



**MATTHEW MOSS  
HIGH SCHOOL**  
*Learning for Life*



**Watergrove  
Trust**  

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*Providing more*

## Teaching Assistant Level 2

**Closing Date:** **Sunday 21st June 2026 at 11.59pm**

**Interview Date** **Friday 26th June 2026**



**Watergrove  
Trust**

Matthew Moss High School, Marland, Rochdale, OL11 3LU  
[admin@mmhs.co.uk](mailto:admin@mmhs.co.uk) / 01706 632910 / [mmhs.co.uk](http://mmhs.co.uk)



## Welcome to Matthew Moss High School

Thank you for your interest in the post of **Teaching Assistant Level 2** at Matthew Moss High School. In this pack, you will find information about our school ethos, CPD opportunities and the faculty. Our SEND Department is a passionate and collaborative team dedicated to supporting learners with Special Educational Needs and Disabilities to thrive both academically and personally. Working closely with staff, families, and external agencies, we provide tailored support, specialist interventions, and inclusive strategies that enable learners to access the curriculum and develop independence. Through high expectations, strong relationships, and a commitment to removing barriers to learning, we ensure that every learner is supported to make excellent progress and achieve their full potential.

Matthew Moss High School is an inclusive school, where all members of our community are treated with respect. We invite our learners into the adult space where they have access to the full range of subjects and learning opportunities.

We are proud of our diverse and cohesive community, where relationships are at the heart of school. In our latest Ofsted report (April 2024) Inspectors noted that: *"Pupils at Matthew Moss High School feel safe and happy"*. The report also highlighted that: *"Pupils build strong relationships with staff, and they have adults who they can speak to in school if they have any worries"*, and that *"Staff feel well supported with their workload and well-being"*.

Matthew Moss High School is located in the Castleton area of Rochdale. Matthew Moss High School is a "Good" school (Ofsted 2024) and is over-subscribed. There are 1220 learners on roll, including a Hearing Impaired Base and more recently, a partnership with Redwood School. Redwood School caters for young people aged 11-19 who have additional needs.

At Matthew Moss High School we believe in three things:

- Respect everyone and fear no-one;
- Everything starts with the learner;
- Thoughtful hard work shifts anything.

At the centre of our curriculum and pastoral care is our CHANGE ethos.

**C**omposure

**H**igh Standards

**A**gency

**N**umeracy and Literacy

**G**rowth Mindset

**E**mpathy

In Year 7, learners receive a dedicated CHANGE curriculum, which instils the values and ethos to which school would like staff and learners to aspire to. Moving forward, we are working to embed CHANGE throughout the life of school, so that learners are able to 'Engage CHANGE' and be active citizens in the world around them.

Matthew Moss High School is part of the Watergrove Trust and the successful candidate will enjoy exceptional self-development. All staff currently receive an individual CPD programme and new staff receive training in Transactional Analysis, which forms the basis of our Behaviour and Relationship Policy. If you are new to the profession you will receive excellent support from your Induction and Trainee mentor through our Early Careers Framework offer. All staff new to school will receive excellent induction and access to our wider CPD programme, to allow you to develop as an outstanding practitioner, with a range of future opportunities available within our growing school and Trust.

At Matthew Moss High School, every member of our community has the opportunity to flourish.

If you have any further questions or would like to visit school please contact our Human Resources Team at: [hr@mmhs.co.uk](mailto:hr@mmhs.co.uk).

I look forward to meeting you,

A handwritten signature in black ink, appearing to be 'CLR', written in a cursive style.

Ms Charlotte Leach-Rogers  
Headteacher



<b>Organisation:</b>	Matthew Moss High School
<b>Section:</b>	SEN (Associate Staff)
<b>Location:</b>	Matthew Moss Lane, Rochdale, OL11 3LU
<b>Job Title:</b>	Teaching Assistant level 2
<b>Hours:</b>	30 hours, working term time only
<b>Grade:</b>	Grade 3 points 5-6
<b>Grade Range:</b>	£26,429 - £26,847 per annum FTE (Actual salary £18,831 to £19,129 per annum)
<b>Accountable to:</b>	Headteacher / SENCO
<b>Accountable for:</b>	As directed by the Head of School / SENCO
<b>Special Conditions of Service:</b>	<ul style="list-style-type: none"><li>• All posts require enhanced DBS clearance prior to appointment.</li><li>• Requirement to undertake First Aid Training and provide first aid cover as necessary.</li><li>• Ability to attend occasional meetings out of school hours when required.</li><li>• Assisting students in line with moving and handling guidelines when toileting, feeding and transferring.</li><li>• Providing hygiene care to students</li><li>• Lifting and carrying as required.</li></ul>

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **PURPOSE AND OBJECTIVES OF THE ROLE**

To act as a responsible adult and assist with the supervision, personal care, welfare and keeping safe of individuals and/or groups of children and their environment under the direction/instruction of teaching and/or senior staff, inclusive of assisting with resources and basic classroom management techniques to support their learning.

### **Safeguarding**

Fulfil responsibilities and obligations in relation to the safeguarding of children.

To adhere to the Academy Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

### **Relationships (not exhaustive)**

Headteacher  
Senior Leadership Team  
Colleagues  
Teaching Staff  
Associate Staff  
Students  
Parents  
Visitors  
Contractors  
Governors /Trustees

### **Organisational Chart**

Headteacher
SENDCo
Assistant SENDCo
SEND Team Leader
Teaching Assistant

### **Values and Behaviours**

Our Mission is to empower young people for a life of learning both satisfying to themselves and of significant value to others.

We want our learners to be treated with dignity and fully-developed as citizens through:

**Composure** – We remain effective under pressure.

**High Standards** – We expect much from ourselves and others.

**Agency** – We know how to learn and make things happen.

**Numeracy & Literacy** – We master our use of numbers and words.

**Growth Mindset** – We learn to succeed through practice.

**Empathy** – We care about others as well as ourselves.

Our mission is to be ever **“Providing more”** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

### **Principal Responsibilities**

- To support students effectively to participate fully in all aspects of the curriculum
- To compliment, but not replace, the role of the teacher in the classroom to ensure the best possible provision for students with SEN
- To support students effectively to participate fully in all aspects of the curriculum
- To support students to develop independent learning skills and manage their own learning (e.g. avoid prioritising task completion and instead concentrate on helping students develop ownership of tasks)

- To aim to give students the least amount of help first, and leave sufficient 'take up time' for students, while still intervening appropriately when students demonstrate that they are unable to proceed.
- To develop an in-depth understanding of the needs of students in their care and ensure that these needs are met
- To liaise with all staff and other stakeholders (e.g. parents) to ensure the best possible provision for students with SEN
- To be proactive in working with teachers to understand the essential 'need to knows' in all subject areas (e.g. concepts, facts and information being taught, skills to be learned, applied, practised or extended, intended learning outcomes, expected/required feedback etc)
- To use ICT to support students' learning, using specialist softwares where appropriate (eg Clicker) undertaking the preparations of ICT support
- To communicate effectively with parents and carers regarding any successes and/or issues throughout the school day where appropriate
- To communicate effectively with the SENCO and SEND Manager regarding any successes and/or issues throughout the school day where appropriate
- To communicate effectively with teachers and other colleagues regarding any successes and/or issues throughout the school day where appropriate
- To meet with teachers regularly, both as part of subject teams and on a 1:1 basis as required to work collaboratively on provision
- To support all students within the classroom, while prioritising those students who have been assigned to them.
- Supporting and contributing to the wider development of students in terms of their physical, emotional, social and communication skills
- To work with departments collaboratively to plan and deliver outstanding targeted interventions
- To personalise interventions to individual students' needs prior to delivery
- To provide departments with regular feedback to show efficacy of interventions and review and refine practice
- To support students to complete assessments where required, ensuring that exam access arrangements are adhered to as part of the normal way of working

- Where appropriate, support student's sensory needs and learning by participating in activities to encourage communication and language skills, imaginative play, appropriate physical play and encouraging students to explore and investigate.
- Support students to build links between interventions in the classroom wherever possible

## **Secondary Duties**

- Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents/carers and the wider community and adhere to the principles expressed in the aims of the Trust.
- To participate in programmes of training when required. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings when required. To demonstrate a commitment to self-review and professional development.
- To demonstrate unconditional positive regard to all students in the academy at all times
- To undertake training to provide First Aid cover as required.
- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate.
- To support and participate in a team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder.
- The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.
- It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards anyone. The postholder should counteract such practice or behaviour by challenging or reporting it.

- Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.
- Support the Academy and the Trust in meeting our legal requirements for worship.
- Actively promote the Academy and Watergrove Trust corporate policies.
- Any other activity commensurate with the role as directed by the Headteacher or their designate.

Job Description Prepared by: \_\_\_\_Charlotte Longthorne\_\_\_\_ Date: \_\_03/06/2026\_\_

Postholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.*

**Watergrove Trust  
Person Specification**

<b>Organisation :</b>	<b>Watergrove Trust</b>	<b>Post:</b>	<b>Teaching Assistant level 2</b>
<b>Section :</b>	<b>SEN</b>	<b>Grade:</b>	<b>Grade 3 points 5-6</b>

**Note to Applicants:**

**Essential Criteria (E)** are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

**Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.**

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview C Certificate
<b>Qualifications</b>		
A good standard of general education, achieving level 2 qualifications or above in any area of study	E	AF, C
GCSE maths and English at grade 4 / grade C or above or equivalent and/or Functional Skills Level 2 pass in maths and English	E	AF, C
<b>Knowledge, Ability &amp; Skills</b>		
The importance of safeguarding/child protection when working in a school setting	E	AF, I
ICT literate (including digital technology)	E	AF, I
Experience of working with young people in a school setting or similar	E	AF, I
Experience of using data to monitor and track student behaviours	D	AF, I
Professionally develop other colleagues	D	AF, I
Work effectively within a team environment, understanding roles and responsibilities	E	AF, I
Monitor and evaluate student development	E	AF, I
Continually develop and extend own working practices	E	AF, I
Ability to establish and maintain positive working relationships	E	AF, I

Communicate effectively with staff and students	E	AF, I
Promote a positive ethos and role model attributes	E	AF, I
Use initiative and work independently as required	E	AF, I
Excellent organisational, administrative and time management skills	E	AF, I
Ability to write clearly and accurately	E	AF, I
Ability to motivate enthuse and inspire staff and students	E	AF, I
Teamwork and the sharing of best practice	E	AF, I
Demonstrate impact and presence	E	AF, I
A growth mind-set and commitment to life-long learning	E	AF, I
Enthusiasm and pride in your work	E	AF, I
Appropriate appearance and presence	E	AF, I
<b>Application</b>		
Readability and evidence of care	E	AF
Evidence of strong literacy and language skills	E	AF
Specific application to Matthew Moss High School, our values	E	AF
Originality	E	AF
<b>Special Working Conditions</b>		
Requirement to undertake First Aid Training and provide first aid cover as necessary, participating on the rota of provision.	D	AF, I
Full Driving licence	D	AF, I
All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment	E	
You will be expected to at times work outside normal working hours to participate for example supporting at Events, Open Evenings, Parents Evenings as and when required	D	AF, I