



**TAME RIVER
EDUCATIONAL
TRUST**

Level 3 Teaching Assistant- Hyde High School Candidate Information Pack

**Great schools in which to learn, teach and belong.
Welcome to Tame River Educational Trust**

Dear Candidate

Thank you for your interest in the post of Level 3 Teaching Assistant with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.

Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust is currently comprised of three academies: Droylsden Academy, Hyde High School and Mossley Hollins High School.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.



Phil Wilson
Chief Executive Officer



An Introduction to our Trust Schools



Droylsden Academy

Headteacher

Mr E Mayell

Droylsden Academy is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The Academy is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. Our staff are driven by the belief that every child should go to a great school and we believe that every child can become a great learner through politeness, hard work and honesty.

We believe that success should be measured by both academic progress and by one's contribution to our community and wider society.

Mossley Hollins High School

Headteacher

Mrs A Din

Mossley Hollins High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. We are a happy, academically ambitious and inclusive school and we are passionate about learning. At the heart of everything we do are our deeply held values of manners, hard work and honesty.

We believe that success should be measured both by academic progress and achievement, and also by one's personal and social development and one's contribution to our community and to society.

Hyde High School

Headteacher

Ms G Arnold

Hyde High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school serves over 1200 students, is heavily over-subscribed and has an impressive modern building. We provide an engaging and inspiring educational experience that instils in our students a lifelong love of learning and respect for themselves, our community and our environment. A place where warmth, high expectations and strong values are prevalent in everything we do. A learning environment where every student can thrive and belong. Our work is under-pinned by a clear set of values **Ready, Respectful and Safe.**

We are rooted in our community, and we celebrate the diversity and uniqueness of everyone. We know that a successful school depends on a strong partnership between school and home and this shared approach is key to the individual success and happiness of every student.

Application Procedure

For a confidential discussion on current vacancies please contact the HR Team at Hr@Hydehighschool.uk



To apply for the role please complete the application form – available to download from our website and return it to HR@Hydehighschool.uk

In compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Advertised: 13/05/2026 Closing date for Applications: 01/06/2026 at noon.

Interview Date: Will be held as soon as possible after the closing date, following shortlisting.

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful, on this occasion.

Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Job description	
The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	Teaching Assistant (Level 3)
Reporting to:	SENDCO
Hours & Salary	<p>Grade E, Points 11 – 16</p> <p>Term time only, 32 hours per week.</p> <p>This role follows a two-week rotating shift pattern, generally working 8:30am–3:30pm with a 30-minute break. The only variation is a later finish on Thursday in Week 2. Weekly directed hours are 31.5 hours in Week 1 and 32.5 hours in Week 2.</p>
Role Overview	<p>As part of the school’s team of support staff, the post holder will work alongside teachers and pastoral staff to enable access to learning for students with a wide range of needs including those with special needs and/or disabilities. Work may be carried out in the classroom or with individuals or groups outside the main teaching areas.</p> <p>A main focus for this role is to provide practical support for students.</p> <p>This job description is written at a specific time and is subject to change as the demands of the Trust and school and the role develops. The role requires flexibility and adaptability, and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p>
Child Protection and Safeguarding:	The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder’s responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.
Main duties and responsibilities:	<p>As a L3 Teaching Assistant, you are expected to:</p> <p>Support for students:</p> <ol style="list-style-type: none"> 1. Support with the implementation of the school’s teaching and learning strategy. 2. Promote the inclusion and acceptance of all students.



3. Supervise and provide support for all students, including those with SEND, ensuring their safety and access to learning activities.
4. Establish excellent learning relationships with students with an awareness of their individual needs.
5. Support the development and implementation of individual interventions, support plans and personal care programmes.
6. Foster effective learning habits including pride in presentation, resilience, independence, and time management.
7. Encourage students to interact with others and engage in learning activities.
8. Deliver structured and agreed learning programmes.
9. Support students' use of ICT in learning activities and develop their competence and confidence in its use.
10. Deliver small group interventions, measuring progress and providing feedback to colleagues as required.
11. Promote good attendance and punctuality for all students.
12. Support students in developing their self-esteem and emotional literacy.
13. Act as a key worker with individual students, leading termly review meetings and contributing to reviews of Education Health Care Plans as necessary.
14. Liaise with other agencies as agreed and appropriate.
15. Provide feedback to students and their parents in relation to progress and achievement.
16. Act as a positive role model, setting the highest standards and expectations.
17. Provide practical personal care for students with medical needs as required (training provided); this will include: social, health, physical, and welfare matters; practical support and guidance on personal hygiene; toileting; eating and drinking.

Support for teachers:

1. Use strategies, in liaison with the teacher, to support students to achieve learning goals.
2. Deliver agreed interventions feeding back to teachers as necessary.
3. Support good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
4. Support a purposeful and orderly learning environment.
5. Undertake routine marking of students' work as required.

Support for the school:

1. Be aware of and comply with all policies and procedures including those relating to child protection, health, safety and security, confidentiality, data protection and the school's code of conduct.

	<ol style="list-style-type: none"> 2. Be aware of and support difference and diversity and ensure all students have equal access to opportunities to learn and develop. 3. Establish constructive relationships with parents/carers. 4. Appreciate and support the role of other professionals. 5. Attend and participate in relevant meetings as required. 6. Support students' smooth transition between educational phases. 7. Assist with the supervision of students out of lesson times, including before and after school and at lunchtime as required. 8. Administer routine tests and invigilate exams. 9. Contribute to a positive ethos within the school. 10. Accompany colleagues and students on visits, trips and out of school activities as required. 11. Participate in training and performance development as required. 12. Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. 13. Undertake any other reasonable duties at the request of the Headteacher. <p>As a member of staff, you are expected:</p> <ol style="list-style-type: none"> 1. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere. 2. To follow and uphold all school policies and be an excellent ambassador for the Trust and Hyde High School. 3. To have a responsible and diplomatic approach to matters of a confidential nature. 4. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day. 5. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems 6. To undertake any other duties that might be reasonably requested, by the Headteacher. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.
<p>Health and Safety:</p>	<p>The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues.</p> <p>All Trust schools are non-smoking sites.</p>



General:

This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Academy's appraisal programme and to participate in appropriate staff training and development activities.



Person Specification			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> GCSE grade Level 4+ (A*-C or equivalent) in both English and Maths or equivalent level 2 numeracy & literacy qualifications. 	<ul style="list-style-type: none"> Relevant Level 3 Teaching Assistant qualification. 	<ul style="list-style-type: none"> Production of the applicant's original certificates.
Experience	<ul style="list-style-type: none"> Recent experience working with pupils in Key Stage 3 or 4. 	<ul style="list-style-type: none"> Experience supporting pupils with special educational needs. Experience implementing behavioural strategies. 	<ul style="list-style-type: none"> Contents of the application form. Interview. Professional references.
Skills and Knowledge	<ul style="list-style-type: none"> Excellent communication skills both written and verbal. Basic IT skills. Ability to work effectively to strict time frames. The ability to maintain accurate records and adhered to data protection legislation. 	<ul style="list-style-type: none"> An awareness of safeguarding policies and procedures. 	<ul style="list-style-type: none"> Contents of the application form. Interview. Professional references.
Personal competencies and qualities	<ul style="list-style-type: none"> Passion for helping children and young people learn Trustworthiness and integrity. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Ability to engender confidence in young people A warm, friendly, and patient manner. Ability to build positive relationships with all students that allow them to 		<ul style="list-style-type: none"> Contents of the application form. Interview. Professional references.



	<p>achieve to their highest potential.</p> <ul style="list-style-type: none">• Discipline and time management skills• A belief in the value of others.• A willingness to learn new skills and approaches and to share experiences with others.• A sense of humour.		
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Employee Acknowledgement

I have received a copy of my job description.

I have read and understand the duties of my job.

I confirm that I can fulfil the requirements of the role of Level 3 Teaching Assistant

Signed:

Date: