Harewood Primary School

# Teaching Assistant Level 2

**Pay Scale:** SCP 7-8 (£21,595 – £21,938 Actual)
**Contract:** 32.5 hours per week, Term Time Only plus 5 PD Days, Fixed Term until 31st August 2027
**Hours of work**: Monday to Friday – 8.30am to 15.30pm (incl. 30min lunch duty each day, plus 1 x 60min staff meeting / after school club)
**Required:** As soon as possible

https://harewoodprimary.org.uk/
**01642 355425**

**We are seeking to appoint a suitability qualified, enthusiastic and highly motivated Teaching Assistant to join our inclusive school. This post will be based in EYFS.**

We are looking for someone who has:

- Excellent communication and team working skills
- Experience of working with children with Special Educational Needs preferable
- Understanding of how to support children with additional needs and enable them to progress in all aspects of school life.
- Excellent organisational skills
- Primary Curriculum understanding, particularly EY

If this sounds like you and a role that you would enjoy, please look carefully at the following materials and complete the application form. Please feel to phone the school to have an informal chat about the role.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

The post will be based in Harewood Primary School however, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs are available to download from the school website and should be returned accompanied by a letter of application outlining your strengths and educational experiences. All completed applications must be returned via email to the School at admin@harewood.lingfieldtrust.org.uk

**Closing Date: Wednesday 11th November 9am**
**Shortlisting: Wednesday 11th November**
**Interviews: Monday 16th November**

**Job Description**

| **POST:** | **Teaching Assistant L2** |
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| GRADE: | |
| RESPONSIBLE TO: | Head Teacher |
| STAFF MANAGED: | None |
| **JOB PURPOSE:** | To work under the instruction / guidance of teaching / senior staff to undertake and prepare for work / care / support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. |

**ACCOUNTABILITIES / MAIN RESPONSIBILITIES**

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| **Support for Pupils** | • Implement appropriate learning and / or self-help tasks to meet the child's specific needs.<br>• Establish constructive relationships with pupils and interact with them according to individual needs.<br>• Promote the inclusion and acceptance of all pupils.<br>• Encourage pupil to interact with others and engage in activities led by the teacher.<br>• Set challenging and demanding expectations and promote self-esteem and independence.<br>• Provide feedback to pupils in relation to learning, progress and achievement under guidance of the teacher.<br>• To work with children with a range of Special Educational Needs.<br>• Be aware of, and provide accessible resources for, SEND pupils.<br>• Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities both in class and outdoors.<br>• Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.<br>• Liaise closely with teacher, SENDCo, parent / carers and other professionals to provide support for target child.<br>• To support the development of social skills and relationships with peers in non-structured settings (playtime).<br>• Be flexible in supporting all pupils across the SEND Team, as required. |
| **Support for Curriculum** | • Prepare for and undertake programmes linked to / working towards Development Matters EY Assessment and the National Curriculum, recording achievement and progress and feeding back to the teacher<br>• Devise resources to support target child in engaging with, and accessing learning, building friendships and managing feelings<br>• Ensure that classroom resources and the environment are as accessible as possible for pupils with SEND |

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| | • Work with Class Teacher to prepare for and undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses<br>• Support the use of I.T. in learning activities and develop pupils' competence and independence in its use<br>• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use<br>• Encourage target child to engage with learning and class activities and his / her peers with increasing readiness |
| **Support for the School** | • Be aware of and comply with policies and procedures relating to safeguarding, behaviour, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person<br>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop<br>• Contribute to the overall ethos, work and aims of Harewood Primary School.<br>• Appreciate and support the role of other professionals<br>• Attend and participate in all relevant training, development and meetings as required to fulfil the role<br>• Assist with the supervision of pupils out of lesson times, including before and after school<br>• Carry out a paid 30minute daily lunchtime duty with the class<br>• Accompany teaching staff and pupils on visits and out of school activities as required and take responsibility for a group under the supervision of the teacher. |
| **Safeguarding and Promoting the Welfare of Children/Young People** | • Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate. |
| **Experience** | • Working with or caring for children of Primary age, including early years.<br>• Work with children with specific medical, emotional and / or behavioural difficulties<br>• Working with children with additional needs / moderate learning difficulties |
| **Knowledge & Skills** | • General understanding of EY and National Curriculum and other basic learning programmes/strategies<br>• Good understanding of child development and learning<br>• Ability to self-evaluate individual learning needs and actively seek learning opportunities<br>• Knowledge of working with children with SEND<br>• Knowledge of effective strategies to support SEND children<br>• Knowledge of effective behaviour management strategies<br>• Effective use of I.T. to support learning<br>• Use of other technological and / or specialist equipment<br>• Understanding of relevant policies, legislation and SEND code of practice<br>• Ability to relate well to children and adults and build secure relationships<br>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |

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| **Lingfield Education Trust** | • To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.<br><br>*These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.*<br><br>**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.**<br><br>The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.<br><br>The post will be based in Harewood Primary School however; the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression. |
| Date of Issue: | December 2025 |

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

**PERSON SPECIFICATION - Teaching Assistant L2**

| **Essential upon appointment** | **Desirable on appointment** (if not attained, development may be provided for successful candidate) |
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| **Qualifications**<br>• NVQ Level 2 Teaching Assistant or equivalent (AF,C)<br>• GCSE Grade C or above in English and Maths (or equivalent) (AF,C) | • Level 2 Diploma in Early Years Practitioner<br>• First aid qualification (AF,C)<br>• Additional, relevant CPD / Training (AF,C)<br>• SEND Qualifications (AF,C)<br>• Safeguarding Training (AF,C) |
| **Experience & Knowledge**<br>• Experience of working in a Nursery, primary school and / or specialist setting. (AF,I)<br>• Experience and competence working within, the EY / KS1 Curriculum. (AF,I)<br>• Experience of supporting teaching & learning with additional needs. (AF,I) | • Experience of implementing and monitoring specific Intervention Programmes. (AF,I)<br>• Experience of Phonics scheme / teaching. (AF,I)<br>• Experience of working with children with additional needs / moderate learning difficulties. (AF,I) |
| **Skills**<br>• Creativity in developing resources to support learners access the curriculum as required. (AF,I)<br>• High standards of Communication, English and Maths. (AF,I)<br>• Ability to create interactive and exciting displays within school. (AF,I)<br>• Excellent behaviour management skills (AF,I)<br>• Effective ability to liaise with all members of the school community. (AF,I)<br>• Ability to work confidently as part of a team. (AF,I) | • Ability to use IPads / I.T. to support teaching and learning. (AF,I)<br>• Ability to contribute to planning and assessment for individuals / groups. (AF,I)<br>• Team Teach Qualification. (AF,I) |
| **Personal Qualities** | |

| **Essential upon appointment** | **Desirable on appointment** (if not attained, development may be provided for successful candidate) |
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| • Excellent attendance, punctuality and health record. (R)<br>• Enthusiasm and confidence (I,R)<br>• Build and sustain effective relationships with children, staff and Parents (AF,I,R)<br>• Patience and understanding (AF,I,R)<br>• Sensitivity and confidence to manage continence needs (AF,I,R)<br>• Willingness to be flexible (AF,I,R) | |

| Key – Stage identified | |
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| AF | Application Form |
| C | Certificates |
| O | Observation |
| I | Interview |
| R | References |
| D | DBS Disclosure |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory reference

Lingfield Education Trust