

## CANDIDATE INFORMATION PACK:

Teaching Assistant Level 2b 2025

Closing date: 11th July 2025

Start Date: September 2025

Working Hours: 8:30-4:00 (max 35 hours per week)

Full Time

Contract Basis: Fixed Term Contract - initially for 12 months



### CONTENTS

1. Letter from Head Teacher
2. School Information
3. Post & Person Specifications
4. Other Information

## 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 2 Teaching Assistants 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 & Person Specifications

Post title: Teaching Assistant 2(b)					
<b>Grade:</b>	Grade 5	<b>Staff responsibility:</b>	No	<b>Essential Car user:</b>	No
<p><b>Scope of role:</b>            Scope of role:            Under the general supervision and direction of the SENCO, to plan and implement learning activities for individuals and groups</p> <p>To monitor pupil progress and provide feedback to the subject teachers and establish supportive and constructive relationships with pupils, teachers, parents and carers.</p> <p>To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.</p> <p>To provide support for pupils during unstructured times (break and lunch) as required. Please note this could mean supervision whilst in AG2, outdoors, or during wet lunch classroom supervision</p>					
<p><b>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</b></p> <p><b>Accountabilities/Responsibilities – appropriate for this post:</b></p> <p><b>Support for Pupils</b></p> <ul style="list-style-type: none"> <li>- Under the general supervision and direction of the SENDCO to implement structured learning activities for individuals and groups of pupils.</li> <li>- To undertake activities in order to monitor the personal social and emotional needs of pupils.</li> <li>- To develop positive relationships with pupils to promote pupil progress and attainment.</li> <li>- To assist in the devising of pupil's individual targets and their monitoring and review.</li> <li>- Support pupils as part of a planned inclusion programme</li> <li>- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.</li> <li>- To assist in the development of varying skills that support pupils' learning.</li> <li>- To assist in the specific medical/care needs of pupils by undertaking specific training as required</li> <li>- To support pupils during unstructured times (such as pupil break and lunch times), both in designated areas and outdoor supervision</li> </ul>					

**Support for the Teacher**

- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work
- To monitor and record pupil progress and developmental needs.
- To produce relevant resources as requested
- To undertake administrative tasks including the maintenance of records.
- To provide information to the teachers to assist in the planning of work programmes.
- To liaise with the pastoral team in respect of pupil absence.

**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

**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.

**Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

### 3.Post & Person Specifications

#### Post Title - Teaching Assistant - Level 2(b)

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
<b>Qualifications</b>		
NVQ level 2 or above qualification –appropriate to the post (or equivalent)	D	A
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	E	A
<b>Experience</b>		
Experience of working with or caring for children of relevant age	E	A, I
Experience of working in a relevant classroom/service environment	D	A, I
Experience of Administrative work		
Experience of supporting pupils with challenging behaviour	D	A, I
<b>Knowledge/skills/abilities</b>		
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
First Aid/Paediatric First Aid Certificate	D	A
Administrative skills	D	A, I
Knowledge of Early Years Foundation Stage	D	A, I
Good numeracy and literacy skills	E	A
Ability to make effective use of ICT	D	A, I
Flexible attitude to work	E	A, I
<b>Other</b>		
Commitment to undertake in –service development	E	A
Commitment to safeguarding and protecting the welfare of children and young people	E	A, I
Satisfactory attendance record/commitment to regular attendance at work	E	R
<b>Note: We will always consider your references before confirming a job offer in writing</b>		

