

Level 1 Teaching Assistant

Fixed Term Contract

Grade B - points 9 -12

22 hours per week, term time only.

To start as soon as possible

The Governors of Millbrook Primary School wish to appoint an enthusiastic Level 1 Teaching Assistant to work with a range of pupils across the school, supporting learning, wellbeing and personal development.

The successful candidate will:

- Share our high expectations.
- Be able to use initiative.
- Be enthusiastic and willing.
- Be flexible
- Be hard working.
- Be a team player.

In return the school can offer excellent working environment, fantastic children to work with and good opportunities for professional development.

Application forms are available from the Greater Jobs website attached to the advert. Please return all completed application forms to the school mail@millbrook.tameside.sch.uk.

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.

The appointment is subject to references and a satisfactory enhanced disclosure from the Disclosure and Barring Service.

Closing date: 12 noon on Tuesday 1st September 2026

Interviews: Friday 4th September 2026

**Transforming the lives of
children and their communities**

JOB DESCRIPTION

SCHOOL: MILLBROOK PRIMARY SCHOOL, STALYBRIDGE

JOB DESIGNATION: TEACHING ASSISTANT LEVEL 1

GRADE: B

POST OBJECTIVE/S:

To work under the direction of the class teacher, usually in the classroom, to support pupils with a range of learning, social and emotional needs and provide general support to the teacher in the management of pupils and the classroom.

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters - Supervise and support pupils ensuring their safety and access to learning - Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs - Promote the inclusion and acceptance of all pupils - Support pupils with personal and intimate care needs. Candidates should be comfortable carrying out these duties sensitively, maintaining pupils' dignity, privacy, and wellbeing at all times. - Encourage pupils to interact with others and engage in activities led by the teacher - Encourage pupils to act independently as appropriate
- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work - 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 information from/to parents/carers as directed

- Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

SUPPORT FOR THE CURRICULUM

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- 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 and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

PERSON SPECIFICATION

TEACHING ASSISTANT LEVEL 1

Personal requirements of a successful postholder

Education/Qualifications/Membership of Professional Institutions

Good numeracy/literacy skills	E
Completion of DfE Teacher Assistant Induction Programme	D
Willingness to undertake DfE TA induction or support staff induction programme	E
Participate in development and training opportunities	E

Experience

Working with or caring for children of a relevant age	E
Experience of working with pupils with SEND	D

Key Skills

Use basic technology – e.g. computer, video, photocopier	E
Use of basic ICT and other appropriate equipment	E
Ability to communicate effectively with children, staff and parents and carers	E
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E

Key Knowledge

Basic knowledge of school policies including Child Protection/Safeguarding Policy	E
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Ambition
Community Trust



Appropriate knowledge of first aid

E

First aid qualification

D

Personal Qualities

For information

Category (E) – ESSENTIAL - without which the candidate would be unable to carry out the duties of the post

Category (D) – DESIRABLE FEATURES which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.