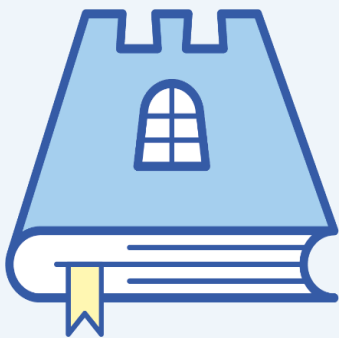


**Teaching Assistant  
Level 2**



**The Keep  
Learning Trust**

Creating Chances and Choices

## About the Trust

The Keep Learning Trust is a growing Multi-Academy Trust established in 2014, currently serving schools across the borough of Bury. United by a strong belief in the power of education, we work collaboratively to support our schools and communities. By working together, we create lifelong chances and choices for all our pupils, ensuring every child is supported to achieve their potential.

### Vision

By working together, we create lifelong chances and choices for all our pupils.

Inspiration	Innovation	Collaboration
We nurture every individual to help them find and explore their talents and develop the self-belief to become active members of their communities.	We create cultures and structures that ensure our schools are places of excellence where innovation is championed, creativity is encouraged, and best practice is shared.	Through our strong relationships, we bridge gaps, forge pathways and raise aspiration.

The Keep Learning Trust are seeking to appoint six positive and energetic Level 2 Teaching Assistant's to work at **Park View Primary School**.

Do you have the drive, passion and commitment to deliver outstanding support to help young people. If so, joining The Keep Learning Trust support team might just be the best career move you ever make. This is your opportunity to join a dedicated team of support staff who are committed to providing the best possible education for our pupils.

Who we're looking for -

We're looking for a dedicated individual to provide tailored support to our pupils. You will be committed to making a positive difference to young people's lives and in supporting and developing their learning. Your intervention will help enable an outstanding learning environment for our young people, providing the support they need to succeed.

The successful candidate will be a committed team player with excellent organisational and technical skills. You will have the ability to effectively support learning and teaching, and to develop relationships across our school and the Trust community.

### You will have:

- NVQ Level 2 Teaching Assistant or equivalent.
- Experience of working with children in a school setting.
- The ability to maintain positive relationships with pupils and other adults.
- The ability to work with pupils on a one to one, small groups and whole class.

### Application Process

To apply for this vacancy please complete the job application and return to [Emma.collopy@keeplearningtrust.co.uk](mailto:Emma.collopy@keeplearningtrust.co.uk) You should ensure your application form and supporting statement address all elements of the person specification. We will only consider candidates who meet the vast majority of the essential criteria outlined in the person specification.

## Our Commitment

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

The equal opportunities form should be emailed directly to the central team at [centralteam@keeplearningtrust.co.uk](mailto:centralteam@keeplearningtrust.co.uk)

<b>Post details</b>	Level 2 Teaching Assistant
<b>Grade</b>	6 (FTE £26,528)
<b>Hours</b>	32.5 hours per week – Term time only Temporary / Permanent positions available (6 positions) Monday to Friday
<b>Annual Salary</b>	Actual Salary TTO £20,315.82

The Keep Learning Trust is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks: -

The successful applicants will be required to complete an

- Enhanced DBS check
- Satisfactory medical report arranged by school
- Two satisfactory references.

Radcliffe primary School is part of The Keep Learning Trust, and you may from time to time be required to work at any of our other schools.

**Closing date for applications is 12pm Wednesday 10<sup>th</sup> June 2026.**

**Interviews will be held week commencing 25<sup>th</sup> June 2026.**

# Teaching Assistant Level 2

## JOB DESCRIPTION

**Responsible to:** Emma Collopy  
**Location:** Park View Primary School  
Park View Road  
Prestwich, M25 1FA

### JOB DESCRIPTION & PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the School and Trust policies and procedures.

To work as part of a team to provide teaching and learning for all children. To take responsibility for agreed learning activities under an agreed system of supervision (subject to the direction and supervision of a teacher). Planning, preparing, and delivering learning activities for individuals and classes. Monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

### JOB SUMMARY:

1. Provide outstanding support to enable pupils with additional needs including those with SEN to play a full and active part in the life of the school and to make outstanding progress in their learning.
2. Support pupils in their educational and social development.
3. Motivate and encourage pupils.

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

#### Support for the pupil

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of Individual Education Plans.
- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Promote inclusion and acceptance of all pupils within the classroom
- Encourage pupils to interact with other and work cooperatively with other and engage all pupils in activities.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- Support for the Teachers
- Assist with the display of children's work
- Establish and maintain an appropriate learning environment with the teacher.
- Contribute to lessons planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as necessary.
- Undertake marking of pupils' work and accurately record achievement/progress
- Administer and assess routine primary tests and invigilate exams/tests
- Promote positive values attitudes and 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.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teachers' direction.
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.
- Support for the curriculum
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil learning styles and individual responses/needs.
- Implement local and national learning strategies e.g. literacy, numeracy effectively utilising all alternative opportunities. to support extended development.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support e.g. curriculum/SEN specialism.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

### **Support for the School**

- Assist in the training and development of classroom support staff including supervision of volunteers, trainees.
- Be aware of and comply with School and Trust policies and procedures relating to child protection, health & safety, security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned) and enter details
- Be aware of the support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/aims/work of the School and Trust.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Supervise pupils on visits, trips and out of school activities as required.

### **Other Responsibilities**

- Promote the Trust's vision to inspire aspiration, self-belief and resilience in all the children in our schools.
- Champion the Trust's values.
- Contribute to the wider life of the School and The Keep Learning Trust Community.
- Carry out any such duties as may be reasonably required by the School or Trust.

### **Records Management**

All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

Employees of The Keep Learning Trust have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people, ensuring that they are protected from harm.

This appointment is with The Keep Learning Trust. The job description forms part of the contract of employment for the postholder and reflects the position at the present time only. It may be reviewed and amended in consultation with the employee in the future. The appointment is subject to the terms and conditions set out in The Keep Learning Trust Statement of Particulars.

## JOB SPECIFICATION

Key: E = essential criteria and D = desirable criteria

No	CATEGORIES	Essential/ Desirable
<b>QUALIFICATIONS</b>		
1.	A diploma in Childcare and Education; NVQ2 in Children's Care, or an equivalent qualification.	<b>E</b>
2.	Strong academic record including Maths and English GCSE grade C (or equivalent) or better	<b>E</b>
3.	First Aid qualifications	<b>D</b>
4.	Evidence of continuous professional development	<b>E</b>
<b>EXPERIENCE</b>		
5.	Working with children in a school setting.	<b>E</b>
6.	Contributing to development, monitoring and review of Individual Education Plans.	<b>E</b>
7.	Working within a primary school.	<b>D</b>
8.	Experience of supporting children in an EYFS environment	<b>D</b>
9.	Experience of communicating with parents within a school setting	<b>D</b>
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>		
10.	Ability to maintain positive relationships with pupils and other adults.	<b>E</b>
11.	Ability to work with pupils on a one to one, small groups and whole class.	<b>E</b>
12.	Ability to contribute effectively to teachers' planning and preparation for lessons.	<b>E</b>
13.	Ability to support teachers in evaluating pupils' progress through a range of assessment activities.	<b>E</b>
14.	Ability to monitor pupils' responses to learning and modify approach accordingly	<b>E</b>
15.	Ability to work effectively within a team.	<b>E</b>
16.	Effective classroom and behaviour management skills.	<b>E</b>
17.	Ability to communicate effectively in community languages.	<b>D</b>
18.	Good ICT skills for word-processing and use of learning software, including online resources.	<b>E</b>
19.	Knowledge of the national curriculum.	<b>E</b>

No	CATEGORIES	Essential/ Desirable
<b>PERSONAL QUALITIES</b>		
20	A passionate belief in the school's mission statement.	<b>E</b>
21	Highest levels of professional and personal integrity.	<b>E</b>
22.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	<b>E</b>
23.	Personal resilience, persistence and perseverance.	<b>E</b>
24.	Commitment to undertaking additional training where required.	<b>E</b>
25.	Clear understanding of, and respect for, confidentiality	<b>E</b>
26.	A passionate belief in the Trust's vision to inspire aspiration, self-belief and resilience in all of the children in our schools.	<b>E</b>
27.	A strong commitment to the Trust values of Inspiration, Innovation & Collaboration.	<b>E</b>
28.	A strong commitment to the Trust value of 'Respect'.	<b>E</b>
29.	Commitment to support The Keep Learning Trusts' agenda for safeguarding and equality and diversity.	<b>E</b>

# Guidance Notes for Application Form

Please read the following notes carefully, as the decision to shortlist you for an interview will be based solely on the information you provide on the application form.

**Personal Details** – It is important that you complete this section accurately and in full, as the information requested is required to process your application. Please do not leave any section blank.

**References** – References are requested for all shortlisted applicants for posts. A reference from your current or most recent employer will normally be required before an offer of employment is made.

**Work History** – When completing this section, it is important that you include any part-time, voluntary or *community work you may have done since these may reveal relevant skills.*

**Knowledge Relevant to the Post** – Any qualifications which are required for the post will be set out in the Role Description, and you should list these in this section. You may also like to include other qualifications you possess or training courses you have attended which you feel are relevant to the selection criteria for the post.

**Experience** – Please do not submit a job history or curriculum vitae. This is the most important section of the form, as this is where you make out your case for the post. Here, you should provide evidence that you possess the skills/knowledge and experience required, preferably by giving specific examples. Do not forget to include the skills/knowledge and experience you have gained outside paid work and through training.

**About Yourself** – In this section, include anything you wish to say about yourself that you feel is relevant but has not been included elsewhere, including any skills.

**Disclosure and Barring** – Please read this section carefully, ensure that the information you provide is accurate and sign the Declaration.

**Equal Opportunities Monitoring** – The information you provide in this section will enable the Trust to monitor its recruitment process in relation to its "Equality of Opportunity Policy". The information obtained will be treated as confidential and used only for monitoring



**The Keep  
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[TKLT@keeplearningtrust.co.uk](mailto:TKLT@keeplearningtrust.co.uk)

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A charitable company limited by guarantee  
registered in England & Wales.  
Company Number: 08769073