

Our preferred method for applications is a completed form which should be returned in electronic format to the email address provided in the job advert.