



Candidate Brochure
Teaching Assistant Level 4 (TA 4)
Higher Level Teaching Assistant (HLTA)



THE DEAN TRUST
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SALARY:

Band 6 SCP 23 – 25
£34,434 – £36,363 per annum
Actual Salary:
£29,617 - £31,276 per annum

START DATE:

ASAP

WORKING PATTERN:

36.25 hours per week,
Monday - Friday 08:00 - 16:00,
Term time including 5 INSET days

CONTRACT:

Permanent

LOCATION:

Ashton on Mersey School

RESPONSIBLE FOR:

Management of the Year 10 SEND teams and for the support of pupils with SEND needs within Year 10

ACCOUNTABLE TO:

Assistant Headteacher (Responsible for SEND)

Teaching Assistant

Level 4

Job Summary

The Dean Trust is seeking to appoint a talented and hard-working Teaching Assistant Level 4 to join our dedicated team at [Ashton on Mersey School](#).

The core purpose of the role will be to provide competent management of our pupils with SEND needs and other vulnerable children within a specific Year group within the school, along with the management of other teaching assistants.

This will include allocation and monitoring of work, appraisal and training. The job will also entail planning, preparing and delivering learning activities for individuals/groups or for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

We are 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

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.

Key Responsibilities

Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement IEPs
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

Support for Teachers

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests

- Production of lesson plans, worksheet, plans etc.

Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

Support for the school

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting concerns to an appropriate person
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out-of-school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out-of-school learning activities which consolidate and extend work carried out in class

Line management responsibilities where appropriate

- Manage other teaching assistants
- Liaise between managers/teaching staff and teaching assistants
- Hold regular team meetings with managed staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants

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.

Personal Specification

	Essential	Desirable
Qualifications		
Meet Higher Level Teaching Assistant standards or equivalent qualification or experience	✓	
Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths	✓	
Training in relevant learning strategies e.g. literacy	✓	
Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT	✓	
Experience		
Experience of working with children of relevant age	✓	
Knowledge, Skills and abilities		
Can use ICT effectively to support learning	✓	
Full working knowledge of relevant policies/codes of practice/legislation	✓	
Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies	✓	
Good understanding of child development and learning processes	✓	
Understanding of statutory frameworks relating to teaching	✓	
Ability to organise, lead and motivate a team	✓	
Constantly improve own practice/knowledge through self-evaluation and learning from others	✓	
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	✓	
SEN Payband		
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/carers 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	✓	

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

Application Closing Date: [08:00 am 2nd March 2026]

Any queries, please contact a member of the HR Team on 0161 973 1179
option 6 or via email at maxinemills@aom.trafford.sch.uk

