



**Oldfield Brow**  
Primary School

# Recruitment Pack

|                                  |                                             |
|----------------------------------|---------------------------------------------|
| <b>Role:</b>                     | Teaching Assistant                          |
| <b>Band:</b>                     | TA Level 2                                  |
| <b>Temporary/<br/>Permanent:</b> | 1 x Temporary One-<br>Year Post (initially) |
| <b>Hours per Week:</b>           | 32.5                                        |

# Letter to Applicants

Dear Candidate

Thank you for your interest in the teaching assistant opportunity at Oldfield Brow Primary School. We are delighted that you are considering joining our dedicated and dynamic team.

At Oldfield Brow, we are passionate about providing a learning environment where children are nurtured, challenged, and inspired to achieve their full potential. Our school motto, "**Inspire the Exceptional**", is at the heart of everything we do - not only for our pupils but also for our staff.

Our core values of **Respect, Innovation, Reflection, Aspiration**, and **Collaboration** are embedded in the daily life of the school. We are committed to fostering a culture where respect is mutual, innovation is encouraged, reflection drives growth, aspirations are high, and collaboration enhances success for all.

We are proud of our vibrant and diverse school community, based in the thriving town of Altrincham. Our school reflects the richness of the local area, and we celebrate the unique backgrounds, cultures, and experiences of our pupils and families. This diversity enhances our learning environment and helps us to nurture compassionate, curious, and confident young people who are ready to thrive in a global society.

As an Early Excellence Partner School, we are proud to be part of a national network that champions high-quality early education and child development. In addition, we are fortunate to have a Literacy Specialist on staff, offering expert support in driving outstanding literacy outcomes across the curriculum.

We are also a Voice 21 Oracy School, placing high value on developing pupils' speaking and listening skills. Through a rich oracy curriculum, we empower children to express themselves clearly, confidently, and respectfully; skills that are fundamental to their success both within and beyond the classroom.

Professional growth is central to our ethos. We are committed to personal and professional development, providing all staff with meaningful opportunities to grow, reflect, and lead. Whether through mentoring, coaching, or collaborative practice, you will be supported every step of the way.

We are looking for a passionate and reflective Teaching Assistant who shares our values and is excited to contribute to a vibrant and innovative school community.

Thank you once again for considering Oldfield Brow Primary School. We hope you will take this opportunity to join us in our mission to **Inspire the Exceptional**.

With very best wishes,

*James Cash*

Mr James Cash  
Headteacher

## Safeguarding Statement

Oldfield Brow Primary School, as an employer, is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf.

The successful applicants' appointments will be subject to an enhanced DBS disclosure and online checks.

# Our School's Vision and Values

At Oldfield Brow, we believe that every child is exceptional.

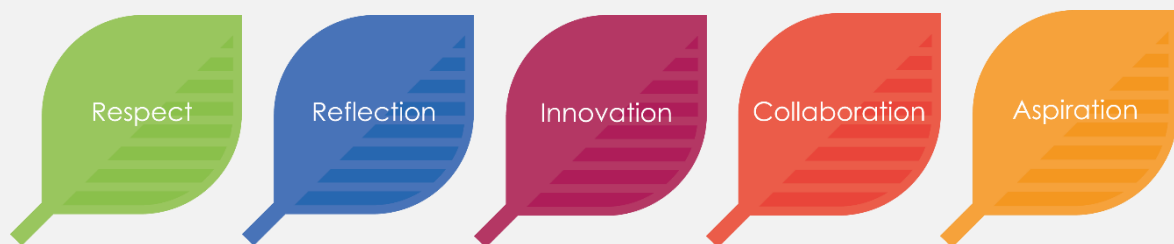
**Motto and Mission:** "Inspire the Exceptional"

**Vision:** Oldfield Brow School's purpose is to inspire the exceptional potential of all members of our school community by empowering confident, independent learners who have the right attitude and knowledge to thrive in a changing world.

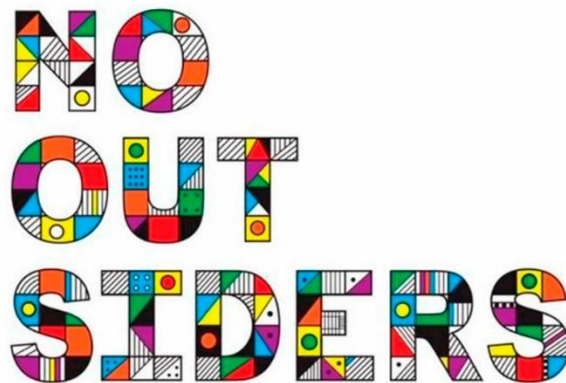
**Values:** To achieve this vision, we expect all members of our school community to be:

- Respectful global citizens (**RESPECT**)
- Reflective, resilient learners (**REFLECTION**)
- Innovative challenge seekers (**INNOVATION**)
- Effective communicators and collaborative team members (**COLLABORATION**)

In order to both recognise and aspire towards their limitless potential (**ASPIRATION**).



At Oldfield Brow, we celebrate what makes each child unique. Rooted in the values of the UNICEF Rights of the Child, our school embraces individuality, promotes equality, and fosters a strong sense of belonging. We are proud to be a diverse, inclusive community where no child ever feels like an outsider and every child's voice matters.



**EVERYONE IS WELCOME IN OUR SCHOOL.**  
*No one is the same, but everyone is equal.*

# Advert: 1 x Temporary Teaching Assistant (TA2) Vacancy

The Governing Body and Children of Oldfield Brow Primary School are seeking to appoint an exceptional, inspirational and dedicated teaching assistant to join our dedicated staff team and work in within Small Specialist Class provision which we call the "Discovery Hub". The post is initially temporary and will cover a period of maternity leave but may be extended based on wider school needs.

We are looking for an exceptional candidate to join our team as we develop the future of our school to ensure that every child can thrive within a changing world.

Our ethos is based on a simple belief: **"At Oldfield Brow, we believe that EVERY child is exceptional"** and this can be summarised by our school motto in which all members of the school community aim to:

## "Inspire the Exceptional"

Oldfield Brow Primary School is a highly aspirational school that places the children at the heart of school improvement.

**We are very proud of our school and are seeking to appoint a teaching assistant who:**

- Is a proactive and engaging team member who works collaboratively as part of
- a dynamic team to ensure excellence across all aspects of the school's work;
- Is energetic and enthusiastic and committed to their own professional development;
- Is committed to inclusive quality first teaching to ensure that all pupils, regardless of their starting points are able to aspire towards their limitless potential.
- Is passionate, patient, and committed to supporting learners with SEND to reach their full potential.
- Knowledge or experience of phonics is desirable.

**In return, we can offer the successful candidate:**

- Exceptionally happy, polite, well-behaved and successful children who really do make the staff proud to be in school each day.
- A happy and dedicated staff team that is committed to achieving the highest academic outcomes and excellent personal development of all learners.
- A committed leadership team that is firmly focused on research-informed school improvement and staff development as a way of securing the best, fully inclusive, teaching and learning experiences for our children.
- Dedicated and enthusiastic parents/carers who want to work with professionals to secure the best outcomes for their children.

This school is committed to safeguarding children and young people and expects that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and prohibition of teaching. Two professional references will also be required.

Please call the school office on 0161 926 8646 should you wish to arrange a visit to the school.

Please complete a Trafford teaching application form and return applications to the school addressed to the Headteacher or via email: [office@oldfield-brow.com](mailto:office@oldfield-brow.com)

**Closing date:** Wednesday 10<sup>th</sup> June 2026 – 12 noon.

**Interviews will be held on:** WB Monday 15<sup>th</sup> June 2026

## Job Description: Teaching Assistant 2 (TA2)

- **Salary Range:** NJC Scale - Band 3 (points 6 to 11)
- **Weekly Hours:** 32.5 per week for a 39-week working year over five school days
- **Responsible to:** Discovery Hub (SSC) Leader

Teaching Assistants are paid term time only and a fraction of 447/522 (less than 5 years' service) or 457/522 (more than five years' service) is applied to the all year annual salary rate to provide the term time salary

NJC LEVEL 2/3 - To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. May be required to supervise groups of pupils undertaking activities in non-teaching situations.

### SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

### SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

### SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years and recording achievement and progress and feeding back to the teacher.
- 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 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 and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils in non-teaching times, including before and after school and at lunchtime.
- 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 the teacher.



## Personal Specification: Teaching Assistant (TA2)

| Attributes                              | Essential                                                                                                                                                                                                                                                                                                                                                                             | Desirable                                                                                                                                                                                                                                                  | Method of Assessment                                                           |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Education</b>                        | <ul style="list-style-type: none"> <li>Pass of above in GCSE English and Maths</li> <li>NVQ 2 or above Teaching Assistant Qualification</li> </ul>                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Evidence of further training/ Development</li> <li>First Aid qualification</li> </ul>                                                                                                                               | 1. Application Form                                                            |
| <b>Work Experience</b>                  | <ul style="list-style-type: none"> <li>Experience of working with KS1 and/or KS2 pupils</li> </ul>                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Experience of delivering phonics and supporting Early Reading development</li> </ul>                                                                                                                                | 1. Application Form<br>2. Interview                                            |
| <b>Knowledge, Skills and Attributes</b> | <ul style="list-style-type: none"> <li>Knowledge of effective adaptive teaching techniques, including scaffolding</li> <li>Effective use of ICT to support learning</li> <li>Ability to self-evaluate learning needs and those of children you support, adapting teaching methods to support learners to achieve.</li> <li>Understanding of child development and learning</li> </ul> | <ul style="list-style-type: none"> <li>Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> <li>Understanding of national/foundation stage curriculum and other basic learning programmes/strategies</li> </ul> | 3. Interview<br>4. Task<br>5. References                                       |
| <b>Disposition</b>                      | <ul style="list-style-type: none"> <li>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> <li>Ability to relate well to children and adults</li> <li>Committed to the principles of equality and diversity</li> <li>Flexible approach to work</li> </ul>                                               |                                                                                                                                                                                                                                                            | 1. Interview<br>2. References                                                  |
| <b>Safeguarding</b>                     | <ul style="list-style-type: none"> <li>Enhanced clearance from the Disclosure and Barring Service</li> <li>Satisfactory references</li> </ul>                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Up-to-date safeguarding training</li> </ul>                                                                                                                                                                         | 1. DBS Check<br>2. Successful Social Media/Online Check<br>3. Application Form |