



Candidate Brochure
Teaching Assistant Level 3



THE DEAN TRUST
Believe Achieve Succeed

SALARY:

Band F, Point 12 – 17 £27,711.00 –
£30,060.00

(£22,130.31 - £24,006.25 actual
salary)

START DATE:

1st September 2025

WORKING PATTERN:

TTO, 39 Weeks, full time

CONTRACT:

Permanent

LOCATION:

Park View Academy

ACCOUNTABLE TO:

Attendance, behaviour and inclusion
senior lead

Teaching Assistant Level 3

Park View Academy is looking to appoint a Level 3 Teaching Assistant on a permanent basis to work in the Key Stage 1 and/or Key Stage 2 setting. We're looking for an enthusiastic, flexible and caring individual who is able to relate well to children and adults. This is a fantastic opportunity to join our friendly team within a dynamic Multi-Academy Trust.

- Demonstrate a strong understanding of primary pedagogy and child development, particularly in Key Stage 1 and Key Stage 2
- Provide inclusive support for all children, recognising and responding to a wide range of learning and pastoral needs
- Work collaboratively and constructively as part of a team, with a clear understanding of professional roles and boundaries
- Follow school procedures, routines, and instructions consistently and reliably
- Understand and uphold the importance of confidentiality in all aspects of the role, including pupil information and school matters

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.





Main Purpose of the Role

To work under the guidance of teaching and/or senior staff, and within an agreed system of supervision, to deliver planned learning activities and support programmes to individuals or groups—both within and outside of the classroom. This may include pupils requiring targeted or specialist support. The role involves contributing to the full planning, delivery, and assessment cycle, supporting the teacher in raising standards of achievement, and assisting with the preparation, organisation, and management of learning resources and the learning environment.

Key Responsibilities

Support for Pupils

- Apply a secure understanding of primary pedagogy and child development to effectively support pupils in Key Stages 1 and 2
- Use your expertise and experience to meet the diverse needs of pupils, including those with SEND, EAL, and varying levels of attainment
- Establish and maintain positive, respectful relationships with pupils, acting as a consistent role model and upholding high expectations for learning and behaviour
- Champion inclusion and equality by supporting the full participation of all pupils and celebrating individual differences and backgrounds
- Provide tailored support that reflects the unique needs of each pupil, adapting approaches to maximise engagement and progress
- Promote teamwork and social development by encouraging pupils to collaborate through structured group activities and cooperative learning
- Develop pupils' independence and resilience by modelling, teaching, and reinforcing strategies for self-regulation and problem-solving
- Offer timely, constructive feedback that reinforces achievement, builds confidence, and supports progress against learning objectives

- Support the implementation, monitoring, and review of personalised support plans, interventions, and behaviour strategies in collaboration with the class teacher and SENDCO

Support for Teacher

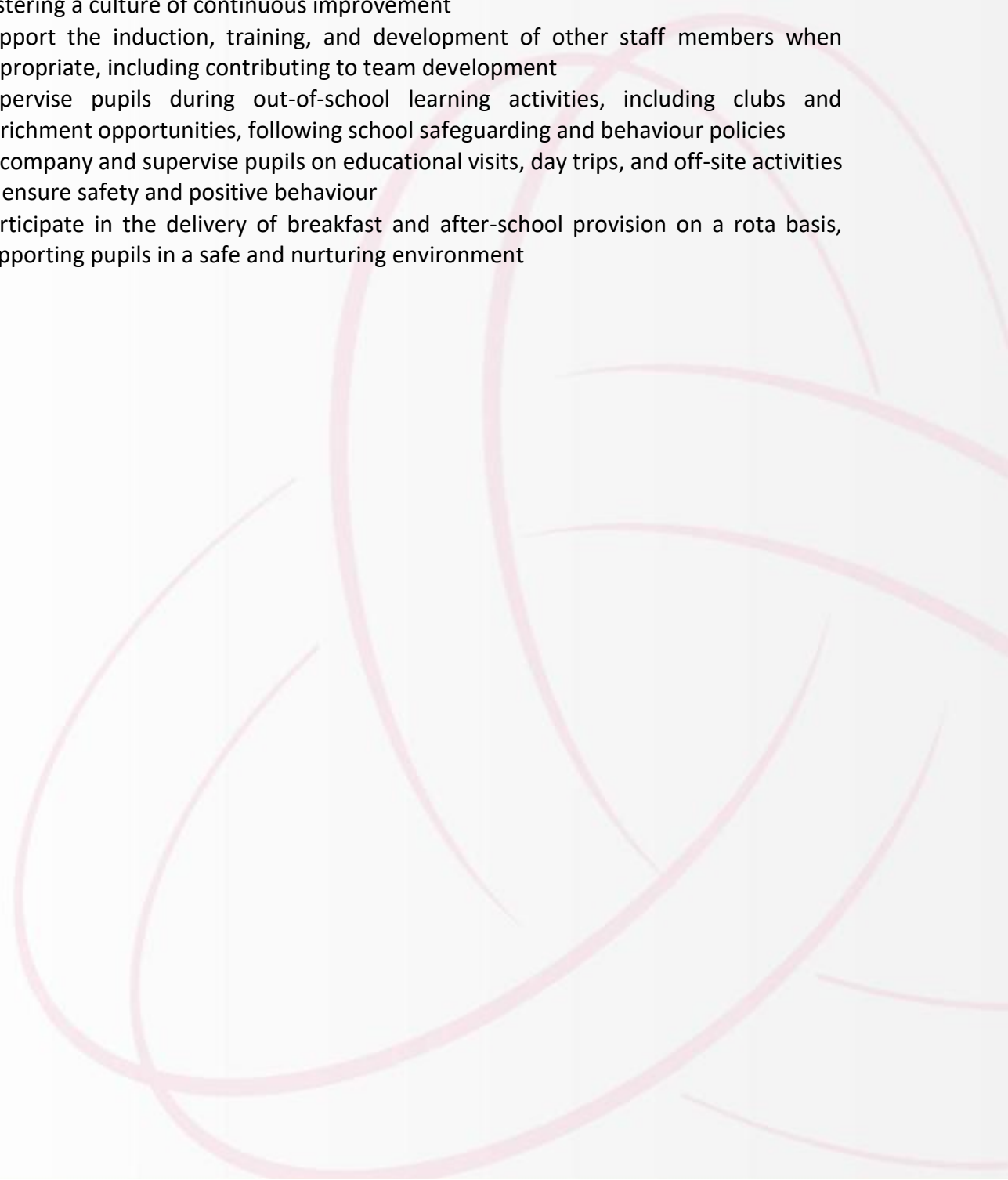
- Collaborate with the teacher to create a stimulating, safe, and inclusive classroom environment that supports learning across the curriculum
- Support the teacher in planning, delivering, and reviewing lessons, suggesting adaptations based on pupil needs and lesson outcomes
- Monitor pupil engagement and progress during learning activities through observation, questioning, and recording against set objectives
- Provide timely, objective, and accurate feedback to the teacher on pupil achievement, behaviour, and development, maintaining appropriate evidence to inform next steps
- Assist with maintaining accurate pupil records and contribute to the review and evaluation of support strategies and learning plans
- Undertake marking in line with school policy and contribute to assessment by recording pupil attainment and progress as agreed with the teacher
- Promote positive attitudes, high expectations, and good behaviour, applying the school's behaviour policy consistently and encouraging pupil responsibility
- Communicate with parents and carers, as directed by the teacher, with professionalism and sensitivity, supporting the sharing of pupil progress and wellbeing
- Provide administrative support such as preparing differentiated learning materials, organising resources, and supporting classroom displays
- If required and necessary, supervise and deliver pre-set work to the class during the teacher's PPA time or short-term absence, ensuring a calm and purposeful learning environment is maintained

Support for the Curriculum

- Deliver agreed learning activities and teaching programmes, making responsive adjustments to meet pupils' individual needs and levels of engagement
- Implement local and national curriculum strategies effectively, using linked activities to reinforce and develop pupils' core knowledge and skills
- Support the integration of ICT in the classroom, helping pupils build confidence and independence in using digital tools and platforms
- Provide targeted support to help pupils access the curriculum, using specialist strategies or resources where appropriate
- Identify and prepare the necessary general and specialist equipment, ensuring resources are well-maintained and ready to support high-quality learning experiences
- Undertake necessary training as directed by line-manager to support the development of our curriculum and the teaching and learning in the school



Support for the School

- Promote equality, diversity, and inclusion, ensuring all pupils have equitable access to learning and development opportunities
 - Contribute positively to the wider ethos, aims, and values of the school, supporting a collaborative and child-centred environment
 - Develop effective working relationships with external agencies and professionals, liaising with the class teacher to support pupil progress and wellbeing
 - Attend and actively participate in staff meetings, briefings, and professional discussions as required
 - Engage in ongoing training, professional development, and school-based learning opportunities to enhance skills and knowledge
 - Identify and share personal areas of strength to support and advise colleagues, fostering a culture of continuous improvement
 - Support the induction, training, and development of other staff members when appropriate, including contributing to team development
 - Supervise pupils during out-of-school learning activities, including clubs and enrichment opportunities, following school safeguarding and behaviour policies
 - Accompany and supervise pupils on educational visits, day trips, and off-site activities to ensure safety and positive behaviour
 - Participate in the delivery of breakfast and after-school provision on a rota basis, supporting pupils in a safe and nurturing environment
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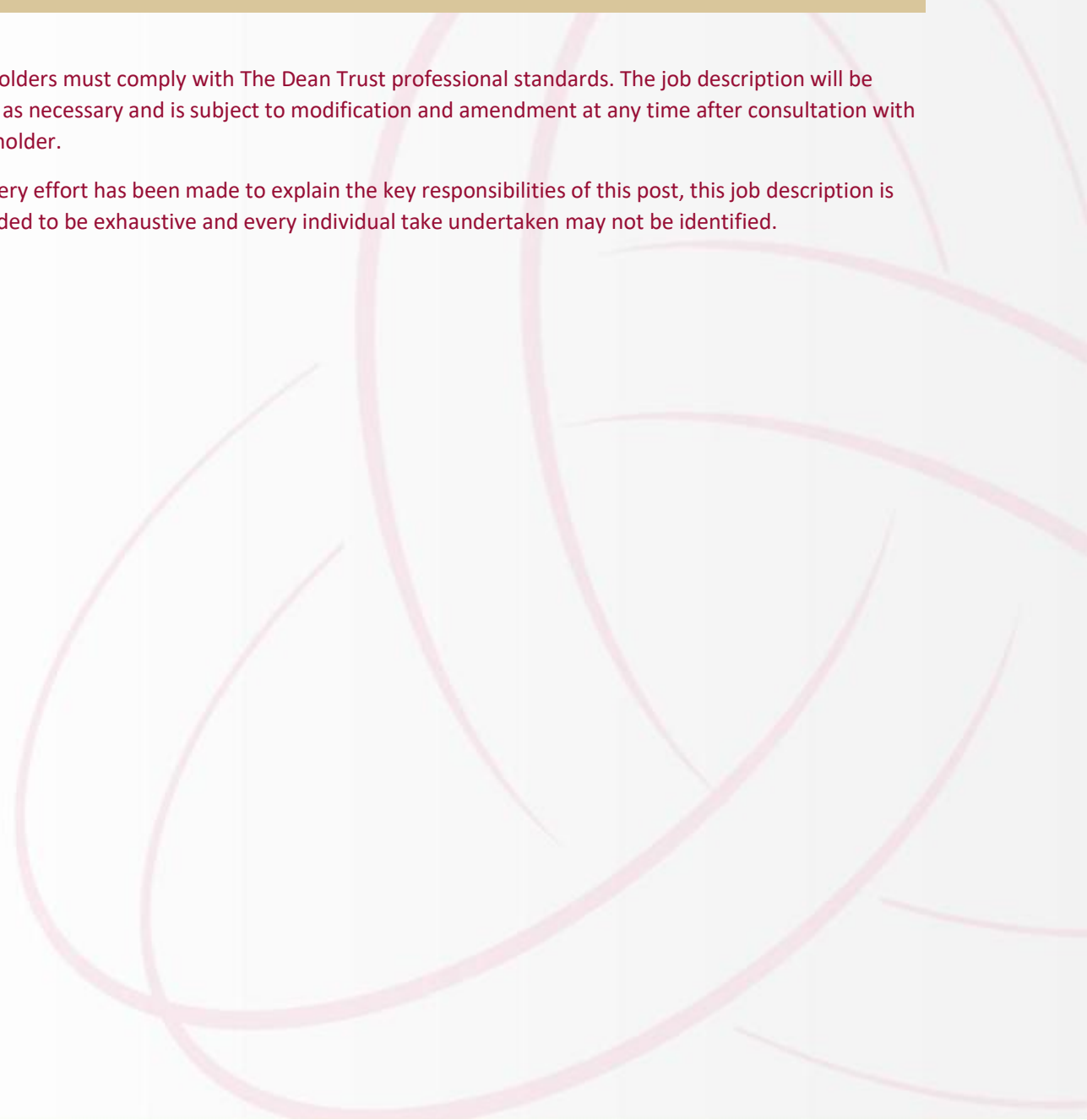


All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
 - To undertake any other duties and responsibilities as required that are covered by the general scope of the post
 - To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

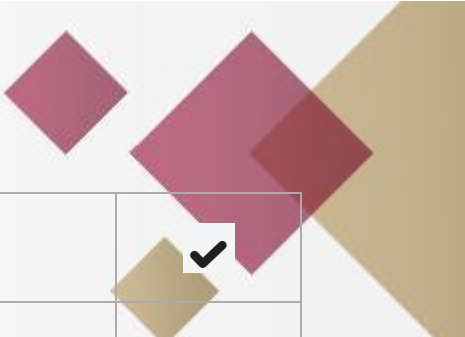
All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual take undertaken may not be identified.

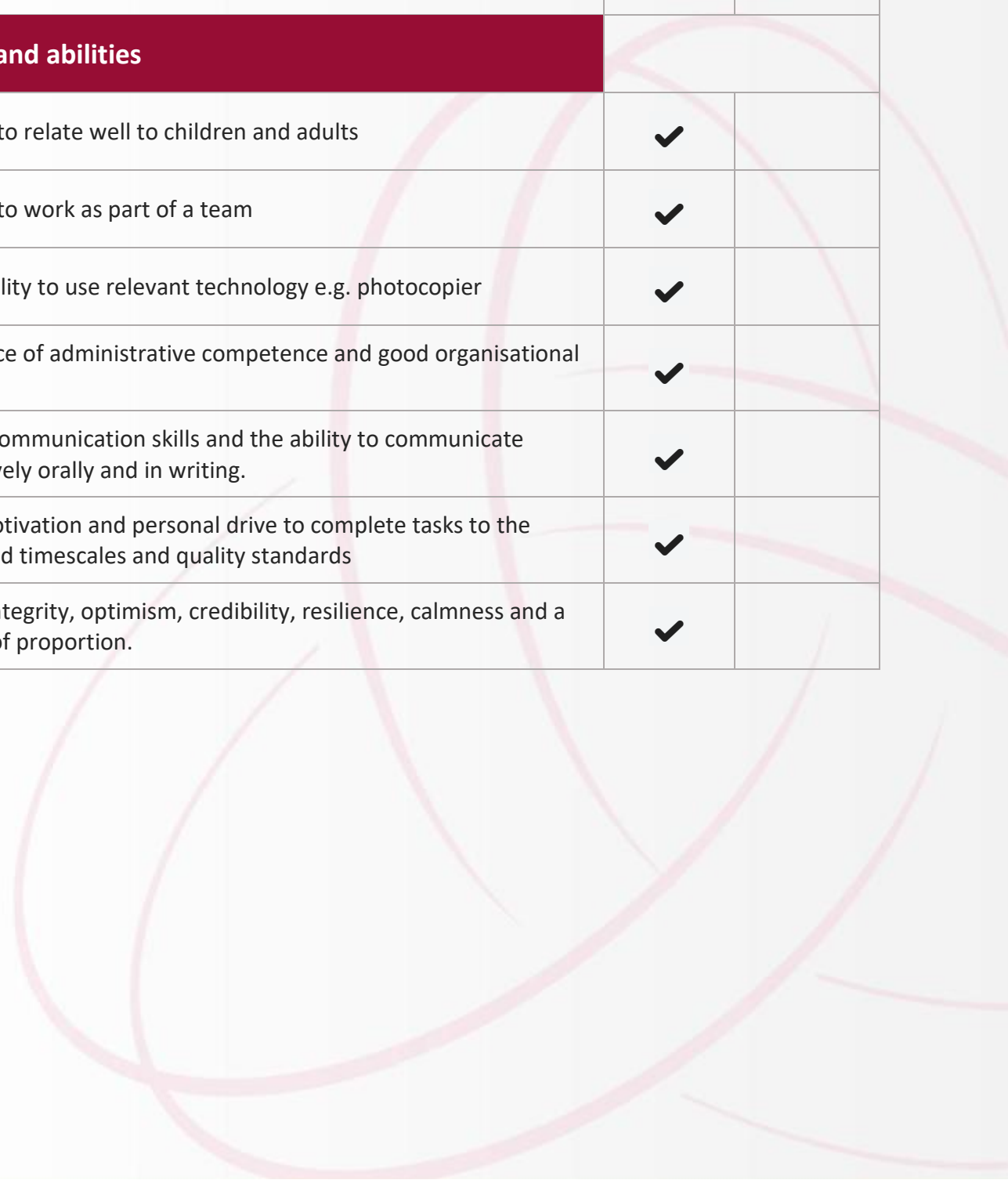


Personal Specification

	Essential	Desirable
Qualifications		
Numeracy/Literacy qualifications at Level 2 or equivalent	✓	
Evidence of positive involvement in CPD leading to increased effectiveness	✓	
Willingness to undertake first aid training as appropriate	✓	
Experience		
Experience of working with or caring for children of a relevant age	✓	
The flexibility to adapt to changing workload demands and new school challenges	✓	
Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils	✓	
Personal commitment to continuous self-development	✓	
A commitment to school improvement	✓	
Experience working with SEN children		✓
Positive participation in team meetings and training	✓	
Knowledge		
Basic understanding of child development and learning	✓	
An understanding of the role of the Teaching Assistant and other professionals working in a classroom	✓	



Understanding of national/foundation stage curriculum and other basic learning programmes/strategies		✓
The ability to establish good relationships with a class group and its members in order to develop identity, self-discipline, respect and positive attitudes to school life	✓	
Be committed to maintaining a distinctive and inclusive ethos in the school.	✓	
Commitment to providing equal opportunities for all pupils.	✓	
Commitment to the safeguarding of staff and pupils	✓	
Skills and abilities		
Ability to relate well to children and adults	✓	
Ability to work as part of a team	✓	
The ability to use relevant technology e.g. photocopier	✓	
Evidence of administrative competence and good organisational skills.	✓	
Good communication skills and the ability to communicate effectively orally and in writing.	✓	
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	✓	
Have integrity, optimism, credibility, resilience, calmness and a sense of proportion.	✓	



How to apply

If you would like to apply for this role
please apply through our online recruitment site which is available via:
careers.thedeantrust.co.uk

Application Closing Date: Monday 7th July 2025 at 12.00pm

Any queries, please contact a member of the HR Team on 0151 477 8860 or
via email at nicholabradyl@lordderbyacademy.co.uk

