Albany Learning Trust
Developing World Class Schools

TEACHING ASSISTANT 2 APPLICATION PACK FIXED TERM

Chorley New Road Primary Academy

NOVEMBER 2026

TEACHING ASSISTANT – LEVEL 2
Employer: Albany Learning Trust
Location: Chorley New Road Primary Academy
Working Hours: Scale 4 (FTE) £27,274 - £29,071 (actual) £21,444 - £22,857
33.5 hours per week 195 days
Required from: Monday 4th January 2027
Contract Type: Fixed Term
Closing Date: Monday 30th November 2026 Noon
Shortlisting Date: - Monday 30th November 2026- PM
Interview Date: Friday 4th December 2026

Chorley New Road Primary Academy
Chorley New Road, Horwich, Bolton, BL6 6EW
Head Teacher: Miss L. Burrows
Tel: 01204 337046
Email: recruitment@cnrprimary.co.uk

The Governors invite applications from committed, dedicated and suitability qualified practitioners with a proven track record of success at ensuring pupils can access the curriculum in the most effective way, appropriate to their needs and understanding.
We are looking for an outstanding professional who can work well as part of a team and is willing and able to work flexibly as required.

You should be able to:

- Demonstrate drive and skills to raise standards of pupils' attainment and achievement
- Support the differentiation and delivery of the curriculum in your area and be prepared to undertake professional learning to support this
- Support the planning and delivery of intervention enabling access to learning for all pupils
- Support classroom management and behaviour techniques as directed
- Use positive regard strategies and be effective with building relationships.

In addition you must:

- Be committed to the education and social well-being of every child in the school
- Continue to build and maintain effective relationships with the school and its' community and partners
- Be happy, enthusiastic and friendly

We can offer you:

- Well behaved, friendly and motivated children who love to learn
- Passionate about offering the very best education for children
- 5 extra inset days to support your professional development
- A coaching culture that allows you to develop your professional development
- Access to the Trust wellbeing package
- A friendly and supportive staff team
- Supportive parents and governors
- An opportunity to work in a brand new school with growing numbers on roll

Completed applications should be returned to the Head Teacher by Monday 30th November 2026 Noon

(Application forms must be completed CVs not accepted).
If returning by email to
Chorley New Road Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service.
Visits to the school are welcome. Please contact the office to book on 01204 337046.
Interviews and tasks will take place on Friday 4th December 2026.

JOB DESCRIPTION

Chorley New Road Primary Academy

Job Title	**TEACHING ASSISTANT 2**
Primary Purpose of the Job	To work with class teachers to raise the learning and attainment of students. To promote students' independence, self-esteem and social inclusion. To give support to students, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
Responsible to	**Headteacher**
Principal Responsibilities	Working with the students across the curriculum either within the classroom or in a withdrawal session to support the educational needs of the student.

Duties and responsibilities

Teaching and learning

- To establish positive, supportive and constructive relationships with students, parents/carers and the wider community to contribute effective ideas and strategies.
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities
- Support children by providing targeted, specific evidence based interventions either during lessons or after school
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise and support the class while a teacher carries out 1-2-1 or small group intervention during a lesson
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance students' learning
- Undertake any other relevant duties given by the class teacher
- Adhere to and follow the school behaviour system

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
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Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and students, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the students they work with

- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of students, and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other areas of responsibility

- Supervise SEND students over break and lunchtimes.
- To contribute to review of the student(s) progress as appropriate.
- To attend the Open evening and Award evening held annually.
- To contribute to the maintenance of student(s) records and other admin tasks.

The TA will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

PERSONAL ATTRIBUTES REQUIRED	QUALITIES	ESSENTIAL (E) OR DESIRABLE (D)	TO BE IDENTIFIED BY: (EG APPLICATION FORM, INTERVIEW, REFERENCES ETC
Qualifications and experience	Level 2 or 3 Certificate or above qualification – appropriate to the post (or equivalent)	E	A/I
	Level 2 or equivalent qualification in English/ Literacy and Mathematics/Numeracy	E	A/I
	Experience of working with children	E	A/I
	Educated to degree standard	D	A
	Duke of Edinburgh's Award	D	A
Skills and knowledge	Good literacy and numeracy skills	E	A/I
	Good organisational skills	E	A/I
	Ability to build effective working relationships with students and adults	E	A/I
	Skills and expertise in understanding the needs of all students	E	A/I
	Knowledge of how to help adapt and deliver support to meet individual needs	E	A/I
	Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and students	D	A/I
	Excellent verbal communication skills	E	A/I
	Active listening skills	E	A/I
	The ability to remain calm in stressful situations	E	A/I
	Knowledge of guidance and requirements around safeguarding children	E	A/I
	Good ICT skills, particularly using ICT to support learning	E	A/I
	Understanding of roles and responsibilities within the classroom and whole school context	E	A/I
	Knowledge of how to successfully lead learning activities for a group of children	D	A/I
	Additional qualifications or experience of working with children with SEMH, ASC or SLCN.	D	A/I
	First Aid Certificate	D	A/I
	Administrative skills	E	A/I
	Flexible attitude to work		

Personal qualities	Enjoyment of working with children	E	A/I
	Sensitivity and understanding, to help build good relationships with students		
	A commitment to getting the best outcomes for all students and promoting the ethos and values of the school	E	A/I
	Commitment to maintaining confidentiality at all times	E	A/I
	Commitment to safeguarding pupil's wellbeing and equality	E	A/I
Other	Commitment to undertake in-service development	E	A/I