



## The Sovereign Trust Candidate Application Pack

### Post-16 Level 2 Teaching Assistant

New Park Academy are looking to appoint a Level 2 Teaching Assistant to join our growing academy.

The full job description and person specification can be found at the end of this pack.

### Contents

The Sovereign Trust	Page 2-3
New Park Academy	Page 4-5
Job advert, Job Description and Person Specification	Page 6-12
How to apply	Page 13-14

## The Sovereign Trust



### About The Sovereign Trust

The Sovereign Trust is a growing family of schools and colleges committed to delivering exceptional opportunities for learning.

We believe that by learning and growing together, we can inspire every child and young person to achieve their highest personal potential, while experiencing individualised, innovative and creative education.

### Our Vision

We create environments across our academies that:

- Nurture and support every learner
- Encourage curiosity and exploration
- Celebrate creativity and individuality
- Foster a lifelong love of learning

### Our Journey

Established in 2016, The Sovereign Trust was founded with a clear ambition: to provide high-quality education for pupils with additional needs across the region.

Since then, we have grown from two special schools in Trafford to a Trust of six academies, including three in the Salford area, supporting learners from age 2 to 25.

## Our Pupils

The majority of our pupils have an Education, Health and Care Plan (EHCP) and present with a wide range of needs, including:

- Autism
- Down syndrome
- Physical and medical needs
- Learning difficulties
- Social, Emotional and Mental Health (SEMH) needs

Our approach is built on understanding and responding to these diverse needs through specialist, inclusive practice.

## Our People

We know that great academies are built by great people.

That is why we invest heavily in:

- Staff development and professional learning
- Leadership capacity and succession planning
- Creating supportive and collaborative working environments

Our leadership team includes professionals with a strong track record of transforming schools and sustaining outstanding outcomes.

## Why Join Us?

This is an exciting time to join The Sovereign Trust.

You will be part of a Trust that:

- Is ambitious for its pupils and staff
- Values collaboration and shared expertise
- Is committed to continuous improvement
- Places wellbeing and professional growth at the centre of its work

Above all, we are driven by a shared commitment: to deliver exceptional opportunities for every child and young person in our care.

For more information, please visit: <https://www.thesovereigntrust.uk/>

# New Park Academy



## About New Park Academy

New Park Academy is part of The Sovereign Trust, joining the Trust in June 2018 alongside Manor Academy and Pictor Academy.

We are a specialist provision for pupils in Key Stages 2, 3, 4 and 5 (Years 3–13) who have been identified as having Social, Emotional and Mental Health (SEMH) needs, often alongside additional learning, communication or developmental challenges.

Many of our pupils arrive having experienced significant barriers to education. At New Park, we recognise that every young person's journey is unique. Our approach is rooted in a simple but powerful principle:

School should adapt to the needs of the child – not the other way around.

## Our Approach

We pride ourselves on:

- Seeing each pupil as an individual
- Taking a flexible, creative and “out of the box” approach to education
- Building strong, trusting relationships as the foundation for learning
- Providing a safe, structured and nurturing environment

For pupils who find traditional school settings particularly challenging, we have developed a thriving EOTAS (Education Other Than At School) programme, offering personalised pathways to ensure continued engagement in education.

## Curriculum

New Park Academy offers a broad and balanced curriculum, carefully adapted to meet the needs of our pupils.

Learners are supported to achieve a wide range of **external qualifications**, from Entry Level through to GCSE, alongside developing key life and employability skills.

Our curriculum places particular emphasis on:

- Engagement and re-engagement with learning
- Practical and vocational pathways
- Personal development and independence
- Preparation for adulthood

## Specialist Support

We take a holistic approach to supporting our pupils, recognising that learning cannot happen without emotional wellbeing.

Our staff team includes a high proportion trained in ELKLAN, enabling us to effectively support communication needs across the school.

We also provide a range of targeted interventions, including:

- Counselling
- Therapeutic play
- Therapeutic art
- Dog therapy
- Nurture-based provision

## Our Setting

- Key Stage 2 provision is based alongside Alder Brook KS2 PRU
- Key Stages 3 and 4 are delivered at our purpose-built site in Patricroft, Eccles
- Key stage 5 is based at Salford Youth Zone

## Our Ethos - “Believe and Succeed”

This underpins everything we do. We believe in every pupil’s potential and work tirelessly to help them succeed—both in education and in life.

# Post-16 Level 2 Teaching Assistant

New Park Academy | The Sovereign Trust

**Salary:** Band 4 Scp 12-17

**Start Date:** As soon as possible, September 2026 at the latest

New Park Academy is pleased to advertise for the position of Level 2 Teaching Assistant in our Post-16 Provision.

As a Teaching Assistant within this team, you will support the delivery of a broad, creative and varied curriculum designed to meet the individual needs of students with complex needs, including SEMH and Autism.

Working closely with the Lead Teacher, you will help provide engaging educational experiences that motivate and re-engage pupils who are unable to access mainstream school settings for a variety of reasons.

You will play a key role in supporting students both academically and emotionally, adapting learning approaches to suit individual abilities, interests and learning styles.

The role involves helping pupils access a diverse curriculum which may include core subjects, life skills, enrichment activities, computing and interest-based learning opportunities to encourage confidence, independence and positive engagement.

This is an excellent opportunity to further your career while making a meaningful difference to vulnerable and often underachieving young people. The role requires resilience, patience, empathy, and a flexible approach, and would suit someone experienced in working with students aged 14–18.

Suitable candidates will have:

- Experience supporting or mentoring students with SEN, particularly SEMH and Autism
- The ability to build positive relationships with young people, families and professionals
- Experience adapting support strategies to meet a range of educational and emotional needs
- Experience carrying out dynamic risk assessments to maintain safe working practices

To be considered for this position, you must:

- Be able to provide two employment references
- Have the legal right to work in the UK
- Hold a full clean driving licence and have access to your own vehicle

## What We Offer

- Local Government Pension Scheme
- Strong CPD and development pathways
- A supportive and collaborative staff team
- A leadership team that understands the demands of SEMH settings

## Safeguarding

The Sovereign Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all those working for the Trust to share this commitment.

An online search will be carried out, and a self-declaration form will be required from shortlisted candidates.

This post is subject to a satisfactory two-year reference history, which we will endeavour to seek prior to interview, Disclosure & Barring Service (DBS) check, medical clearance, and proof of legal working in accordance with the Asylum and Immigration Act 1996.

A copy of our Safeguarding and Child Protection Policy can be found on our website by following this link <https://www.thesovereigntrust.uk/policies-1/>.

## Key Dates

- **Closing Date: Monday 8<sup>th</sup> June 2026 at 8:00am**
- **Shortlisting Date: Tuesday 9<sup>th</sup> June 2026**
- **Interview Date: Wednesday 10<sup>th</sup> June 2026**

We reserve the right to close this vacancy early.

## Visit the Academy

We strongly encourage candidates to visit New Park Academy to fully understand the role and environment.

To arrange a visit, please contact: **Laura Clegg:** [lclegg@newparkacademy.org](mailto:lclegg@newparkacademy.org) or **Ruth Shields:** [rshields@newparkacademy.org](mailto:rshields@newparkacademy.org)

## Equal Opportunities

The Sovereign Trust is committed to equality of opportunity and welcomes applications from all suitably qualified candidates.

# Job Description and Person Specification

## Teaching Assistant Level 2 Post 16

### Job Description:

This job description may be amended at any time after discussion with you, and in any case will be reviewed annually.

### Overall Purpose of Job

- To supervise the care and educational support of post 16 students with SEMH In the Post 16 provision
- To offer attendance, pastoral and parental support
- To liaise with partner staff to book specialist rooms, dinners, etcetera as appropriate in agreement with Lead Teacher
- To keep individual timetables updated

### Summary of Main Responsibilities

- Provide support for post 16 students and staff in the Post 16 provision, which supports inclusion, teaching and learning and differentiation of work/resources for SEMH pupils.
- To liaise with staff and partners at the High School and/or Hub as part of the post 16 Team, as well as with other professionals, families and carers
- To work with disaffected students and complex cases and to encourage them to engage with their personalised programmes
- To offer administrative support linked to identified students in regard to making referrals to other services
- To attend meetings as needed

**The use of a personal car is a requirement of this post**

### Main duties, responsibilities and accountabilities

To liaise with pupils, families and carers to:

- Work with students with complex needs to help them identify their own ambitions for their future, and support them on the journey to make those ambitions come true
- Work with families and carers to build and support the relationship between parents/carers and the Post 16 Team.
- Offer family support and address any barriers to access to education

- Holistically address students' individual needs (eg: liaising with social workers, YJS, family support workers, police, community nurses and other referral services as well as staff in school)
- Monitor the progress of all pupils, using systems as directed
- Be aware of and supporting diversity and ensuring all pupils have equal access to opportunities to learn and develop, particularly in relation to their (economic) wellbeing
- Use own car for pupil transport as required
- Ensure that all routine checks on the car are carried out safely (i.e. oil, tyre pressure etc)
- Fill in mileage claim forms on a monthly basis

#### General Teaching Assistant Duties

- Help prepare classroom resources and contribute to the maintenance of pupil records
- Tutor pupils, supported by the Lead Teacher, and mark work where appropriate
- Supervise the care and support of pupils and contribute to the management of pupil behaviour
- Provide effective support for colleagues and assist in preparing and maintaining the learning environment (this includes keeping the classroom tidy and making resources readily available)
- Observe and report on pupil performance and contribute to the planning and evaluation of learning activities
- Participate with colleagues in the assessment of all students entering or returning to school to identify needs of support
- Support the drawing up and implementation of an individual action plan for pupils needing support or contribute towards the achievement of objectives where individual action plans exist
- Build up knowledge of available support and act as a point of contact for specialist support services and community-based programmes.
- Work effectively with the local community
- Be responsible for keeping and updating records as agreed with the teacher, through the monitoring and evaluation of pupils
- Administer routine tests and invigilate exams, and accurately record achievement and progress

#### Supporting students on site

- To keep timetables updated in cooperation with the teacher and TA3
- Contribute to the maintenance of a safe and healthy working environment
- Supervise pupils on educational trips and visits
- Establish and maintain relationships with individual pupils and groups promoting their social and emotional development
- Contribute to the health, well-being, safety and security of pupils
- Set challenging expectations and promote self-esteem and independence
- Help with the care and support of pupils including medical needs where appropriate and contribute to the management of pupil behaviour

- Help pupils access the curriculum whilst developing their numeracy and literacy skills
- Support pupils with behavioural, cognitive, emotional, learning difficulties and development needs

#### Safeguarding Responsibilities

- To keep timetables updated in cooperation with the teacher and TA3
- Contribute to the maintenance of a safe and healthy working environment
- Supervise pupils on educational trips and visits
- Establish and maintain relationships with individual pupils and groups promoting their social and emotional development
- Contribute to the health, well-being, safety and security of pupils
- Set challenging expectations and promote self-esteem and independence
- Help with the care and support of pupils including medical needs where appropriate and contribute to the management of pupil behaviour
- Help pupils access the curriculum whilst developing their numeracy and literacy skills
- Support pupils with behavioural, cognitive, emotional, learning difficulties and development needs

#### Health & Safety

- Ensure all Health and Safety aspects in the room, the general facilities, machinery etc are adhered to
- Attend any necessary training in order to handle equipment required for the delivery of the curriculum
- Ensure your driving qualifications meet the required needs for school transport, and abide traffic/driving rules laid out both in terms of legal requirements and school guidance
- The post holder must carry out their duties with full regard to the Sovereign Trust's Equal Opportunities, Health & Safety and Community Strategy Policies

#### Other

- Review and develop own professional practice, undertaking training as required
- Take an active part in the Performance Management Review Process
- Liaise effectively with other professionals and parents as necessary
- Undertake such additional duties as are reasonably commensurate with the post
- Support the development and effectiveness of work teams
- Contribute to the overall ethos of the school
- Attend and participate in relevant meetings as required
- To provide administrative support to teachers
- To undertake any other such duties that are reasonably commensurate with the level of this post.

## Review Arrangements

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

## Person Specification

<b>Essential Criteria</b>	<b>A</b>	<b>T</b>	<b>I</b>
A patient and understanding disposition towards young people.			✓
Level 2 Qualification in Supporting Teaching & Learning or equivalent qualification or experience	✓		✓
Good literacy and numeracy skills equivalent to GCSE grade C / 4	✓		
Ability to communicate clearly with both adults and children (spoken and written language)	✓		✓
Ability to offer guidance, direction and challenge to other support staff as required	✓		✓
Ability to use ICT to support learning, recording and communication and general pupil-based admin, including writing minutes and PEPs	✓		
Ability to work on web-based systems as required	✓		
Good understanding of/willingness to learn about legal aspects around Cared For Children	✓		✓
Ability to work independently and in a team situation	✓		
A flexible approach to work and high level of reliability	✓		✓
Good interpersonal skills and an understanding of stress management skills			✓
Experience of dealing with parents/carers and outside agencies.	✓		✓
Understanding of/ willingness to learn about the need for regularly updated risk assessments, RAMPs and PEPs	✓	✓	

Understanding of/ willingness to learn about progress data		✓	
Willingness to participate in full school life.	✓		
An understanding of Child Protection, Equal Opportunities and anti-discriminatory practices			✓
A full understanding of New Park's CFC policy	✓		✓
An understanding of/willingness to learn about external services and referral procedures	✓		✓
Full valid driver's licence and access to use of a personal car	✓		
<b>Desirable Criteria</b>			
	A	C	I
Experience of working with young people in a Post-16 provision	✓		
Experience of and understanding of the implications of working with pupils who demonstrate challenging behaviours linked to their specific difficulties, including ASC and PDA and selective mutism.			✓
Experience of working with young people who may have learning difficulties.	✓		
Completion of DfE Teaching Assistant Induction Programme or equivalent qualification		✓	
Experience of working in a school environment	✓		
Understanding the emotional wellbeing agenda			✓
Understanding of other relevant policies/codes of practice and awareness of relevant legislation	✓		
Basic understanding of child development and learning	✓		
Experience of having covered lessons/offered tuition	✓		✓

Method of assessment (\* M.O.A.)

A = Letter of Application, C = Certificate, I = Interview, T=Task

## How to Apply

### Are we the right opportunity for you?

If you wish to be considered for this vacancy, you should complete the attached application form and a supporting statement outlining your suitability for the role. Your supporting statement should evidence how you meet the criteria outlined in the person specification and address:

- Your teaching experience and subject knowledge
- Your approach to behaviour and SEMH support
- How you build relationships and engage pupils
- Your commitment to safeguarding

Please note that only applications on the Trust's application form will be considered. Candidates who submit a CV will not be short-listed. Completed applications are to be returned to [hr@thesovereigntrust.uk](mailto:hr@thesovereigntrust.uk) to arrive by 8:00am on Monday 8<sup>th</sup> June 2026.

<b>Closing date for receipt of applications:</b>	Monday 8 <sup>th</sup> June 2026 at 8:00am
<b>Shortlisting:</b>	Tuesday 9 <sup>th</sup> June 2026
<b>Interviews for successful candidates will be held at New Park Academy:</b>	Wednesday 10 <sup>th</sup> June 2026

### Safeguarding & Pre-Employment Checks

The Sovereign Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, volunteers and partners to share this commitment.

Our recruitment process follows the principles set out in Keeping Children Safe in Education and reflects our robust approach to safer recruitment.

As part of this process:

- An online search will be carried out on shortlisted candidates as part of our due diligence checks
- Shortlisted candidates will be required to complete a self-declaration of criminal record and safeguarding information

All appointments are subject to:

- A satisfactory enhanced Disclosure and Barring Service (DBS) check, including a barred list check where appropriate and registering for the update service.
- A minimum of two years' satisfactory references, which may be sought before the interview
- Verification of identity and right to work in the UK in line with the Asylum and Immigration Act 1996
- Medical clearance
- Verification of qualifications and professional status (including QTS where applicable)

We are committed to ensuring that all recruitment decisions are made in line with safeguarding best practice and that all staff are suitable to work with children, young people and vulnerable adults.

A copy of our Safeguarding and Child Protection Policy is available on our website:  
<https://www.thesovereigntrust.uk/policies-1/>