



Candidate Brochure **Teaching Assistant Level 3 (TA 3)**



THE DEAN TRUST
Believe Achieve Succeed

SALARY:

NJC Band 5 Point 19 -22,
£32,061 -£33,699 per annum pro
rata.

Actual Salary £28,990.36 -
£28,985.03

START DATE:

As soon as possible

WORKING PATTERN:

36.25 hours per week,
Monday - Friday 08:00 - 16:00,
Term time including 5 INSET
days

CONTRACT:

Permanent

LOCATION:

Ashton on Mersey School

RESPONSIBLE FOR:

Providing support to individuals
and groups, assisting with the
planning and delivery of
intervention learning activities,
preparing resources, and helping
create a positive and inclusive
learning environment.

ACCOUNTABLE TO:

Assistant Headteacher
(Responsible for SEND)

Teaching Assistant Level 3

Job Summary

The Dean Trust is seeking to appoint a talented and hard-working Teaching Assistant 3 SEN to join our dedicated team at [Ashton on Mersey School](#).

We are seeking a committed and enthusiastic Teaching Assistant to support pupils' learning and development. Working under the direction of teaching staff, you will provide support to individuals and groups, assist with the planning and delivery of intervention learning activities, prepare resources, and help create a positive and inclusive learning environment. In addition, you will support with gathering and recording pupils' access arrangements and making staff aware of these. This role may involve supporting pupils with additional needs and delivering targeted interventions to help all learners achieve their potential.

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.



Main Purpose of the Role

NJC LEVEL 3 - To work under the guidance of teaching/senior staff and within an agreed system of supervision and 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.

Key Responsibilities

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
- Gather evidence and disseminate to appropriate staff and stakeholders around pupil's access arrangements.

Support for the school

- 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's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- 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 Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual take undertaken may not be identified.

Personal Specification

	Essential	Desirable
Qualifications		
Completion of DfES Teacher Assistant Induction Programme	✓	
Participate in development and training opportunities	✓	
Sound Knowledge of the literacy / numeracy KS3 / Foundation Stage strategies and a good overview of Key Stage relevant curriculum	✓	
Sound knowledge of one or more areas of special need (depending on setting) and Code of Practice for SEN	✓	
Sound knowledge of the causes and patterns of poor behaviour and strategies to address these	✓	
Sound knowledge of how children learn and how to create and maximize learning opportunities	✓	
To be able to work as part of a team and to have good inter-personal relationships	✓	
To be qualified to NVQ level 2 or working towards NVQ3.	✓	
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	✓	
Desirable to have completed (depending on job / setting) CACHE CPD SEN Level 2 or similar	✓	
Very good numeracy/literacy skills	✓	
NVQ 3 for Teaching Assistants or equivalent qualification or experience (or working towards)	✓	
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.	✓	
Experience		
Experience of working with children of relevant age	✓	

Knowledge, Skills and abilities		
Appropriate knowledge of first aid	✓	
To be aware of all school policies and procedures	✓	
To have some knowledge of NC requirements, especially literacy, numeracy and PSHE (e.g. ELS/ ALS/ FLS/ LPU/ Springboard)	✓	
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies	✓	
Can use ICT effectively to support learning	✓	
Use of other equipment/technology i.e. video, photocopier etc.	✓	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓	
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	✓	
Understanding of principles of child development and learning processes	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
Ability to relate well to children and adults	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
SEN Payband		
TAs appointed to jobs carrying the SEN addition must be prepared to carry out duties that include:		
Dealing with complex behaviour/emotional needs	✓	
Dealing with complex physical, care and personal needs, including lifting and handling	✓	
Support complex sensory needs	✓	
Attend appropriate in-service training as required to address the complex needs of the pupils	✓	
Communicate with parents/cares and other professionals around complex issues/needs	✓	
Be aware that the job may require TAs to work in difficult and challenging conditions arising from anti-social, difficult behaviour or medical conditions	✓	

How to apply

If you would like to apply for this role
please apply through our online recruitment site which is
available via:

careers.thedeantrust.co.uk

Application Closing Date:

Application closing date: 23:59 5th October 2026
Interview date: TBC W/c 12th October 2026

Any queries, please contact a member of the HR Team on 0161
973 1179 option 6 or via email at
maxinemills@aom.trafford.sch.uk

