



THE EDUCATION VILLAGE ACADEMY TRUST

POST TITLE:

Temporary Teaching Assistant – Level 2

FTC 17TH July 2026

Term Time only plus one week (47 weeks)

35 hours Monday - Friday

GRADE:

Band 7 SCP 14 – 17

REPORTING RELATIONSHIP:

The post holder will be a member of a multi-disciplined team, under the leadership and supervision of the Reid Street Principal.

JOB PURPOSE:

To work as part of a team of staff to assist with the education, care, and welfare of children, providing support to children, primarily within the area of SEND.

MAIN DUTIES/RESPONSIBILITIES

Duties will include assisting in the delivery of the curriculum to children within the SEND provisions but also across the school. Work may be carried out in the classroom or in small groups outside the main teaching area.

In liaison with the SEND provision leaders, the post holder will:

Support the children by

1. Attending to the pupils' personal needs, and implementing related personal programmes, including: social, health, physical, hygiene, first aid and welfare matters.
2. Carrying out educational activities and programmes of learning whilst promoting independent learning.
3. Working to establish a supportive relationship with the children and parents concerned, acting as a role model and being aware of and responding appropriately to individual needs.

4. Encouraging acceptance and inclusion of the children with special needs.
5. Promoting and reinforcing the child's self-esteem and supporting them to act as independently appropriate.
6. Supporting pupils in respect of their development.
7. Promoting independence within the setting, including self-care, communication and social interaction.
8. Preparing and maintaining equipment/resources as directed by the lead and assisting children in their use.
9. Supporting children to develop in all areas of their learning journey, particularly the social, emotional, communication and interaction.

Support the provision leaders by

1. Preparing and tidying the learning environment and work areas for activities as directed.
2. Leading on the displaying of pupils' work as directed.
3. Monitoring the needs and behaviours of individual children and reporting and supporting these as appropriate.
4. Maintaining records of the children's development as required.
5. Providing input with regard to lesson planning and resources for activities.
6. Managing pupil record keeping as requested.
7. Supporting the lead in managing pupil behaviour, reporting difficulties as appropriate.
8. Being aware of pupil progress and achievements and reporting to the lead as agreed.

Support the SEND provisions by

- Preparing, maintaining and using equipment/resources required to meet relevant learning activities and assisting pupils in their use.
- Leading on the display and presentation of learning cues and pupils' work inside and outside of the learning environment as required.
- Supporting pupils to develop in all areas of learning appropriate to their stage.

Support the school by

1. Being aware of the Trust policies and procedures.
2. Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Being aware of, and support, difference and ensure all pupils have equal access to opportunities to learn and develop.
4. Contributing to the overall ethos/work/aims of the Trust.
5. Attending relevant meetings as required.
6. Participating in training and other learning activities and performance development as required.
7. Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required.
8. Carrying out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.
9. Stepping up to cover classes, at times, in absence of class teachers (paid at band 9 SCPEP 27).

Complying with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AND BARRING SERVICE DISCLOSURE. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.

Date : September 2025

THE EDUCATION VILLAGE ACADEMY TRUST
PERSON SPECIFICATION – TEACHING ASSISTANT – LEVEL 2

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ Level 3 for Teaching Assistants or equivalent child care related qualification	AF/C	D1	Higher Level Teaching Assistant Status (HLTA)	C
	E2	GCSE A* – C (Band 4 or above) in mathematics and English	AF/C			
	E3	Hold valid first aid certificate/ or be willing to undertake training	AF/C			
	E4	Hold an administration of medication certificate/ or be willing to undertake training	AF/C			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Experience & Knowledge	E5	Recent work experience of working with children of relevant age in an EYFS, KS1 and KS2 teaching and learning environment	AF/I/R			
	E6	Experience of working with wide range of children including those with specific needs	AF/I/R			
	E7	Understanding of principals of child development and learning processes	AF/I/R			
	E8	An understanding of safeguarding requirements within a school	AF/I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Skills	E9	Ability to communicate both orally and in writing with a range of different audiences	I/R			
	E10	Ability to work in a team and independently	I			
Personal Attributes	E11	Ability to promote fairness and a positive role model to pupils	I	D2	Be willing to work across all phases of primary education	

Key – Stage identified

AF Application Form

C Certificates

T Tests

R References

I Interview

