

# Teaching Assistant Level 2 Recruitment Information Pack



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# Teaching Assistant Level 2 Permanent Position Recruitment Information Pack

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Dear Applicant

**Re: Teaching Assistant Level 2**

Thank you for your interest in our permanent Level 2 Teaching Assistant posts at Ninelands Primary School. We are seeking to appoint two Teaching Assistants and, whilst a willingness and enthusiasm to work across school is vital, these posts will initially be to support in Key Stage 1 and Upper Key Stage 2 classes.

It is an exciting time for Ninelands Primary School, with a newly established Senior Leadership Team and a 'Good' overall outcome following our May 2023 Ofsted inspection. We are looking for an inspirational and highly motivated practitioner who is enthusiastic about working with children.

Despite being the largest Primary School in Garforth, we are a friendly, close and supportive staff who work well as a team. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We have an active PTFA, the Friends of Ninelands, who raise considerable funds for the school and have an excellent relationship with the school leadership. In short, Ninelands is an exciting, happy and stimulating place to work, and a good prospect for anyone looking to further their career.

I hope that after finding out more about our school, you will feel encouraged to apply for this post.

Yours in learning,

Mrs Katie Pashley  
Headteacher





## **Nineland's Primary School Mission Statement**

At Nineland's, we believe in making learning irresistible, meaningful and memorable. We want all our children to thrive in a happy, secure and inclusive environment where they develop enquiring minds, enjoy learning and have high aspirations, every lesson, every day. We challenge our children to be independent and self-motivated with the resilience to continue their lifelong learning journey so they can flourish, contributing positively to society with strength and compassion.

The aims of our school are:

- To develop enquiring minds, an enthusiasm for learning, and ability to co-operate and a desire to achieve.
- To encourage everyone to understand their strengths, creating growth mindsets which embrace challenge.
- To maintain a broad, balanced, exciting and meaningful curriculum which enables every child to experience success and a strong sense of achievement through a wide range of experiences.
- To promote self-discipline so that children become increasingly responsible for their own behaviour, growing themselves as self-reliant and self-motivated learners.
- To foster in all members of the school community, a positive appreciation of the importance of inclusion, diversity and cultural heritage, and of the role we all play in our society.
- For children to be a part of the school and wider town and city community and for them to understand and value how they can actively contribute.
- To establish and maintain positive relationships with parents and carers so their child's learning journey is a partnership.
- To support, value and empower staff to create an environment that enables our aims and mission.

## The Application Process

Interested candidates are welcome to contact Mrs Jackie Coyle, School Business Leader for further information on the post on 0113 2878370 or at [office@ninelands-school.co.uk](mailto:office@ninelands-school.co.uk). Visit our website [www.ninelands-school.co.uk](http://www.ninelands-school.co.uk) and X (formerly known as twitter) [@ninelandsps](https://twitter.com/ninelandsps) for more information about Ninelands Primary School.

Visits to school are encouraged and can be arranged by e-mailing [office@ninelands-school.co.uk](mailto:office@ninelands-school.co.uk)

### How do I apply?

Please complete the relevant application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed etc.). Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. We require details of two referees, one of which must be your current or most recent employer; if you currently work in school, the reference must be from the Headteacher. Please provide their names, email addresses and daytime contact numbers.

### Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post detailing your experience and why you are an ideal candidate.

CVs are not accepted as part of the application process.

### Where & when do I need to send my completed application?

Your completed application form and covering letter should be returned to [office@ninelands-school.co.uk](mailto:office@ninelands-school.co.uk)

**Closing Date:** Monday 30<sup>th</sup> June 2025 at 8am

**Interview Date:** Thursday 3<sup>rd</sup> July 2025

### When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. We are unable to contact all applicants, but all shortlisted candidates will be contacted by email or phone within 24 hours of the closing date. If you have any queries on any aspect of the application process or need additional information, please contact Mrs Jackie Coyle, School Business Leader by email to [office@ninelands-school.co.uk](mailto:office@ninelands-school.co.uk) or telephone school on 0113 2878370.

## Vacancy Advertisement Teaching Assistant Level 2

Monday – Friday 8.45am – 3.45pm (32.5 hours per week-Term Time Only)

**Grade B1- B2 (SCP 04 - 07) £24,404-£25,584 FTE – £12.65-£13.26 per hour**

Ninelands Primary School is a large and popular two form entry school in Garforth, Leeds. The governing body are seeking to employ an excellent Teaching Assistant to predominantly work in either KS1 or UKS2 in the first instance. It is essential that the successful candidate holds an approved level 2 qualification or higher. We are looking for an enthusiastic, warm and caring individual who is able to develop supportive relationships with children for the purpose of improving educational outcomes.

We are seeking an individual who:

- Understands how children learn on an individual level to ensure progress
- Works effectively as part of a skilled team, having excellent communication skills
- Is able to work on their own initiative
- Has enthusiasm and passion for the job
- Is committed to delivering the best possible education to all our pupils
- Has high aspirations for own career development
- Holds an approved level 2 qualification or higher.
- Has excellent literacy and numeracy skills, including GCSE (grade A-C) or equivalent in English and Maths

We can offer you:

- motivated children who are curious and eager to explore
- a dedicated and professional staff team
- a well-resourced and attractive environment
- a strong commitment to continuous professional career development and equal opportunities
- a happy school with strong support from its stakeholders

Experience of working with primary children and a commitment to inclusion is essential. We are particularly interested to hear from candidates who have experience in working with Key Stage 1 or Upper Key Stage 2 children and who enjoy variety in their work.

Hours of work are Monday to Friday, 8:45am to 3:45pm (30-minute lunch) which includes lunchtime supervision and leading play for children over the lunchtime period.

Interested candidates are welcomed to contact Mrs Jackie Coyle, School Business Leader for further information on the post on 0113 2878370 or at [office@ninelands-school.co.uk](mailto:office@ninelands-school.co.uk). Visit our website [www.ninelands-school.co.uk](http://www.ninelands-school.co.uk) for more information about Ninelands Primary School.





Ninelands Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments made are subject to a DBS enhanced check.

We promote diversity and want a workforce which reflects the populations of Leeds.

### **Enhanced Disclosure**

Thank you for your interest in this post at Ninelands Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service (DBS) and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service (DBS) Code of Practice of Disclosure Information.

If your application is shortlisted for interview, you will be required to complete a self-disclosure form which must be returned to us at least one day prior to interview. If we do not receive this, we reserve the right to withdraw the offer of interview.

If your application is successful and proceeds to a conditional offer stage, you will receive further information on how to complete the Enhanced Disclosure.

**It is illegal to apply for this position if you are on the Children's Barred List.**

Ninelands Primary School has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process. Further information can be found on our school website at [http://www.ninelands-school.co.uk/nps\\_vacancies.html](http://www.ninelands-school.co.uk/nps_vacancies.html)

***We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.***

## Job Description

**Job Title:** Teaching Assistant Level 2  
**Responsible to:** Headteacher / Senior Leadership Team/ Class Teacher

### 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.

### Responsibilities

- To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- To establish constructive relationships with pupils and interact with them according to individual needs
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To set challenging and demanding expectations and promote self-esteem and independence
- To provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- To use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- To assist with the planning of learning activities
- To monitor pupil's 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.
- To 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
- To establish constructive relationships with parents/carers
- To administer routine tests and invigilate exams and undertake routine marking of pupils' work



- To provide clerical/administrative support - photocopying, typing, filing, money, administer coursework
- To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- To undertake programmes linked to local and national learning strategies, achievement and progress and feeding back to the teacher
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- To 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
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- To contribute to the overall ethos/work/aims of the school
- To appreciate and support the role of other professionals
- To attend and participate in relevant meetings as required
- To participate in training and other learning activities and performance development as required
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- To 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
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post
- To take responsibility for promoting and safeguarding the welfare of children and young people within the school

## Key Skills and Competencies

Essential Criteria	Desirable Criteria
<b>Skills</b> <ul style="list-style-type: none"> <li>• Able to effectively use of ICT to support learning</li> <li>• Ability to relate well to children and adults</li> <li>• Can work constructively as part of a team</li> <li>• Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and parents/ carers from a variety of ages, abilities and backgrounds.</li> <li>• Good communication skills to promote and develop effective working with children, colleagues and carers/agencies at an appropriate level to achieve understanding and constructive response</li> <li>• Flexible, adaptable and positive attitude to working in a structured environment.</li> </ul>	
<b>Experience</b> <ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age</li> <li>• Experience of dealing with a wide range of people</li> <li>• Experience of working as part of a team</li> <li>• Experience of using ICT effectively</li> <li>• Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care</li> <li>• Experience of working with or caring for children with SEND</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of statutory assessments.</li> <li>• Experience of working / caring for with children from Nursery through to Year 6 age</li> </ul>

<p><b>Knowledge and understanding</b></p> <ul style="list-style-type: none"> <li>• General understanding of national/foundation stage curriculum and other basic learning programmes/strategies</li> <li>• Basic understanding of child development and learning</li> <li>• Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• General understanding of national/foundation stage curriculum and other basic learning programmes/strategies</li> </ul>	
<p><b>Qualifications &amp; Training</b></p> <ul style="list-style-type: none"> <li>• Good standard of general education including Maths and English at GCSE grade C or above or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Teaching Assistant qualification recognised nationally as being equivalent to level 2 of the national qualifications framework or above (NQF) or relevant experience of operating in a primary classroom</li> <li>• Training in relevant learning strategies</li> <li>• Commitment to own personal development and training</li> <li>• Current first aid certificate.</li> </ul>
<p><b>Personal Requirements</b></p> <ul style="list-style-type: none"> <li>• Willingness to contribute to the wider success of school</li> <li>• Ability to respect sensitive and confidential work</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children.</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Nineland ethos.</li> </ul>	

<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality.</li> <li>• Has a sense of humour.</li> <li>• Ability to work calmly and with patience.</li> <li>• To be a positive role model to other staff and children.</li> </ul>	
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