



Welcome to our Trust

**Teaching Assistant Level 2
Recruitment Pack
Sawston Village College**



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Welcome to Anglian Learning



Thank you for your interest in the position of Teaching Assistant Level 2.

Anglian Learning is an ambitious, forward-looking multi-academy trust. Our members share the firm belief that all young people deserve to have access to an excellent education and exciting opportunities, which in turn will help prepare pupils to thrive in their local, national and global communities.

This is reflected in our Core Purpose of Transforming Together to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for our learners, people and communities.

Our organisation has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as provide a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact HR team at peopleservices@anglianlearning.org

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.

Jonathan Culpin
CEO, Anglian Learning



Our Values:

Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be.



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together.



Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively.



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds.



About Anglian Learning

Founded in September 2016 by four community-facing secondary schools committed to sharing knowledge and providing mutual support, Anglian Learning has grown to become one of the leading school trusts in the region.

Educating more than 9000 pupils and employing over 1000 staff across three counties, pupils, their families and the wider community benefit directly from the resources, time and expertise given by our Trust. While each school retains its own unique identity and ethos, we are collectively passionate in our belief that we are stronger together.

Alongside this, our Trust remains committed to its heritage, which is rooted in local communities. Several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under Anglian Leisure. Local, high-quality quality and representative governance of schools is a key aspect of our leadership structure.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowering our people. The role of our Trust is to provide the environment in which colleagues can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, curriculum development, inclusion, finance, ICT, business support and operations. Therefore, our schools have the capacity and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.



Educating more than

11,100

pupils

Employing over

1,650

members of staff

3

counties

22

academies

About Sawston Village College



Thank you very much for your interest in a position at Sawston Village College. We hope the information in this pack will encourage you to apply.

Sawston Village College is a highly successful and welcoming 11–16 academy where pupils are at the centre of all that we do. We work collaboratively to provide a positive, safe and calm learning environment in which all pupils can thrive.

The College was named the State 11–16 Secondary School of the Year in The Sunday Times Parent Power list (The Sunday Times, 8 December 2024). Our focus is the achievement and wellbeing of our 1,198 pupils within a culture based on community, ambition, respect and endeavour.

In 2026, the College achieved outcomes above national averages, including 60% gaining grade 5+ in English and Maths, 38% at grade 7 or above across all subjects and a positive P8 score, with pupils progressing successfully to their preferred post-16 pathways.

This success is based on a firm belief that all pupils, whatever their background or ability, can achieve their potential. We are determined to recruit, develop and retain excellent staff through high-quality professional development and a caring, supportive culture. As noted by our Ofsted report in May 2023, Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach.

Thank you, in anticipation, for the time you will give to your application.

Mr Jonathan Russell
Principal



Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a range of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact HR team at hrhub2@anglianlearning.org

Benefits

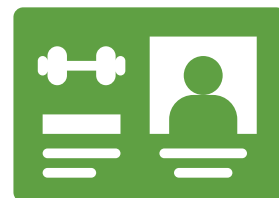
Other benefits and support available to all Trust employees include:



Career Average
Revalued Earnings
Pension Scheme
(CARE)



Cycle to Work Salary
Sacrifice Scheme



Free membership to all
Anglian Learning Sports
Centres



20% discount on
Anglian Learning Adult
Education Courses



Professional Development
Scheme Policy



Employee Assistance
Programme offering a
range of services to
staff and their families



Specsavers VDU Vouchers



Boots Flu Vouchers



Access to a wide range of
discounts on high street and
online shopping via 'Teacher
Discounts' and the 'Blue
Light' card



Role Summary

We are looking to appoint a dedicated and enthusiastic Teaching Assistant Level 2 to join our experienced SEND team at Sawston Village College.

Working under the direction and guidance of the Assistant Principal, you will provide targeted support for pupils who may have SEND or another identified area of vulnerability and who may be at risk of not reaching their potential. You will support pupils to overcome barriers to learning, access the curriculum and develop their confidence, self-esteem and independence. Support will be provided both within mainstream classrooms and through targeted interventions outside the main teaching environment.

Our SEND department plays a crucial role in the success of the College. We are a friendly and experienced team of professionals committed to helping pupils thrive, both in mainstream classrooms and within Compass House, our on-site inclusion facility. The diverse needs of our pupils mean that ongoing training is an important part of our culture, and we actively share knowledge, strategies and resources across the team.

The successful candidate will build positive relationships with pupils and work closely with teaching staff, the SENDCO and other professionals to support pupils' learning and progress. You will also support pupils at important stages of their education, including transition, examinations and work experience, while contributing to the wider pastoral life of the College.

This is a varied and rewarding role for someone who enjoys working with young people and can bring energy, resilience, flexibility and a positive approach to the team. If you are passionate about inclusive education and helping young people achieve their potential, we would love to hear from you.

Job Description

Teaching Assistant Level 2

Sawston Village College



SALARY:	Cambridgeshire Scale 3, point 5-6, £25,583 to £25,989 <i>This post is advertised at the pre-NJC pay award salary rate. The successful candidate's salary will be adjusted in line with the agreed 2026/27 pay award once implemented.</i>
HOURS:	Full-time, 32.5 hours per week, 38 weeks per year (term-time only). The working pattern is Monday to Friday, 08:15–15:15, with a 30-minute unpaid lunch break each day.
PENSION:	LGPS Pension Scheme
DISCLOSURE LEVEL:	Enhanced DBS plus Barred List Checks
LOCATION:	The post holder will be based at Sawton Village College but will be expected to work across the Trust and to travel between sites.
RESPONSIBLE TO:	Assistant Principal

MAIN RESPONSIBILITIES

Support for pupils

- An understanding of SEND that may create barriers to learning and strategies to support pupils overcome this
- Promote positive pupil behaviour in line with school policies, dealing promptly with conflict and incidents in line with the schools behaviour policy
- Assist in the development of intervention programmes in response to pupil needs
- Establish constructive relationships with pupils and interact with them according to their individual needs
- Promote inclusion and acceptance of all pupils
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to their progress and achievement under the guidance of the teacher and develop next steps
- Communicate with relevant professionals in liaison with the SENDCO and teaching staff, in order to support pupils' learning
- Encourage pupils to take responsibility for their own learning and developing their self-esteem
- Support identified pupils during significant stages of their education, such as transition, exams and work experience.

Support for the curriculum

- Undertake structured and agreed learning activities/programmes adjusting activities according to pupil need
- Provide feedback to the teacher/SENDCO on progress and achievement of intervention programmes
- Support and actively encourage the use of ICT to support independency
- Share approaches and resources with TA colleagues and contribute to training sessions where appropriate

Support for the teacher

- Raise the profile of targeted pupils through regular dialogue with staff regarding the on-going progress, potential difficulties and strategies to support
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Liaise with staff to track, monitor and evaluate the progress of identified children.
- Assist in the planning of learning activities and support staff in identifying pupils who may require differentiation and support
- Invigilate exams, acting as a reader/scribe etc. as directed

Support for the school

- Be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the aims and ethos of the school
- Attend relevant meetings as required
- Participate in training and other learning opportunities as required
- Take an active role in appraising own work against agreed targets in accordance with the school's appraisal system
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Develop and maintain effective working relationships with other staff
- Undertake shared pastoral responsibility for a mentor group as a co-mentor
- Support additional in school activities as a staff house member
- Contribute to the maintenance of a safe and healthy environment, particularly for pupils with Physical Disabilities
- Complete any other tasks at the request of the SENDCO, Director of Safeguarding, Welfare and Pastoral Support, or Principal

Other Duties

- All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. This includes but not limited to undertaking annual safeguarding training and reporting and concerns to the appropriate person(s).
- To maintain a safe and healthy environment for parents, visitors, and staff
- To maintain own professional development and to participate and actively take part in the appraisal process of the Trust.
- To support the professional development of colleagues within the Trust
- Any other duty as requested by your line manager or senior leadership which is commensurate with the post.
- To visit schools within the Trust as and when required to fulfil the duties of the post.

Person Specification

Teaching Assistant Level 2

Sawston Village College



Qualifications and Training

Essential:

- Educated to GCSE Level with a good standard of literacy and general education
- GCSE grade C+/4+ in English and Maths

Desirable:

- School support staff qualification

Experience

Essential:

- Experience of working in a school or college context
- Experience of working in a classroom
- Understanding of relevant policies/SEND Code of Practice

Desirable:

- N/A

Skills and Knowledge

Essential:

- A high level of organisational ability
- Ability to work well with other colleagues
- Ability to communicate effectively with staff and pupils
- Ability to learn quickly
- Ability to work independently
- Maintain confidentiality
- An interest in education
- Good knowledge of ICT to support learning
- Flexibility in relation to tasks carried out
- Ability to self-evaluate personal learning needs and actively seek out learning opportunities
- Able to converse at ease with members of the public (i.e. staff and pupils), answer questions and provide advice in accurate spoken English

Desirable:

- N/A

Personal Qualities

Essential:

- A commitment to safeguarding and promoting the welfare of children
- Energy and enthusiasm
- Confidence
- Resilience
- Good sense of humour
- Ability to remain calm in difficult situations
- Ability to work as part of a team
- Excellent attendance and punctuality
- A liking and respect for young people
- Appropriate professional relationship with colleagues and children

How to apply

Dates

CLOSING DATE:	Sunday, 4th October 2026 at midnight
INTERVIEW DATES:	Friday, 9th October 2026
START DATE:	To be confirmed, subject to satisfactory pre-employment checks

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about Teaching Assistant Level 2 and meet the person specification we invite you to apply for this exciting opportunity via our portal.

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the Trust's HR Team via peopleservices@anglianlearning.org

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks, including but not limited to an enhanced Disclosure and Barring Service (DBS) check.

This job entails work that is considered regulated activity, i.e. work which involves regular, close and unsupervised contact with children or vulnerable adults. As such, additional pre-employment checks will be required and communicated to the successful candidate at the offer stage.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.



Get in touch

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