



## **Level 2 Teaching Assistant**

**St. John's Primary School**

**Fixed Term until 20<sup>th</sup> July 2026**

**19.5 hours per week (job share may be considered)**

**39 weeks per year**

**Level 2 TA Pay Scale - £25,113 - £25,907 FTE (£11,432 - £11,793 Pro rata)**

QEGSMAT are seeking to appoint an enthusiastic Level 2 Teaching Assistant to join our hardworking and high achieving team at St. John's Primary School.

The post holder will support the work of a qualified teacher, support in the classroom including small group work supporting children with SEN/ EHCP's.

Our school is in the village of Wetley Rocks in between Leek, Cheadle and Stoke on Trent. Our semi-rural location and single-form entry means we are a smaller school catering for approx. 200 3-11 years. Our school was built in the late 1990's and we have recently invested in our outdoor areas, developing our Forest School provision and more recently our playground equipment.

St. John's 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, as part of our comprehensive benefits package.
- Continual access to CPD opportunities. QEGSMAT works with a large number of 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 Staffordshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.
- Access to 750+ discounts on everyday essentials via benefits package with Vivup



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. The Trust is also a United Kingdom Immigration and Vetting Sponsor therefore, sponsorship for skilled worker visas may be available.

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 01782 550309. Further details about our school can be found on our website: [www.st-johns-wetleyrocks.staffs.sch.uk](http://www.st-johns-wetleyrocks.staffs.sch.uk)

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

<b>Closing date for applications:</b>	<b>Sunday 29<sup>th</sup> June 2025</b>
<b>Interview date:</b>	<b>w/c 7<sup>th</sup> July 2025</b>
<b>Salary:</b>	<b>Level 2 TA Pay Scale - £25,113 - £25,907 FTE (£11,432 - £11,793 Pro rata)</b>
<b>Potential Start date:</b>	<b>ASAP</b>



## **JOB DESCRIPTION**

**Post Title:** Level 2 Teaching Assistant

**Responsible to:** Class Teacher/Headteacher

**Scale:** Level 2 Teaching Assistant

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### **Purpose of the Role**

- Work under the direct instruction of teaching staff.
- Provide one to one pupil support as required.
- 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.
- Impact on the quality of teaching and learning for individuals/groups through classroom support and the delivery of intervention.
- Implement the school's improvement priorities, policies and procedures and by demonstrating the professional responsibilities of a whole school team member.

### **Competences, roles and responsibilities of all TAs are listed:**

#### **Support to Pupils**

- Provide pastoral support to pupils within the school environment.
- Support and contribute to the school's responsibility for safeguarding children.
- Support in providing a welcoming, positive, well organised, safe learning environment conducive to learning.
- Set high expectations for pupils' behaviour, their learning, fostering positive relationships and implementing the school's behaviour policy.
- Deliver programmes and monitor the children's response to the learning.
- Plan and develop differentiated learning activities, using understanding of child development, pedagogy and techniques which support and develop pupil's learning.
- Support in planning tasks that are well matched and practical.
- Develop a variety of teaching styles and delivery to meet the needs of the pupils.
- Use assessment for learning and assessment of learning to assess, track and report progress including the marking of work.
- Accurately record and report on the development, progress and attainment of children.
- Co-operate and liaise with other school colleagues.
- 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/early years lead.

### **Support to Teacher**

- Act as Cover Supervisor during teacher lead absence under the direction of a teacher/designated member of staff. *Cover will be in accordance with the nationally agreed protocols and as provided for in the Education Act 2002. (The role of Cover Supervisor will be to supervise and take sole responsibility, for short term cover only, for a class/group who are undertaking pre-planned work or where pupils are able to undertake effective, self directed learning.)*
- 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 school's behaviour management strategies.
- Provide support to pupils to achieve learning goals and improve outcomes.
- 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 development of school policies and procedures by participation in working groups.
- Contribute to the development, preparation and dissemination of appropriate materials.

### **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 2 Teaching Assistant**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience)</li> <li>• Good Numeracy/Literacy skills, GCSE (or equivalent) Level C or above in English &amp; Maths</li> <li>• First Aid Training</li> </ul>	<ul style="list-style-type: none"> <li>• Paediatric First Aid</li> <li>• Completion of DfES Teacher Assistant Induction Programme</li> </ul>	Application Form  Interview  Certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Supporting children's learning in a School setting</li> <li>• A good knowledge of health and safety requirements</li> </ul>	<ul style="list-style-type: none"> <li>• National Curriculum in Key Stage 1 or 2</li> </ul>	Application Form  Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of relevant policies/codes of practice.</li> <li>• Good understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years.</li> <li>• Willing to work towards NVQ Level 3 or recognised equivalent.</li> <li>• Understanding of the Equal opportunities policy</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of the SEN code of practice.</li> <li>• Knowledge of intervention programmes.</li> <li>• Assessment for Learning.</li> </ul>	Application Form  Interview
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Well-developed interpersonal skills to be able to relate well to a wide range of people.</li> <li>• Work constructively as part of a team whilst being able to demonstrate initiative.</li> <li>• Good communication skills.</li> <li>• Effective use of ICT to support learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to contribute to student targets and Annual Reviews</li> </ul>	Application Form  Interview

	<ul style="list-style-type: none"> <li>• Use of other equipment technology – video, photocopier.</li> </ul>		
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• 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.</li> <li>• Ability to form and maintain appropriate relationships and</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to engage in any professional development activities which will aid the effective completion of tasks required by the post.</li> </ul>	Application Form Interview

	<p>personal boundaries with children and young people.</p> <ul style="list-style-type: none"> <li>• Motivation to work with children and young people.</li> <li>• Emotional resilience in working with challenging behaviours.</li> </ul>		
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