

CANDIDATE INFORMATION PACK: Teaching Assistant Level 2 2025

Closing date:	11th July 2025
Start Date:	September 2025
Working Hours	8:30-4:00 (max 35hours powers per week)
Full or Part Time	Full Time
Contract Basis:	Fixed Term Contract - initially for 12 months



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Address:
Telephone:
e-mail:
Website:

Calder Road, Rawtenstall, Rossendale, Lancashire BB4 8HW
01706 223171
reception@aldergrange.lancs.sch.uk
aldergrange.com



1. Letter from Headteacher

Dear Potential Colleague,

Thank you for your interest in the post of Teaching Assistant Level 2a at Alder Grange School, full details of the post and information about the school are included in this pack.

After confirmation of further funding we are looking to recruit a Teaching Assistant to join our growing SEND team.

The TA role is one of the most rewarding, but also demanding roles in school – you will work with some of our most vulnerable pupils to support them in accessing the curriculum, whilst managing their unique needs.

I have been a part of the Alder Grange family since 1998, and I was appointed as Headteacher in September 2019. I feel passionately about the school, and genuinely love my job. This is because of the school ethos. Alder Grange is a really special place, there are strong, positive relationships throughout the school, and we have a genuine family feel. We have a phrase, ‘once an Alder Granger, always an Alder Granger,’ which reflects the way everyone feels about the school. Staff retention is high, many staff stay for their entire careers and many families have long standing relationships with the school. I am now in the position where I have taught many of our current parents!

We were Ofsted inspected in January 2022, and are thrilled to have maintained our “Good” rating. We are rightly proud of our school ethos and values. Every experience we offer our students must reflect these values, and all members of our team have a role to play

You will find Alder Grange to be a great place to work: despite being constantly busy we enjoy each other’s company and always seek to be a warm, friendly, and welcoming team. Well-Being of pupils and staff is our number one objective.

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

As an equal opportunities employer, we intend that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origin, ethnic origin, disability, age or sexual orientation, nor be disadvantaged by any other conditions or requirement which cannot be shown to be justifiable.

Yours,



Jo Griffiths
Headteacher

2. School Information

We are located in the Rossendale Valley, a beautiful part of East Lancashire, within easy reach of the Pennines, the Yorkshire Dales and only an hour away from the Lake District. It is just over 10 miles north of Manchester and has easy links into the city and other major population centres across the North West. Rossendale is a great place to work, rest and play in a community renowned for its humour and hospitality.

At our recent Ofsted in January 2022, we retained our “Good” rating, and we are rightly proud of our school ethos and values. Every experience we offer our students must reflect these values, and all members of our team have a role to play.

The school has approximately 60 teaching staff and regards all as ‘Leaders’. The Senior Leadership Team is led by the Headteacher Mrs Joanna Griffiths. The Headteacher assumes responsibility for all that the school does and focuses on leading the school’s work on strategic planning, self-evaluation and leadership development, school effectiveness and oversight of the day-to-day running of the school and its systems.

The Senior Leadership Team comprises of the Head Teacher, Mrs Joanna Griffiths; two Deputy Heads: Mr Simon Varley and Mr Kenny Riddell; and the School Business Manager, Mr Paul Seery. The wider Senior Leadership Group also includes the Assistant Head Teachers, Associate Assistant Heads. and Senior Operations Managers (non-teaching).

There is a regular calendar of meetings for all these teams and there are various working groups and key committees in operation at any time.

Our commitment to all colleagues’ professional development is an important part of our school culture. The school has strong safeguarding procedures and these are used in making all appointments. Alder Grange also has strong Equal Opportunities and Staff Attendance Policies.

The entire school site is designated as a no smoking area. All appointees are required to respect this.

3. Post Specification – Teaching Assistant 2a

Responsible to: Special Educational Needs and Disabilities Coordinator.

Purpose of the Post: Under the SENDCO and teachers clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the teacher.

In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post.

Support for Pupils

Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.

- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to assist pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

Support for the Teacher

- To assist in the monitoring/recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake routine classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work.

Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Post Holders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

This Post Specification should be read in conjunction with the accompanying Person Specification.

4. Person Specification – Teaching Assistant Level 2a (Grade 4)

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
GCSE passes at 4 or above in Maths and English (or equivalent)	E	A/I
NVQ level 2 or above qualification –appropriate to the post (or equivalent)	D	A/I
First Aid Qualification or willingness to study to acquire appropriate qualification	E	A/I
Experience		
Experience of working with or caring for children of relevant age	D	A/I
Experience of working in a relevant classroom / service environment	D	A/I
Experience of supporting pupils with challenging behaviour	D	A/I
Experience of supporting pupils with special educational needs	D	A/I
Knowledge/skills/abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	A/I
Ability to relate well to children	E	A/I
Ability to work as part of a team	E	A/I
Good communication skills	E	A/I
Ability to supervise and assist pupils	E	A/I
Time management skills	D	A/I
Organisational skills	D	A/I
Knowledge of classroom roles and responsibilities	D	A/I
Knowledge of the concept of confidentiality	E	A/I
Administrative skills	D	A/I
Good numeracy and literacy skills	E	A/I
Ability to make effective use of ICT	E	A/I
Flexible attitude to work	E	A/I
Other		
Commitment to undertake in-service development	E	A/I
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
High levels of attendance and punctuality – these pupils depend on you	E	A/I
Commitment to equality and diversity	E	A/I

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment and to follow school safeguarding procedures and guidance for safer working practice.

Note: This Post Specification is subject to annual review and is subject to modification at any time, after consultation with the post holder.

5. Other Information

Please also see important advice on completing your application form.

Attendance Policy Statement | This School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the Guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

Child Protection Policy Statement | In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Equality of opportunity | Alder Grange school is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition.

Medical Clearance | Appointment to this post is subject to satisfactory medical clearance. If you are selected for appointment, you will be contacted by Occupational Health who will arrange for you to complete their on-line health declaration form.

Policies | Alder Grange School has a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand some of the key policies, e.g. Child Protection, Health & Safety, Acceptable use of IT and Code of Conduct.

Thank you for taking the time to read this information pack.

We wish you every success in any application you may make.