



The Sovereign Trust Candidate Application Pack

Teaching Assistant Level 2

Manor Academy are looking to appoint a Teaching Assistant Level 2 to support the growth and development of the pupils across the curriculum. The post holder will be working across the curriculum in key areas of the academy where the pupils need most support.

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

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The Sovereign Trust



We are a family of academies and colleges that believe that by learning and growing together, we can inspire children to achieve their highest personal achievements at the same time as enjoying individualised, innovative and creative teaching and learning.

We create environments in our academies that nurture, encourage exploration, celebrate creativity and forge a love of learning. The Sovereign Trust was established in 2016 to provide exceptional opportunities for learning for a family of special academies across the region.

We started with 2 special schools in Trafford; we now have 6 academies, which include three in the Salford area. Our academies cater for pupils from the age of 2 to 25. Most of the pupils have an Education, Health and Care Plan and may have a diagnosis of Autism, Down syndrome, Physical or Medical needs, Learning difficulties or Social, Emotional and Mental Health issues.

To offer this type of education, we invest heavily in the people who work in our academies. Great academies have great leaders and great staff. Our team has leaders who have proven track records of taking under-performing schools to Outstanding, and once there, maintaining that level of excellence.

This is an exciting time to be part of The Sovereign Trust family, and I am proud to work with such exceptional professionals to deliver on our promise of exceptional opportunities for learning to every child in our care.

Our aims and aspirations are ambitious, as they should be; our children deserve no less. I hope that you will find all the information you need about us on our website <https://www.thesovereigntrust.uk/>

Manor Academy



Thank you for showing an interest in our school. Manor Academy is an 11-19 provision for children who have a range of learning difficulties and additional needs. All pupils have moderate or severe learning difficulties, but many have additional needs such as autistic spectrum condition, social and emotional mental health and physical disabilities.

We believe at Manor Academy that everything should start with the young person. We aim to create a safe, happy environment where all pupils are valued. We offer a broad and balanced curriculum with a wealth of opportunities. This not only gives the pupils an enriching school experience, but will also help prepare them with skills for life in the wider community. We offer a welcoming and supportive environment to parents, carers and their families. Our highly skilled staff look to celebrate all the achievements of our pupils.



'At Manor Academy, we aim to create a happy, secure and stimulating learning environment in which all members of the school community can grow in confidence and develop their full potential. We provide the best possible opportunities and care to enable achievement. We make the difference so they can.'



A real focus of our nurturing school is to prepare our pupils emotionally and socially to become self-reliant, caring, and responsible adults. Our small classes allow for varied support which is tailored to individual needs, ensuring that all pupils can reach their potential both academically and in terms of developing independence skills. We want our children and young people to be the best they can be within an environment which challenges and supports. We focus upon academic standards, but equally important to us is the development of

independence skills and resilience to enable all to achieve and stand out as valued member of their communities.

Teaching Assistant Level 2

Key Information

Role:	Teaching Assistant Level 2
Salary:	Band 4, SCP 12 -17, £28,598 - £31,022.00 (pro-rated to term time only)
Employer:	The Sovereign Trust
Location:	Manor Academy, Manor Avenue, Sale M33 5JX
Working Pattern:	Monday to Friday, 32.5 hours per week, 39 weeks of the year
Contract Type:	Permanent to start Sept 2026
Pension:	Local government pension scheme, including a generous employer contribution. Please take a look at the website: https://www.gmpf.org.uk/
Benefits:	Salary sacrifice schemes for purchasing bikes used for work travel, through monthly interest-free salary deductions. Employee Assistance Programme provides access to a range of wellbeing services.

An opportunity has arisen for a TA2 to join our hard-working and dedicated support team working across the academy.

Manor Academy is a Good school held in high regard both locally and nationally. We are a proud member of the Sovereign Trust. The Sovereign Trust is a thriving Multi-Academy Trust currently consisting of four special schools covering a whole range of SEND and phases of education.

Our school is a special school for children with identified Social Emotional and Mental Health needs (SEMH), Autism and moderate learning difficulties. All children have an Educational, Health and Social Care plan (EHCP). Staff work alongside other agencies to ensure the very best outcomes for both our children and their families.

As a team, we are strongly committed to offering our children an excellent education in partnership with their families and the local community. We are now looking to recruit a teacher who shares our values, energy and commitment. If you are flexible, creative, enthusiastic and passionate about supporting young people with complex profiles, we would love to hear from you.

We encourage you to view our website for a greater insight into our school: <https://www.manoracademysale.org/>

The successful applicant will:

- Be motivated by our core values;
- Be passionate about supporting our most vulnerable children;
- Have the emotional resilience needed to work with young people who have a range of complex needs;
- Have the inter-personal skills needed to foster positive relationships with children, other staff members, parents and other agencies;
- Be able to demonstrate high levels of empathy and understanding for children who have experienced difficult times;
- Possess excellent teaching and classroom management skills;
- Have a good understanding of the National Curriculum expectations together with a secure knowledge of how to differentiate this for the learning needs of all children;
- Have an energetic, enthusiastic approach to their role in an academy, displaying high energy levels in order to provide creative and dynamic lessons;
- Hold high expectations of themselves and others;
- Have a strong commitment to teamwork.

We can offer you:

- Friendly, interesting children who want to succeed;
- Parents and carers who are supportive and willing to work together to provide consistent support between home and academy;
- A staff team who are dedicated to providing a trusting, supportive and secure base for all.
- Bespoke performance management to ensure you have the support you need towards fulfilling your career aspirations;
- A forward-thinking environment where innovation and current research are used to ensure our provision is the best it can be;
- A unique academy that encompasses a variety of teaching methods and learning styles;
- An experienced leadership team who are keen to support all to achieve their goals and future aspirations;

Job Description and Person Specification

Teaching Assistant Level 2

Job Propose

To support the education, care, and development of pupils with a range of special educational needs, including learning difficulties, autism, sensory and communication needs, and complex medical conditions. The postholder will work under the direction of the class teacher and wider multidisciplinary team to promote inclusion, independence, and positive outcomes for all pupils.

Main Responsibilities

- Provide tailored support to help pupils engage in classroom activities and achieve their individual learning goals.
- Work closely with the class teacher, pastoral team, and SENCo to implement individualised education plans (IEPs).
- Foster a positive, safe, and inclusive learning environment promoting emotional well-being and resilience.
- Use effective strategies to help pupils manage their emotions and behaviour in a supportive manner.
- Monitor and track pupil progress, providing feedback to teachers and parents as required.
- Assist in creating and delivering bespoke learning plans in conjunction with pastoral leads and teachers.
- Support pupils in achieving targets across all curriculum areas, adapting resources and approaches as necessary.
- Collaborate with teachers to plan, deliver, and evaluate learning activities.
- Supervise pupils during lessons, breaks, lunchtimes, and off-site activities to ensure safety and well-being.
- Implement therapy or intervention programmes designed by specialists (e.g. Speech and Language, OT, Physio).
- Use ICT and assistive technology effectively to support communication and learning.
- Encourage pupil participation in sensory, practical, and community-based learning activities.
- Promote the ethos, values, and aims of Manor Academy, contributing to a positive and inclusive culture.
- Follow safeguarding, health and safety, and behaviour policies consistently.
- Participate in training, team meetings, and continuing professional development to enhance practice.
- Maintain confidentiality and uphold professional standards at all times.
- Undertake any other duties commensurate with the role and grade as directed by the Headteacher, Deputy Headteacher or SENCo.

Safeguarding

As an educational trust, the Trust is committed to safeguarding and promoting the welfare of all children and young people. All staff are expected to share this commitment. Appointment to this post is subject to an Enhanced Disclosure and Barring Service (DBS) check, a Barred List check, and satisfactory references.

No job description can be comprehensive, and roles develop organically over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.

Person Specification

Category	Criteria – Essential (E)	Criteria – Desirable (D)	Application	Interview
Qualifications	<ul style="list-style-type: none"> GCSE (or equivalent) in English and Maths at Grade 4/C or above 	<ul style="list-style-type: none"> Level 2/3 Supporting Teaching & Learning or equivalent TA qualification 	✓	✓
Experience / Knowledge / Skills	<ul style="list-style-type: none"> Ability to work in challenging environments, including supporting pupils who may present with distressed or dysregulated behaviour arising from social, emotional, behavioural or medical needs Basic ICT skills with a willingness to develop digital competence in line with Trust systems Ability to undertake the physical and practical demands of the role (including supporting pupils in practical, outdoor and physical activities such as PE/DofE) 	<ul style="list-style-type: none"> Experience of working in SEMH / ASC / complex needs settings Experience using ICT or assistive technology to support learning and communication Experience supporting pupils in PE, outdoor learning or enrichment activities 	✓	✓
	<ul style="list-style-type: none"> Experience of working with children or young people in an educational, care, coaching or voluntary setting 	<ul style="list-style-type: none"> Experience of working with pupils with SEND 		

Category	Criteria – Essential (E)	Criteria – Desirable (D)	Application	Interview
	<ul style="list-style-type: none"> • Awareness of safeguarding and child protection responsibilities • Ability to build positive, professional relationships with children and adults • Ability to work constructively within a team and understand professional boundaries • Good literacy and numeracy skills appropriate to the role • Willingness to undertake training to support pupils with medical needs and care plans in line with Trust policy • Understanding of professional conduct, confidentiality and appropriate boundaries when working with children and families 	<ul style="list-style-type: none"> • Working knowledge of Keeping Children Safe in Education and safeguarding procedures • Experience of working in partnership with parents/carers and external professionals • Experience of working within a multidisciplinary team • Experience supporting literacy and numeracy in the classroom • Experience supporting pupils with medical or personal care needs • Awareness of data protection and safe use of digital systems in school 	✓	✓

Category	Criteria – Essential (E)	Criteria – Desirable (D)	Application	Interview
SEND / ASC Specific	<ul style="list-style-type: none"> • Commitment to inclusive practice and supporting pupils with a wide range of additional needs 	<ul style="list-style-type: none"> • Experience working with pupils with Autism Spectrum Condition (ASC) • Knowledge of autism-informed strategies to support communication, regulation and learning • Understanding of child development and learning processes • Experience of supporting pupils using de-escalation or relational approaches to behaviour support 	✓	✓

Category	Criteria – Essential (E)	Criteria – Desirable (D)	Application	Interview
Personal Qualities	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Strong communication and organisational skills • Ability to form positive, professional relationships with pupils and colleagues • Willingness to uphold and promote the ethos, values and standards of the academy and Trust • Reliability, professionalism and a responsible approach to attendance and conduct • Resilience and ability to work calmly and safely under pressure, including in situations involving challenging behaviour • Commitment to ongoing professional development and reflective practice • Commitment to equality, diversity and inclusion 		✓	✓

Are we the right opportunity for you?

If you wish to be considered for this vacancy, you should complete the attached application form. Please note that only applications on the application form, directly to HR, will be considered. Candidates who submit a CV will not be short-listed. Completed applications that show your ability to meet the requirements for the role are to be returned to hr@thesovereigntrust.uk to arrive by 9 am on the deadline day.

Closing date for receipt of applications:	Friday, 20 June 2026
Shortlisting:	Friday, 20 June 2026
Interviews for successful candidates will be held at Manor Academy:	W/C 22 June 2026

Keeping Children Safe in Education

The Sovereign Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working for the Trust to share this commitment.

An online search will be carried out, and a Childcare 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 before interview, Disclosure & Barring Service (DBS) check (previously CRB), 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/> .