



Recruitment Pack



Teaching Assistant
Level 1

Millwood School, Bury

Teaching Assistant - Level 1

Permanent posts - 31:15 hours (8.45-3.30pm) per week TTO

(daily working hours may be adjusted by negotiation to 27:30, although the posts remain full time - please indicate on application form if you would like this to be considered)

Millwood is an outstanding primary special school for pupils who have significant additional educational needs.

What our pupils say about Millwood:

"I belong at Millwood"

"Millwood is a magic school"

"I love Millwood"

What our parents say about Millwood:

"My son wakes me every morning at 5am saying school and clapping. He can't wait to put his uniform on."

"O loves school to the point he wakes me up every weekend holding his uniform he loves it so much"

"Teachers and staff are lovely, friendly and helpful"

"Millwood really is a fantastic place to work. Everywhere you turn there is always a friendly smile and support readily available; all you need to do is ask."

"We are led by an incredible leadership team who ensure that work life balance is an absolute priority and they are all extremely supportive in all aspects of teaching life."

"Being a teacher at Millwood is an absolute privilege. From the moment you walk through the doors you are welcomed by everyone. The children make each day so wonderful and to see them smiling and enjoying school brings me so much happiness. It is a joy to work alongside like-minded, enthusiastic colleagues at Millwood who really do strive to bring out the best!"

"Millwood has and will continue to be my dream job, I feel very lucky to be able to teach the most wonderful children."

Our School Vision:

‘To open up the world for our school, family and community. Driven by our values we will ensure a magical journey and memorable discoveries through our aspirational, engaging curriculum. We will inspire confidence and a love of learning in a happy, safe and nurturing environment with respect for all.’

Our values:



Successful candidates will demonstrate the ability to work across the school within a team under the guidance of the teacher to contribute to, and implement, agreed programmes of study and individual learning objectives; programmes of therapy to support communication and physical development; individual behaviour plans.

Millwood can offer:

- Wonderful children who will make you smile everyday.
- A robust induction and comprehensive professional development programme
- An inclusive, nurturing and friendly working environment.

Employees of Millwood Primary Special School have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. Our safeguarding policy can be found here:
<https://www.millwoodschool.co.uk/school-information/policies>

Millwood is a Disability Committed School.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), two suitable references, health clearance and right to work in the UK. We will conduct an online search of shortlisted candidates in line with KCSIE 2025

Application Forms are downloadable from this page and returnable via email to
recruitment@millwoodschool.co.uk

Job Description

Teaching Assistant Level 1

Purpose and objectives of the post:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Duties/Responsibilities:

SUPPORT FOR THE PUPIL

- Supervise and support pupils ensuring their safety and access to learning.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Establish good working relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, personal care, first aid and welfare matters.
- Follow specialist feeding programmes to ensure the needs of individual pupils are met.
- Support pupils during breaks from teaching activities.
- To support positive behaviour management
- To use positive moving & handling techniques and implement teaching programmes as necessary

SUPPORT FOR THE TEACHER

- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report basic information from/to parents/carers as directed
- Provide clerical/administration support (eg photocopying, typing filing, collecting money etc)
- Prepare classroom as directed for lessons and clear afterwards.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.

SUPPORT FOR THE CURRICULUM

- Support pupils to understand instructions.
- Support teaching and learning as directed by the teacher
- Support pupils with additional needs to reach their full potential
- Prepare and maintain equipment and resources as directed and assist pupils in their use.
- Access training for Team Teach, PECs, Signalong and individual communication aids as appropriate.

SUPPORT FOR THE SCHOOL

- Comply with school policies and procedures relating to safeguarding, health and safety, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- 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 relevant meetings as required
 - Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school and at lunchtime.
 - Accompany teaching staff and pupils on visits, trips and out of school activities as required.
 - Use Team Teach (where appropriate) control techniques on pupils as necessary.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)

PERSON SPECIFICATION

Please would all candidates provide written evidence on the application form of having achieved all the essential criteria marked AF and, where possible, the desirable criteria

ASSESSMENT METHOD	SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE
APPLICATION FORM /INTERVIEW	QUALIFICATIONS Competent in Maths and English – proof of certificate either GCSE (A*-D/9-3) or equivalent e.g. functional skills		√
APPLICATION FORM /INTERVIEW	SKILLS Ability to work effectively within a team environment, understanding classroom roles and responsibilities	√	
APPLICATION FORM /INTERVIEW	Ability to build effective working relationships with all pupils and colleagues	√	
APPLICATION FORM /INTERVIEW	Ability to promote a positive ethos and role model positive attributes	√	
APPLICATION FORM /INTERVIEW	Good personal numeracy and literacy skills	√	
APPLICATION FORM /INTERVIEW	KNOWLEDGE Awareness and basic understanding of school curriculum within a primary setting.	√	
APPLICATION FORM /INTERVIEW	Understanding of inclusion especially within a special school setting	√	

ASSESSMENT METHOD	SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE
APPLICATION FORM /INTERVIEW	Understanding of the importance of safeguarding children and young people and protecting them from harm.	√	
APPLICATION FORM /INTERVIEW	Understanding of basic technology (computer, video, photocopier)	√	
APPLICATION FORM /INTERVIEW	EXPERIENCE Experience of working with and/or caring for children with in a primary setting.	√	
APPLICATION FORM /INTERVIEW	Experience of working with and/or caring for children with special educational needs.		√
APPLICATION FORM /INTERVIEW	PROFESSIONAL VALUES AND PRACTICE High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	√	
APPLICATION FORM /INTERVIEW	Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	√	
APPLICATION FORM /INTERVIEW	Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work	√	
APPLICATION FORM /INTERVIEW	Able to improve their own practice through observations, evaluation and discussion with colleagues	√	

ASSESSMENT METHOD	SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE
APPLICATION FORM /INTERVIEW	Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice	√	
APPLICATION FORM /INTERVIEW	Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning	√	
APPLICATION FORM /INTERVIEW	Willingness to participate in relevant training and development opportunities	√	