



The Sycamore
Church of England
Trust

Grow together, Learn forever

Teaching Assistant Level 2 – Early Years Foundation Stage

St Stephens Church of England
Primary School

Recruitment Pack



Teaching Assistant – Level 2

Key Stage & Level	Working Hours	School Base	Salary	Contract
EYFS – TA2	19.5 hrs per week, Term Time Only	St Stephens C of E Primary	Actual Salary £12,066 FTE: £26,528	Fixed Term until 31.08.2027 in the first instance

This is a fantastic opportunity to join a forward-thinking Trust that believes in the power of education to transform lives. If you are passionate about making a difference and thrive in a collaborative, inclusive environment where every child is supported to grow and flourish, we want to hear from you.

What you can achieve with us

Grow with us – As our Trust expands, so do your opportunities. Develop your role and progress your career as we grow together.

Make an impact – Your support will help shape learning experiences and outcomes for children across our schools.

Experience variety – No two days are the same. You'll support learning, deliver interventions, and help children flourish.

Develop your skills – Access Trust-wide CPD and training to build your confidence and expertise.

Feel supported – Become part of a collaborative school and Trust team that truly values your contribution and prioritises your wellbeing.

What you will do

Deliver small group interventions in phonics, reading, writing, and maths.

Support pupils in the classroom, promoting inclusion, independence, and self-esteem.

Assist teachers with learning materials, classroom organisation, and pupil progress tracking.

Contribute to the wider life of the school, including trips and enrichment activities.

What you will bring

A relevant Level 2 Qualification (or working towards it) and a good standard of Education (English and Maths).

Experience of working with children, including those with SEND.

A proactive, resilient attitude and strong communication skills.

A commitment to safeguarding and inclusion.

Roles in our EYFS units will require an appropriate qualification in Early Years Education.

Where you will work

While you will be based St Stephen's C of E Primary School, you may occasionally support or access training across the wider Trust.

Ready to grow with us?

School Visit: We warmly welcome visits to our school, where you can learn more about our context, values, and community. To arrange this, or for an informal chat, please contact the Headteacher, Sally Denney, on 0161 764 1132

Applying for a role

How to apply: Apply via the link on Greater Jobs or through our Trust website.

Closing Date: Monday 29nd June 2026 at 12 noon

Shortlisting Date: Tuesday 30th June 2026

Interview Date: Thursday 9th July 2026

Please note that we are unable to accept CVs or paper applications. If this presents any difficulties, do let us know and we will be happy to support you. Our central services team can be contacted on 0161 505 2519 or recruitment@thesycamoretrust.co.uk

All employees of the Trust have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people.

Job Description

Post Title	Teaching Assistant Level 2
Responsible to:	Head Teacher
Location:	St Stephens Church of England Primary School, Colville Drive, Bury BL8 2DX Trust wide working may be required

Main Purpose of the Role

To work under the guidance of teaching or senior staff, and within an agreed system of supervision, to deliver planned work programmes to whole classes, groups, or individual pupils—both in and out of the classroom. This includes supporting pupils who require detailed or specialist knowledge, assisting in the full planning cycle, and preparing and managing resources.

Job Description

SUPPORT FOR THE PUPIL

- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- Use successful strategies to develop the communication of the children you support.

SUPPORT FOR THE TEACHER

- Create and maintain a purposeful, orderly, and supportive environment in the classroom to support the class teacher
- Assist the teacher with the preparation of teaching and learning materials and subject matter.
- Monitor pupils' responses to learning activities and accurately record pupil achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- 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.
- Establish constructive relationships with parents/carers.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/learning programmes taking into consideration adaptations needed for children to access the curriculum.

Job Description

- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, 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 school ethos, aims and development.
- 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.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.

Corporate Responsibilities

All employees of The Sycamore CE Trust 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.

In addition, we expect all employees to:

- Be aware of, support and contribute to the ethos and values of the Trust.
- Recognise your own strengths and areas of expertise and use these to support and advise others.
- Participate in training and other learning activities and performance development as required.
- Familiarise themselves with, and adhere to, all relevant Trust Policies and Procedures
- Comply with the Trust's Health and Safety requirements.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

Additional to Note

This is an outline job description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any other reasonable duties as directed by Senior Leadership within the school and the Trust.

Duties may be subject to periodic review, in consultation with the postholder, to reflect the changing work composition of the Trust.

Person Specification		
Qualifications, Knowledge, Skills, and Experience	Essential	Desirable
GCSE (or equivalent) in English and Maths at Grade 4/C or above	√	
EYFS requires a relevant qualification in Early Years Education	√	
Understanding school policies and safeguarding.	√	
Assisting pupils with literacy, numeracy, and general learning.	√	
Developing basic communication and behaviour management skills.	√	
Ability to maintain positive relationships with various stakeholders such as Headteachers, staff and parents.	√	
Strong verbal and written communication skills	√	
Strong team working skills	√	
A proactive attitude with the personal resilience, persistence, and perseverance to ensure completion of tasks	√	
Ability to communicate and build relationships with children with varying levels of need	√	
NVQ Childcare Level 2 or equivalent qualification or evidence of commencing to work towards this qualification		√
Ability to apply child development and inclusive learning strategies.		√
Experience of working with children with Special Educational Needs and/or Disabilities		√
At least a years' experience of working within a school setting		√
General awareness of inclusion, especially within a school setting		√
Evidence of training and professional development around curriculum objectives		√