



**TAME RIVER
EDUCATIONAL
TRUST**

Level 3 Teaching Assistant Mossley Hollins High School Candidate Information Pack

**Great schools in which to learn, teach and belong.
Welcome to Tame River Educational Trust**



Dear Candidate

Thank you for your interest in the post of Level 3 Teaching Assistant with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.

Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust is currently comprised of three academies: Droylsden Academy, Hyde High School and Mossley Hollins High School.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.

Phil Wilson
Chief Executive Officer

An Introduction to our Trust Schools



Droylsden Academy

Headteacher

Mr E Mayell

Droylsden Academy is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The Academy is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. Our staff are driven by the belief that every child should go to a great school and we believe that every child can become a great learner through politeness, hard work and honesty.

We believe that success should be measured by both academic progress and by one's contribution to our community and wider society.

Mossley Hollins High School

Headteacher

Mrs A Din

Mossley Hollins High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. We are a happy, academically ambitious and inclusive school and we are passionate about learning. At the heart of everything we do are our deeply held values of manners, hard work and honesty.

We believe that success should be measured both by academic progress and achievement, and also by one's personal and social development and one's contribution to our community and to society.

Hyde High School

Headteacher

Ms G Arnold

Hyde High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school serves over 1200 students, is heavily over-subscribed and has an impressive modern building. We provide an engaging and inspiring educational experience that instils in our students a lifelong love of learning and respect for themselves, our community and our environment. A place where warmth, high expectations and strong values are prevalent in everything we do. A learning environment where every student can thrive and belong. Our work is under-pinned by a clear set of values **Ready, Respectful and Safe.**

We are rooted in our community, and we celebrate the diversity and uniqueness of everyone. We know that a successful school depends on a strong partnership between school and home and this shared approach is key to the individual success and happiness of every student.

Application Procedure

For a confidential discussion on current vacancies please contact the HR Team at hr@mossleyhollins.com

To apply for the role please complete the application form – available to download from our website and return it to hr@mossleyhollins.com

In compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Advertised: 3 August 2026 **Closing date for Applications:** 7 September 2026 (8:00 am)

Interview Date: Will be held as soon as possible after the closing date, following shortlisting.

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful, on this occasion.

Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Job Description

The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:	Teaching Assistant (Level 3)
Reporting to:	Head of Faculty/SENDCO
Hours & Salary	The normal working hours shall be 34 hours a week, term time only. The salary for this position will be paid at Grade E (Point 11-16) Starting at Point 11 (currently £22,860.50 - £24,790.59) A national pay award of at least 3.3% is currently pending.
Role Overview	The Teaching Assistant (Level 3) will play a key role in supporting students to achieve their full potential by providing targeted academic, pastoral and learning support. Working closely with teachers, faculty leaders and the SENDCo, the post holder will support individuals and small groups of students to overcome barriers to learning, make sustained progress and access the full curriculum. The successful candidate will help create a positive and inclusive learning environment by promoting high expectations, encouraging positive attitudes to learning and supporting students' personal development and wellbeing. The post holder will be attached to a Faculty and will work under the direction of the Assistant Headteacher (SENDCo), Head of Faculty and other middle leaders to deliver effective interventions and support strategies that improve outcomes for students. This job description is written at a specific time and is subject to change as the demands of the Trust and school and the role develops. The role requires flexibility and adaptability, and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.
Child Protection and Safeguarding:	The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.
Main duties and responsibilities:	As a Teaching Assistant (Level 3), you are expected to: Support for Students- 1. Deliver structured and agreed tutoring and support sessions for assigned students. 2. Prepare, maintain, use, and improve resources to meet lesson plans, learning activities, or tutorials, including scaffolding as required. 3. Use ICT effectively to support learning.

4. Establish excellent and productive learning relationships with students, acting as a role model and setting high expectations for progress, learning habits, and behaviour.
5. Respond to the academic and pastoral needs of individual students as assigned by the Faculty Leader / SENCO.
6. Promote the school's values of Manners, Hard Work, Honesty, and Success, as well as learning habits (PRIDE): excellent presentation, learning resilience, independence, ability to meet deadlines, and striving for excellence.
7. Track, monitor, and support the academic progress of individual students.
8. Tutor all necessary support programmes (including Lesson 6) and planned group work.
9. Provide feedback to students and their parents regarding progress and achievement.

Support for Teachers-

10. Have a good prior knowledge and understanding of key concepts and skills identified in schemes of work to maximise teaching and student benefit.
11. Challenge and support students to access and benefit from the teaching and curriculum.
12. Encourage independent approaches to work and avoid student dependence on support.
13. Monitor, track, and evaluate students' oral and written responses against pre-agreed learning objectives, providing objective feedback and reports as required.
14. Administer and assess/mark tests.
15. Deal promptly with poor behaviour and unacceptable learning attitudes in line with school policy.
16. Liaise effectively with parents, carers, subject teachers, Learning Support staff, and other agencies to ensure students receive appropriate support.
17. Escort students and assist with movement around school as necessary.
18. Provide resources for students to enable full access to the curriculum.

Support for the School-

19. To undertake first aid training and provide first aid to staff and pupils, working to the Lead First Aider.
20. Offer personal care for pupils with medical needs.
21. Provide some cover supervision for absent colleagues, including cover in the school's Learning Support Faculty.
22. Provide amanuensis support at exam periods.
23. Support educational visits where necessary.
24. Attend Open Evenings and other school events outside normal working hours, as reasonably required.
25. Support enrichment and extra-curricular activities as required.
26. Supervise students during before school and break time.

As a member of staff, you are expected:

27. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere

	28. To follow and uphold all school policies and be an excellent ambassador for the Trust and Mossley Hollins High School 29. To have a responsible and diplomatic approach to matters of a confidential nature 30. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day 31. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems 32. To undertake any other duties that might be reasonably requested, by the Headteacher, Faculty Leader, Line Manager, or any other member of the Senior Leadership Team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.
Health and Safety:	The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues. All Trust schools are non-smoking sites.

General:	This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Academy's appraisal programme and to participate in appropriate staff training and development activities.
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Person Specification

	Essential	Desirable	Method of assessment
Qualifications	- GCSE or Level 2 qualifications with English and Maths at Grade C or above - Specialist subject knowledge curriculum/resources - Willingness to undertake first aid training	- Relevant qualification in Teaching Assistance - Degree in special educational needs strategies	Production of the applicant's original certificates
Experience	Experience of working with children in an educational setting (within specified age range/subject area) or experience of tutoring.	Experience of working with SEN children	- Contents of the application form. - Interview - Professional references



Skills and Knowledge	• Excellent personal numeracy and literacy skills. • Ability to work effectively within a team environment, understanding classroom roles and responsibilities. • Ability to work with children at all levels regardless of specific individual need and learning styles. • Ability to adapt own approach in accordance with pupil needs. • Understanding and working knowledge of principles of child development and Independent learning. • Understanding and working knowledge of national curriculum and other learning programmes (within specified age range/subject area). • Understanding of PEP paperwork for looked after children. • Understanding of inclusion, especially within school setting. • Experience of resource preparation to support learning programmes. • Effective use of ICT to support learning.	• Up to date knowledge of child welfare issues	• Contents of the application form • Interview • Professional references
Personal competencies and qualities	• Passion for helping children and young people learn • Trustworthiness and integrity • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Ability to engender confidence in young people • A warm, friendly, and patient manner • Ability to build positive relationships with all students that allow them to		• Contents of the application form • Interview • Professional references



	achieve to their highest potential • Discipline and time management skills • A belief in the value of others • A willingness to learn new skills and approaches and to share experiences with others		
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Employee Acknowledgement

I have received a copy of my job description.

I have read and understand the duties of my job.

I confirm that I can fulfil the requirements of the role of Teaching Assistant (Level 3)

Signed:

Date: