THE DEAN TRUST
Believe Achieve Succeed

Chief Executive: Mrs Jane O'Brien
Chairman: Mr Damian McGann

5th November 2026

Dear Applicant

Thank you for your interest in the position of **Teaching Assistant 3** at **Partington Central Academy, Central Road, Partington M31 4FL.**

Salary – Band 4 (TA3) Point 12-17 £28598-£31022 per annum pro rata

- Actual Salary £24597
- 36.25 hours per week
- Term time only including 5 Inset days
- Local Government Pension Scheme – Greater Manchester Pension Fund

What benefits are offered at The Dean Trust?

- 26/31 days annual leave entitlement (dependent upon length of service)
- Local Government Pension Scheme – Greater Manchester Pension Fund
- 24/7 access to an Employee Assistance Programme (free of charge)
- Cycle to work scheme
- Annual flu jabs (free of charge)
- Access to family friendly policies

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust please visit the thedeantrust.co.uk

**Method of Application**
The preferred method of application is electronically via our career's website The Dean Trust Careers
All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

**Closing Date**
Applications received after the closing time of **3pm, Wednesday 25th November 2026** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 775 2937 or email office@partingtoncentralacademy.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Miss J Hesketh
**HR & Snr Admin**

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The Dean Trust is a company limited by guarantee.

# Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | **Teaching Assistant – TA3** |
| **Reporting to** | **Teacher/SLT** |
| **Main purpose of job** | **NJC LEVEL 3** - To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. |

**Main duties:**

**Support for pupils**

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of IEPs
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

**Support for teachers**

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson 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 as agreed with the teacher and contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed
- Administer and assess routine tests and invigilate exams/tests
- 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 responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- 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
- Determine the need for, prepare and maintain general and specialist equipment and resources

**Support for the school**

- To provide cover for class teacher
- 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
- 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
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

**All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive & Academy Principal, Academy Director (Secondary) and Headteacher,

The job description will be updated where appropriate in consultation with the post-holder.

# Person Specification

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| **Experience** | • Experience of working with children of relevant age |
| **Qualifications, knowledge and training requirements** | • Completion of DfES Teacher Assistant Induction Programme<br>• Participate in development and training opportunities<br>• Sound Knowledge of the literacy / numeracy KS2 / Foundation Stage strategies and a good overview of Key Stage relevant curriculum<br>• Sound knowledge of one or more areas of special need (depending on setting) and Code of Practice for SEN<br>• Sound knowledge of the causes and patterns of poor behaviour and strategies to address these<br>• Sound knowledge of how children learn and how to create and maximize learning opportunities<br>• To be able to work as part of a team and to have good inter-personal relationships<br>• To be qualified to NVQ level 2 or working towards NVQ3.<br>• To have attended significant Inset relevant to job and – in the case of those working with particular SEN pupils – to have become skilled in dealing with particular areas of special need though attending LEA and other providers of specialist training<br>• Desirable to have completed (depending on job / setting) CACHE CPD SEN Level 2 or similar<br>• Very good numeracy/literacy skills<br>• NVQ 3 for Teaching Assistants or equivalent qualification or experience (or working towards)<br>• Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc. |
| **Knowledge/skills** | • Appropriate knowledge of first aid<br>• To be aware of all school policies and procedures<br>• To have some knowledge of NC requirements, especially literacy, numeracy and PSHE (e.g. ELS/ ALS/ FLS/ LPU/ Springboard)<br>• General understanding of national/foundation stage curriculum and other basic learning programmes/strategies<br>• Can use ICT effectively to support learning<br>• Use of other equipment/technology i.e. video, photocopier etc.<br>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation<br>• Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies<br>• Understanding of principles of child development and learning processes<br>• Ability to self-evaluate learning needs and actively seek learning opportunities<br>• Ability to relate well to children and adults<br>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |