



The Sovereign Trust Candidate Application Pack

Teaching Assistant Level 2 Longford Park School

Longford Park School are looking to appoint an experienced teaching assistant to join the team.

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 schools and colleges who 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 with the aim of providing 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 includes 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/>

Longford Park School



Longford Park is a caring school where each child is valued as an individual and their achievements, big or small, are celebrated. All the staff and governors work hard to provide the best for our children, their families and the community.

We offer structure and security through teaching matched to the abilities of our pupils. Many of the pupils need to experience success and praise. We envelop the children in a 'can do' ethos and provide an environment where our school motto is embraced by all.

“Our children **believe** in themselves, and **belong** in a strong community, everyone is empowered to **become** the best they can be”.

Our staff nurture through consistency. Our pupils flourish as they feel safe and valued. Rewards and praise feed through the school from the morning greetings to the end of week awards assembly. All pupils are nourished through breakfast clubs, therapeutic interventions and curriculum opportunities. All carers and parents are involved in the education of their children and communicated with on a daily basis. We value education as the best way for children to thrive in the future and we cultivate a moral compass to advance them upward through the rest of their lives.



Every individual is valued. Bullying is tackled; racism and every branch of equality is met head on with education. The staff act as role models and embrace the crucial role they can play in positively affecting the lives of the children we educate. From Head Teacher to caretaker, Parent Partner to cleaner all are committed to cultivating opportunities for the pupils to show their positive colours. We instill pride in our children through enjoyment and achievement. We strive to give every child a leg up, so they can leave Longford Park School more at ease with themselves and more able to blossom in the future.

Job Advert: SEMH Teaching Assistant Level 2

Key Information

Role:	Teaching Assistant Level 2
Salary:	Band 4, Point 12 – 17, £28,598.00 - £31,022.00 (pro rata for term time only £22,053.50 - £23,922.78)
Employer:	The Sovereign Trust
Location:	Longford Park School, 74 Cromwell Road, Stretford M32 8QJ
Working Pattern:	32.5 hours per week, term time only (39 weeks per year)
Contract Type:	Fixed Term until 31/12/2026 in the first instance
Holidays:	You will be paid for the prorata equivalent of 26 days, plus 8 public holidays. This increases to 31 days plus 8 public holidays after 5 years' service.
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 scheme for purchasing bikes used for travel to work, through monthly interest free salary deductions. Employee Assistance Programme provides access to a range of well-being services.

Longford Park School is a special school for pupils with identified social, emotional and mental health needs. We are also a Pupil Referral Unit for the Trafford borough. There are pupils in school between the ages of 4 and 11. Unfortunately, many of our pupils have experienced trauma in their lives and need a unique school that can offer them both a quality education and a safe place to explore their thoughts, emotions and experiences.

Due to the expansion of our school, we are searching for experienced teaching assistants who are looking for their next challenge. As well as having the energy and enthusiasm to teach our pupils new concepts, we are looking for suitably qualified mentors with high levels of emotional intelligence who work with care, consideration and initiative.

Despite the multiple vulnerabilities our pupils have, we continue to have the highest possible academic aspirations for our pupils.

Longford Park School is 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.

We encourage you to view our website for a greater insight into our school:

<http://www.longford.trafford.sch.uk>

What are our pupils looking for in a teaching assistant?

"I know I find school hard but I know if I want a bigger brain, I'm going to find my work tough sometimes. I need adults who are clever and know how to help me"

"Someone to sit with me when I am sad"

"Adults who know what it feels like to find things hard"

"I want someone like my Mum, who even when I get mad and wreck stuff, she always stays with me and likes me"

"I like adults who are fun and I like it when I can make them laugh"

"People who come and make school better. Maybe by starting a gaming club"

"Adults who work hard to help me to get a good job when I am older"

"The teachers here care about me and offer help even when I have said awful things and done the worst things"

Why do our current staff want to work here?

"We have fantastic diverse children who challenge us! I have learnt so much from the pupils here"

"I have had the support to grow into a role I never believed I could do, but have had so much encouragement that now I wouldn't want to work anywhere else"

"This is a community where everyone is supported and has a place. I am lucky to be a part of it"

"The support staff give each other isn't like anything I have experienced before in a workplace"

"It is a privilege to work here with these children and these members of staff"

"To be the hope, care and role model that every child should have"

"It's a job where I can really make an impact. I know I can make a big difference to children who feel like everyone has given up on them"

"As staff, we are treated with warmth and care. LPS is a little family"

"When I first started, I felt like I was surrounded by little versions of me. LPS is the perfect place to give back to a community that was once given to me"

Job Description and Person Specification

SEMH Teaching Assistant Level 2 Longford Park School

Job Description

Position Summary

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Provide general support to staff and pupils, including preparation and routine maintenance of resources/equipment.

To develop knowledge, skills and understanding of requirements for effective support in a SEN, SEMH setting.

Main Responsibilities

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 and Behaviour Plans.
- Establish empathetic, caring and considered relationships with pupils, parents and families and interact with them according to individual needs, acting as a role model.
- Understand the individual needs of pupils and be enthusiastic in finding solutions to problems.
- Promote the inclusion and acceptance of all pupils, irrespective of any barriers.
- Encourage pupils to interact with others and engage in activities led by staff in school.
- Set challenging and high expectations bespoke to the individual and promote self-esteem and independence, encouraging pupils to act independently as appropriate.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Foster a caring role towards pupils with aspirations to develop the whole child, encompassing social and emotional development as well as educational.

Support for the teacher

- Create and maintain a purposeful, clean, orderly, and supportive environment according to lesson plans and assist with displaying 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 achievements, progress, problems etc.

- Lead group activities within the class and also be able to offer 1-1 support when needed.
- Promote high standards of behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to reflect upon their own actions.
- Establish constructive relationships with parents/carers and families, gathering and reporting information as directed.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/administration support, e.g. photocopying, typing, filing, handling money, administrative tasks etc.

Support for the curriculum

- Support pupils to understand instructions.
- 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, early years, 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, checking for quality/safety and undertaking simple repairs and reporting damages.
- Monitor and arrange orderly and secure storage of supplies.

Support for the school

- Be aware of, and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal opportunities to learn and develop.
- Contribute to the overall ethos/work/aims/values 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 teacher's supervision.

SEN / SEMH

TAs appointed to jobs carrying the SEN / SEMH addition must be prepared to carry out the following duties:

- Dealing with complex behaviour and emotional needs.
- Supporting pupils with complex profiles.

- Willingness to support complex sensory needs.
- Carrying our personal care needs where required.
- Attend appropriate in-service training as required to address the complex needs of the pupils.
- Communicate with parents/carers and other professionals around complex issues/needs.
- Be aware that the job may require TAs to work in anti-social and difficult situations when supporting pupils who are in crisis.

Person Specification

Requirements	Essential	Desirable	Application	Interview	References
Qualifications	<ul style="list-style-type: none"> • Relevant qualifications, e.g. NNEB, NVQ Level 2 and above. Or evidence of in training towards the qualification • Commitment to CPD 	<ul style="list-style-type: none"> • Level 3 or 4 qualification • Any additional training attended 	✓	✓	
Experience	<ul style="list-style-type: none"> • Working with children of relevant age 	<ul style="list-style-type: none"> • Relevant experience to the post • Working within a school setting • Working with pupils with social, emotional and mental health needs • General technical/resource support 	✓	✓	✓
Specific Knowledge	<ul style="list-style-type: none"> • A good understanding of child development 	<ul style="list-style-type: none"> • Understanding of pupils with social, emotional and mental health difficulties and special educational needs 	✓	✓	✓

		<ul style="list-style-type: none"> • Knowledge of NC age appropriate expectations • ICT literate • Knowledge of Attachment styles • Knowledge of interventions 			
Skills	<ul style="list-style-type: none"> • Ability to relate well to children and adults • The ability to work as a team member understanding classroom roles and responsibilities and your own position within these • Excellent communicator • Ability to look for solutions • Inclusive off the needs of all • Ability to respond calmly and use initiative 	<ul style="list-style-type: none"> • The ability to personalise and differentiate learning • An ability to make learning fun • Any skill that contributes to the successful education of pupils and enhances our school provision • Experience of supporting parents/carers 	✓	✓	✓
Qualities	<ul style="list-style-type: none"> • Flexibility • Enthusiasm • Integrity • Honesty • Resilient • Good sense of humour • Excellent health, attendance & punctuality record 			✓	✓

How to apply

Are we the right school for you?

We **believe** in ourselves and each other.

We all **belong** in our community.

Everyone **becomes** the best they can be.

If you wish to be considered for this vacancy, you should complete the attached application form. 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 to arrive by 8am Monday 23 March 2026.**

Closing date for receipt of applications:	Monday 23 rd March 2026 at 8am
Shortlisting:	Monday 23 rd March 2026
Interviews for successful candidates will be held at Longford Park School:	Monday 30 th March 2026

Keeping Children Safe in Education

The Sovereign Trust is committed to safeguarding and promoting the welfare of its 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 (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/> .