



Level 3 Teaching Assistant

Castle View Primary School

Fixed Term until 23rd July 2026

32.5 hours per week, 39 weeks per year

Level 3 TA Pay Scale - £25,907 - £27,592 FTE (£22,377 - £23,833 Pro-rata)

QEGSMAT are seeking to appoint an enthusiastic Level 3 Teaching Assistant to join our hardworking and high achieving team at Castle View Primary School and Nursery.

Castle View Primary School is an inclusive, caring school where every child matters, we recognise that all children have talents and abilities to celebrate, and a part of our role is to help them discover and develop these. We encourage a strong community spirit, where we show consideration and respect for each other; understand differences, and uphold kind, well-mannered behaviour.

Our school value 'Exceeding Expectations, Raising Aspirations' embodies our whole school ethos. We want our children to have high aspirations and to believe in themselves. We will ensure that all our children learn effectively, not only so they achieve as well as they can right across the curriculum, but also so they learn about themselves and others. We will do all we can to ensure our pupils are confident, aspirational and empowered to participate successfully at an academic, social and emotional level in a rapidly changing world.

Castle View Primary School is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review.
- Continual access to CPD opportunities. QEGSMAT works with many organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.

- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 26.2% for Derbyshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.
- Access to 750+ discounts on everyday essentials via our benefits package with Vivup



The banner features the Vivup logo on the left, which includes a stylized 'v' and the text 'vivup | HEALTH WELLBEING HAPPINESS'. In the center, the text 'Save wherever you shop' is displayed above a button that says 'Visit Lifestyle Savings at vivup.co.uk'. On the right, there is a collage of various retail discount cards, with a prominent white box stating '750+ discounts on everyday essentials'. Small text at the bottom of the banner reads: 'Savings or offers are accurate at time of sending email and are subject to availability. Terms apply for all third parties. Savings and offers may change from time to time.'

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01629 582699. Further details about our school can be found on our website:

To apply for this position, please visit: <https://qegsmat.face-ed.co.uk/vacancies>

Closing date for applications: 8th June 2025

Interview date: 17th June 2025

Salary: Lvl 3 TA Pay Scale - £25,907 - £27,592 FTE (£22,377 - £23,833 Pro-rata)

Potential Start date: September 2025



JOB DESCRIPTION

Post Title: Level 3 Teaching Assistant

Reporting to: Headteacher/class teacher

Scale: L3 TA Pay scale

Disclosure Level: Child Workforce - Enhanced, Childs Barred list

PURPOSE OF THE POST:

To provide and maintain a high-quality education and to work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide specific support to the teacher in the care of pupils and management of the classroom. Work may be carried out in the classroom or outside the main teaching area.

Main Duties:

Support to Pupils

- Provide pastoral support to pupils within the school environment.
- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers
- Contribute to raising standards by ensuring high expectations are promoted for pupils.
- Involvement in the implementation of Individual Education/Behaviour/Support/Mentoring plans.
- Provide general support to pupils, ensuring their safety, by complying with good H&S practice.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Encourage pupils to interact with others and engage in activities led by the teacher.

Support to Teacher

- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- Support the teacher in the development and implementation of Individual Education/Behaviour Plans.
- Assist in maintaining classroom discipline through the implementation of the schools behaviour management strategies.
- Provide support to pupils to achieve learning goals, e.g. guided reading.
- Supervise pupils for a particular curriculum activity under the supervision and guidance of a qualified teacher.
- Assist the teacher with the planning of learning activities.

- Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Co-ordinate and organise pupils attending extra-curricular activities/work experience or other out of school activities under guidance of teacher.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Provide general admin support, for classroom activities e.g. produce worksheets for agreed activities etc.

Support to Curriculum

- Provide support in literacy/numeracy/SEN strategies.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Contribute to curriculum planning, evaluation and implementation.
- Contribute to the development, preparation and dissemination of appropriate materials.
- Monitor and maintain records, carry out observations on children's development, liaising with parents, staff, and other professionals, as appropriate.
- Provide sessions which have a clear structure and meets all areas of the curriculum and coincides with children's interests including maintaining and further developing resources.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities, targets, professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



Person Specification – Level 3 Teaching Assistant

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Good basic education to GCSE level in literacy and numeracy, or equivalent • Completion of DfES Teacher Assistant Induction Programme. • NVQ 3 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience. 	<ul style="list-style-type: none"> • First aid training as appropriate (e.g. emergency first aid course). 	Application Interview Certificates
Experience	<ul style="list-style-type: none"> • Supporting children's learning in a school. 		Application Interview
Knowledge/Skills	<ul style="list-style-type: none"> • Understanding of relevant policies/codes of practice. • Good understanding of areas of learning, e.g. literacy, numeracy, science, SEND • Use of other equipment technology – video, photocopier. • Well-developed interpersonal skills to be able to relate well to a wide range of people. • Work constructively as part of a team whilst being able to demonstrate initiative. • Good communication skills. • Effective use of ICT to support learning. 		Application Interview
Personal qualities	<ul style="list-style-type: none"> • Friendly yet professional and respectful approach which demonstrates 		Application Interview

	<p>support and shows mutual respect</p> <ul style="list-style-type: none"> • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills 		
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