Teaching Assistant Level 2 (Temporary)

Candidate Information Pack

Closing Date: 9.00am, Friday 11th 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 showing interest in the position of Teaching Assistant Level 2 (Temporary) at Egglescliffe School and Sixth form College.

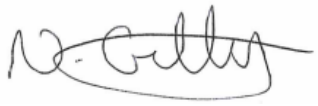
I am immensely proud to be Head of School at Egglescliffe, an inclusive school that passionately believes in championing all students from Year 7 to Year 13 to 'Be the best you can be'. Our high expectations, strong pastoral care, excellent teaching and learning, exemplary wider opportunities and innovative curriculum provides a truly outstanding education for our students. Our results in the summer 2025 exemplify this; ¼ of all A Level results were A/ A* and we achieved a very high percentage of students achieving a standard pass in English and Maths (over 80%). We place great emphasis on relationships; positive, respectful relationships between staff, students, parents/carers and governors underpins our success. We are proud to have been recognised, once again, as the number 1 school and sixth form in Teesside by the Sunday Times Parent Power League in 2026.

Our focus is on achieving excellence in all that we do to support outstanding academic and personal outcomes for all our students. This is evident in the way our community of students, parents/carers, staff and governors all work together to provide an engaging learning environment so that each student thrives, achieves their full potential and embraces the wonderful opportunities on offer.

If you feel this school, after reading the applicant pack, matches your own beliefs and values then we would be delighted to hear from you.

We look forward to hearing from you.

Yours Faithfully



Neil Gittins
Head of School

Teaching Assistant Level 2 (Temporary)

Job Title: Teaching Assistant Level 2 (Temporary)
Location: Egglescliffe School and Sixth Form (Eaglescliffe)
Start Date: As Soon As Possible
Actual Salary: £21,716 to £22,565 (Grade F, SCP 7 to 8)
Hours of Work: 35 hours per week, term time only (Monday to Friday)
Contract Type: Temporary to 31st August 2027
Closing Date: 9.00am, Friday 11th December 2026
Interviews: w/c 14th December 2026

About the Role
We seek to appoint a suitably qualified Level 2 Teaching Assistant with experience of working with children and young people aged 11 to 18 who have communication and interaction difficulties, including Developmental Language Disorder (DLD). The successful candidate will work under the direction of the SENDCo. For the right candidate, there may be an opportunity to undertake a dedicated 1:1 Teaching Assistant role supporting an individual student

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 or contact Egglescliffe Office at vacancies@egglescliffe.org.uk.

How to Apply
Please make sure that the application form is completed and returned via email to vacancies@egglescliffe.org.uk, addressed to Mr N Gittins, 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.

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

Job Description

Job Title:	**Teaching Assistant Level 2 (Temporary)**
Location:	**Egglescliffe School and Sixth Form College**
Salary Range:	**Grade F (SCP 7to 8)**
Reports To:	**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 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 particular 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 pupils 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 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 time
- 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 reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Person Specification

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	• Requirement to complete DCSF Teaching Assistant Induction Programme • 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 appointed person certificate in First Aid • Child Protection training • Training in the literacy/numeracy strategy • Training in Special Educational Needs strategies
EXPERIENCE:	• Recent and relevant experience of working with and/or caring for children within a specified age range/subject area, preferably within an education setting	• Experience of working in a school environment • Experience of working with students with Developmental Language Disorder (DLD)
SKILLS/ KNOWLEDGE:	• 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 pupils 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) • 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)	• Relevant knowledge of First Aid • Knowledge of Child Protection • Equal Opportunities and recognising the nature of the diverse school community • Understanding of basic technology – computer, video, photocopier etc

	• General awareness 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	

How to Apply

Application forms and further details are available on the Trust's website –

https://sparkeducationtrust.org.uk/

Please make sure that the application form is completed and returned via email to vacancies@egglescliffe.org.uk, addressed to Mr N Gittins, 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: 9.00am, Friday 11th 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.

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