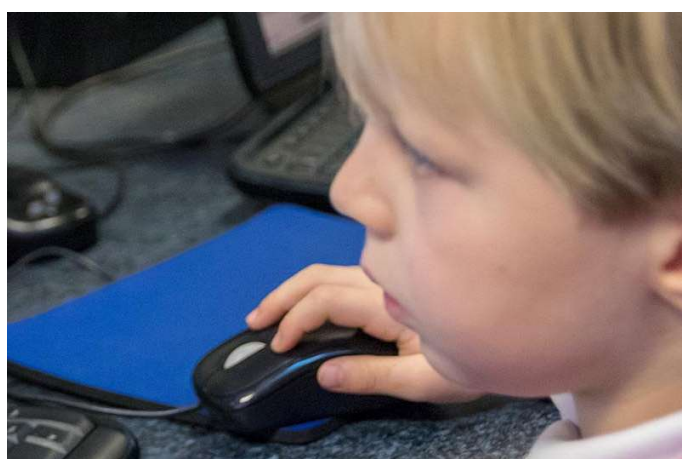


Level 2 Teaching Assistant (Temporary)

Candidate Information Pack

Closing Date: 12.00pm, Thursday 11th December 2025



Contents

Welcome from the CEO	3
Welcome from the Head of School.....	4
Level 2 Teaching Assistant (Temporary)	5
Job Description	6
Person Specification	8
How to Apply	10
Employee Benefits.....	11

Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



Welcome from the Head of School

Dear Applicant,

It is my privilege to introduce you to our school. Chandlers Ridge Academy is a high-flying primary school with a long-standing reputation for educational excellence. At the heart of our culture is the belief that we '*Learn Together to Achieve Forever*', putting an emphasis on teamwork, collaboration and relationships. Our children, staff, parents and governors work together as a learning community which seeks to challenge and support each child to facilitate success!

Our academic outcomes regularly top local tables with extraordinarily high numbers of children achieving at the higher standard at the end of KS2. The school itself is a two-form entry primary school in Nunthorpe, a suburb of Middlesbrough in North Yorkshire. With over 360 children on roll, the school is structured into four phases: Early Years, Key Stage 1, Lower Key Stage 2 and Upper Key Stage 2. Each phase is led by a phase leader who, along with an experienced SENDCo and an excellent Deputy Headteacher, join me to form our leadership team. Together with a motivated and passionate staff, we aim to nurture well-rounded young people who leave Chandlers Ridge with the skillset and aspiration to achieve highly in the world beyond our school.

Prompting children at all times to *Be Ready, Be Respectful and Be Safe*, our teaching teams have high expectations of all children. We strive to support them as they grow into independent thinkers, able to flourish and thrive in a changing world.

We are determined to achieve outstanding student and subject progress, with the very best practice in teaching and learning creating inspirational learning experiences for all of our students. To be an effective part of this journey, it will be essential that the successful candidate believes passionately that every student, regardless of background, can make excellent academic and personal progress.

I am incredibly proud of the children and team here at Chandlers Ridge Academy. As an inclusive school that passionately believes that every child deserves the best possible start in life, we seek a colleague which shares in our ethos. If you are a hard-working, energetic, enthusiastic advocate of children's potential, we look forward to hearing from you.

Kind regards,



Richard Thompson
Headteacher of Chandlers Ridge Academy



Level 2 Teaching Assistant (Temporary)

Job Title: Level 2 Teaching Assistant (Temporary)

Location: Chandlers Ridge Academy, Nunthorpe, Middlesbrough

Start Date: As Soon As Possible

Actual Salary: £19,521.18 to £20,284.32 (Grade F, SCP 7-8)

Hours of Work: 32.5 hours per week, term time only

Contract Type: Temporary (until 31st August 2026)

Closing Date: 12.00pm, Thursday 11th December 2025

Interviews: Tuesday 16th December 2025

About the Role

Chandlers Ridge Academy is seeking to appoint a Level 2 Teaching Assistant to join our wonderful staff team. The role will involve supporting children on a 1:1 basis with Special Educational Needs, including Disabilities, within our lower school provision. The right candidate will be patient, friendly and have a passion for supporting all children to fulfil their potential.

Here at Chandlers Ridge Academy, we have a positive and caring environment where our children are eager to learn. If successful, you will be joining a school with a strong commitment to providing the very best for all of our children.

About Us

We are a newly merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#).

How to Apply

Please make sure that the application form is completed and returned via email to dmoore@chandlersridge.org.uk addressed to Mr R Thompson, Head of School.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Job Description

POST TITLE: Level 2 Teaching Assistant

GRADE: F (SCP 7 – 8)

REPORTS TO: Headteacher

MAIN PURPOSE: To work under the instruction/guidance of teaching/senior staff, to undertake work/care/support programmes, to enable access to learning for pupils, including those with SEN 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.

.....

TASKS:

SUPPORT FOR THE PUPIL:

- Supervise and provide support for pupils with special needs, ensuring their safety and access to learning activities.
- Work in conjunction with a teacher to delivery bespoke learning based on an individual child's needs.
- Be aware of and implement 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 THE TEACHER:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- 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 under teacher guidance.
- Provide clerical/administrative support e.g. photocopying, filing etc.

SUPPORT FOR THE CURRICULUM:

- 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 comply with policies and procedures relating to Safeguarding, Child Protection, Health, Safety and Security, Confidentiality and Data Protection reporting all concerns to an appropriate person.
- 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.
- Assist with the supervision of pupils out of lesson times.

- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group.
- Participate in training and other learning activities and performance development as required.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Complete 30-minute lunchtime duty each day outside of your own allocated lunchtime.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Person Specification

POST TITLE: Level 2 Teaching Assistant
GRADE: F (SCP 7 – 8)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	- Requirement to complete Teaching Assistant Induction Programme, including safeguarding. - Willingness to participate in relevant training and development opportunities. - NVQ Level 2 or equivalent qualification in relevant discipline OR appropriate experience.	- First Aid training or willingness to undertake. - Safeguarding training. - Training in Special Educational Needs strategies.
EXPERIENCE:	Recent and relevant experience of working with primary aged children, including those with Special Educational Needs.	- Experience of working in a school environment. - Experience working in Early Years or KS1 settings.
SKILLS/ KNOWLEDGE:	- Ability to relate well to children and adults and build effective working relationships. - Ability to work effectively within a team environment, understanding classroom roles and responsibilities. - Knowledge of Safeguarding children and the importance of confidentiality, health and safety and GDPR. - Ability to promote a positive ethos and role model positive attributes. - Ability to work with children at all levels regardless of specific individual needs. - General understanding of national curriculum and other basic learning programmes/techniques. - Experience of resources preparation to support learning programmes. - Effective use of ICT to support learning. - Good communication and listening skills. - Good numeracy and literacy skills. - The ability to manage behaviour of children in a positive and supportive manner.	- Relevant knowledge of First Aid. - Specific SEND training. - Equal Opportunities and recognising the nature of the diverse school community. - Understanding of basic technology – computer, video, photocopier etc.

	• Understanding of inclusion, especially within a school setting.	
PERSONAL AND PROFESSIONAL ATTRIBUTES:	• Friendly, approachable and professional manner. • Calm approach. • A commitment to working as part of the whole school team and supporting the vision and aims of the school. • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements. • Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners. • Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work. • Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning. • Able to improve their own practice through observations, evaluation and discussion with colleagues. • Good command of the English Language. • Passion for supporting pupils with SEND, including with behaviour and/or personal care.	

How to Apply

Application forms and further details are available on the Trust's website –

sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to dmoore@chandlersridge.org.uk addressed to Mr R Thompson, Head of School.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 12.00pm, Thursday 11th December 2025

Interviews to be held: Tuesday 16th December 2025

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.