Teaching Assistant Level 2

Candidate Information Pack

Closing Date: 12.00pm, Monday 7th December 2026









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Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a 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 is 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,

Thank you for considering applying for the position at Conyers School and Sixth Form College. We are so very proud of our school and we are thrilled that you have taken an interest in being part of the team.

Conyers is a thriving and fully inclusive 11-18 comprehensive school, home to over 1300 students. We are proud of our strong, destination-driven curriculum, which enriches learning within and beyond the classroom. Our mission is simple: to provide every student with the opportunity to realise their potential, both professionally and personally, so they can secure meaningful destinations and positively contribute to the world they live in.

At Conyers, we aim for academic excellence through outstanding teaching and high expectations for all students. We celebrate achievement not only in examination results but also in the arts, sports, music, and drama, which play essential roles in our curriculum.

Our curriculum is founded on high expectations, strong values, and positivity, all underpinned by our principles: Ready, Respect, Safe. With a focus on perseverance, we help students build the resilience needed to navigate life challenges.

Our goal is to prepare students for an ever-evolving world. We aim to equip them to contribute as well-rounded, digitally resilient individuals. By fostering curiosity and reflection, we cultivate lifelong learners immersed in a rich, broad curriculum that expands their horizons and builds independence, determination, creativity, and confidence.

Our motto, 'through perseverance,' is at the heart of our community. It represents our commitment to kindness, mutual support, and environmental care. This ethos defines the Conyers culture we embrace every day.

We are excited to welcome an inspirational and passionate individual to join our dedicated staff, supporting exceptional outcomes and preparing students for life beyond school.

If our vision resonates with you, and you would like to join a truly exceptional team, we would be delighted to receive your application.

Thank you.

Chris Coleman
Head of School

Teaching Assistant Level 2

Job Title: Teaching Assistant Level 2
Location: Conyers School & Sixth Form (Yarm)
Start Date: As soon as possible
Actual Salary: £20,376 to £21,172 (Grade F, SCP 7 to 8)
Hours of Work: 32.5 hours per week, Term Time Plus 2 Days
Contract Type: Permanent
Closing Date: 12.00pm, Monday 7th December 2026
Interviews: w/c 14th December 2026

Join an exceptional team at Conyers — a thriving, positive school where your work makes a real difference to our young people and the wider community. At Conyers, we focus on recognising effort, rewarding success, and nurturing perseverance.

About the Role
We are looking for a dedicated, organised, committed and passionate person to join our Special Educational Needs department. The successful candidate will work in a strong, supportive school team under the direction of the SENCo.

If you are looking for an exciting opportunity to join a supportive team in a truly innovative school, we would be delighted to hear from you.

As outlined in the job description and person specification, the successful candidate key responsibilities are:

- Understanding of a range of Special Educational Needs
- Experience of working in a Secondary environment with SEN Students
- Good interpersonal skills enabling effective liaison with teaching and support staff teams
- Ability to support students to GCSE level in Maths & English

Why Work With Us?
We value our staff and offer:

- A digitally innovative iPads for Learning school with excellent facilities.
- A collaborative and supportive team ethos across the school.
- A strong focus on staff wellbeing, with events and activities throughout the year.
- Free annual flu vaccination voucher.

Come and be part of something special. At Conyers, we develop independent, determined students who are confident, creative, and empathetic. Together, we make a positive difference.

About Us
We are 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 sharvey@conyers.org.uk, addressed to Mr C Coleman, 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.

Conyers School and Sixth Form College is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click here.

Application Pack: Previous applicants need not apply

Job Description

POST TITLE: Teaching Assistant Level 2
GRADE: F (SCP 7-8)
Hours: 32.5, Term Time Plus 2 Days
RESPONSIBLE TO: Trust SENDCo
JOB PURPOSE: To work under the instruction/guidance of teaching/senior staff, to undertake work/care/support programmes, to enable access to learning for students, including those with SEND and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

SUPPORT FOR THE STUDENT:

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- Key worker and group work this could include running intervention groups, be responsible for an area of SEND provision.
- Individual Education/Behaviour Plans and Personal Care programmes amend and practice.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students 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 students 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 and assist with the display of students' work.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- 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.
- Administer and assess/mark tests and invigilate examinations/tests age.
- Assist the teaching staff in the smooth transition between educational phases.
- Establish constructive relationships with parents/carers under teacher guidance.
- Provide clerical/administrative support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM:

- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Knowledge of primary educational setting.
- Experience of literacy & numeracy interventions.

SUPPORT FOR THE SCHOOL:

- Be aware of and comply with policies and procedures relating to safeguarding and 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 students 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 students out of lesson times.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- 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.
- Participation in a first aid rota, with appropriate first aid training provided by the school.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Safeguarding - Promoting the Welfare of Children and Young People:

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced DBS disclosure.

EQUAL OPPORTUNITIES

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

The post holder may be reasonably required to undertake other duties commensurate with the level of the role, as may be allocated from time to time. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

POST TITLE: Teaching Assistant Level 2

GRADE: F (SCP 7-8)

	Essential	**Desirable**
QUALIFICATIONS/ TRAINING	• GCSE English and Maths Grade C or above or equivalent • NVQ Level 2 or equivalent qualification in relevant discipline OR appropriate experience	• First Aid training or willingness to undertake appointed person certificate in First Aid • Safeguarding and Child Protection training • Training in Special Educational Needs strategies • Willingness to participate in relevant training and development opportunities
EXPERIENCE	• Recent and relevant experience of working with and/or caring for children, preferably within an education setting	• Experience of working in a school environment • Experience of working with students with special educational needs • Experience of Mentoring
SKILLS/KNOWLEDGE	• Experience working in a Secondary Environment • Mentoring Skills • Ability to relate well to children and adults • Ability to work effectively within a team environment, understanding classroom roles and responsibilities • Ability to build effective working relationships with all students and colleagues • 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 (within specified age range/subject area)	• Relevant knowledge of First Aid • Knowledge of Safeguarding and Child Protection • Equal Opportunities and recognising the nature of the diverse school community • Understanding of basic technology – computer, video, photocopier etc

	• Experience of resources preparation to support learning programmes • Effective use of ICT to support learning • Good communication skills • Good numeracy and literacy skills • Be able to maintain confidentiality • Good listening skills • The ability to manage behaviour of children in a positive and supportive manner • Awareness and basic understanding of the school curriculum (within specified age range or subject area) • General awareness of inclusion, especially within a school setting	
PERSONAL 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 students; 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 students; 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 students with whom they work • Ability to liaise sensitively and effectively with parents and carers, recognising role in students' learning • Able to improve their own practice through observations, evaluation and discussion with colleagues	

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 sharvey@conyers.org.uk, addressed to Mr C Coleman, 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, Monday 7th December 2026

Interviews to be held: w/c 14th December 2026

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.

Spark Education Trust is a company limited by guarantee registered in England. Company Number: 10249712. VAT Number: 476496535.
Registered Office: Whinstone Primary School, Lowfields Avenue, Ingleby Barwick, TS17 0RJ