Teaching Assistant Level 2

Candidate Information Pack

Closing Date: 12.00pm, Wednesday 9th 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 Teacher

Dear Applicant,

Thank you for taking an interest in joining Levendale Primary School.

We offer a nurturing environment where every child's journey is celebrated and supported. We are a one-form entry primary school, with a 26-place morning and afternoon nursery. Located in Yarm, within Stockton-on-Tees, we are proud of our pupils, staff and school community where we work in partnership, demonstrating high expectations and aspirations for our children.

At Levendale, our vision is: 'Being the best we can be.' We are passionate about developing children's academic and personal growth. Our curriculum, designed to inspire and engage, focuses on Levendale Goals, which are: fostering a positive mindset; promoting respect and independence; developing pupil voice and aspirations and being healthy and safe. Children's learning experiences are carefully planned in each subject area, and lessons are designed to be memorable, fun and exciting.

We are committed to creating global citizens of the future. As a Gold UNICEF Rights Respecting School, we empower our students to understand and champion the rights of all children, preparing them to make a positive impact on the world.

Our dedication to promoting a 'Healthy and Safe' lifestyle extends beyond the classroom, earning us the prestigious Platinum Award for our commitment to sports and well-being.

Levendale is an inclusive community, where every member is valued and celebrated for their unique contributions.

We are fully committed to safeguarding children.

Our staff are at the heart of everything we do. We offer a supportive and collaborative environment where all staff members feel valued, empowered and motivated to grow both personally and professionally. As a member of our team, you will have the opportunity to work with teachers and support staff who are dedicated to delivering high-quality teaching and learning experiences. We will provide ongoing professional development and support to help you thrive in your role.

If you're considering joining our family, we warmly invite you to visit the school. Please contact our school office to make an appointment.

I look forward to receiving your application.

Best wishes,

J. Lewis

Mrs Lewis
Head Teacher

Teaching Assistant Level 2

Job Title: Teaching Assistant Level 2
Location: Levendale Primary School (Yarm)
Start Date: Monday 1st February 2027
Actual Salary: £18,910 to £19,647 (Grade F, SCP 7 to 8)
Hours of Work: 30 hours per week, term time plus 3 days (Monday to Friday)
Contract Type: Permanent
Closing Date: 12.00pm, Wednesday 9th December 2026
Interviews: Wednesday 16th December 2026

About the Role
We are looking for a Level 2 qualified teaching assistant to join our wonderful staff team. The role will involve supporting children with Special Educational Needs, including Disabilities, in our school. This could include supporting pupils with mobility issues, supporting children with a diagnosis and helping children to make the right choices. The right candidate will be patient, friendly and have a passion for supporting all children to fulfil their potential.

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 levendale@levendale.org.uk addressed to Mrs J Lewis, Headteacher.

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.

Levendale Primary School is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click here.

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, including those with special needs, ensuring their safety and access to learning activities.
- 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 and assist with the display of pupils' work.
- 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, typing, filing, money, administer coursework 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 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.
- 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.

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. • An Early Years teaching assistant qualification.
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 of working with pupils with a disability.
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 –

www.sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to levendale@levendale.org.uk addressed to Mrs J Lewis, Headteacher.

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, Wednesday 9th December 2026

Interviews to be held: Wednesday 16th December 2026

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

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.