

Teaching Assistant Level 2 (Temporary)

Candidate Information Pack

Closing Date: 12.00pm, Friday 25th September 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 in 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,

I would like to take this opportunity to thank you for your interest in the advertised post at The Links Primary School.

The Links Primary School is situated in Eaglescliffe in the south of Stockton-on-Tees. We are a small primary school.

At The Links Primary School, we respect and value all staff and children as individuals. We believe in the importance of fostering enthusiasm and a positive, growth mindset. We are committed to making a significant difference to the lives of all children regardless of their background or starting point. As a school, we go above and beyond to develop the whole child and aspire to give every child the best possible start in life. We want to inspire every child to Dream, Believe and Achieve so they can contribute positively to the wider world.

We are fortunate to be part of SPARK Education Trust which contributes to the development of our staff and provides further opportunities for our children. Through collaboration and positive working relationships with other schools we are able to achieve highly.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

If you would like to discuss the post further or visit our wonderful school, please do not hesitate to make contact.

Kind regards,

Ben Clayton
Head of School

Teaching Assistant Level 2 (Temporary)

Job Title: Teaching Assistant Level 2 (Temporary)

Location: The Links Primary School (Eaglescliffe)

Start Date: 2nd November 2026

Actual Salary: £12,013 to £12,482 (Grade F, SCP 7 to 8)

Hours of Work: 20 hours per week, term time only (Monday to Friday)

Contract Type: Temporary (to 31st August 2027)

Closing Date: 9.00am, Friday 25th September 2026

Interviews: Monday 5th October 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 an individual pupil who requires 1:1 support primarily with communication. The post holder will be a flexible team member with excellent literacy, numeracy and communication skills with a calm, approachable manner and a passion to motivate pupils to succeed.

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 office@thelinksprimary.org.uk, addressed to Mr Ben Clayton, 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 Offenders 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.

The Links 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: Teaching Assistant Level 2

GRADE: F (SCP 7 – 8)

REPORTS TO: Class Teacher

MAIN PURPOSE: To provide support to an individual pupil, on both a 1:1 basis as well as in small group situations, under the direction of the class teacher, to enable the pupil to fulfil their academic potential. The post holder will be a flexible team member with excellent literacy, numeracy and communication skills with a calm, approachable manner and a passion to motivate pupils to succeed. They will be willing to undertake additional CPD.

SUPPORT FOR THE PUPIL:

- Supervise and provide particular support for the pupil, ensuring their safety and access to learning activities.
- Be aware of and implement SEND plans.
- 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.

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 in accordance with the current DfE statutory guidance for Keeping children safe in education.

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

POST TITLE: Teaching Assistant Level 2
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.
EXPERIENCE:	Recent and relevant experience of working with primary aged children, including those with Special Educational Needs.	Experience of working in a school environment.
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. - General awareness of inclusion, especially within a school setting.	- 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.

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 office@thelinksprimary.org.uk, addressed to Mr Ben Clayton, 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: 9.00am, Friday 25th September 2026

Interviews to be held: Monday 5th October 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.