



Candidate Brochure
Teaching Assistant, Level 3 SEN



THE DEAN TRUST
Believe Achieve Succeed

SALARY:

Band 5, Sp. 19-22

£32,061 - £33,699, pro-rata: £27,576

-£28,985

START DATE:

ASAP

WORKING PATTERN:

36.25 hours per week

Mon-Fri, 08:00-16:00

Term Time Only, plus 5 INSET days

CONTRACT:

Permanent

LOCATION:

Dean Trust Ardwick, 345 Stockport

Road, Manchester, M13 0LF.

ACCOUNTABLE TO:

SENDCo

Teaching Assistant, Level 3 SEN

Job Summary

Dean Trust Ardwick is a proud member of The Dean Trust, a family of eleven high-performing schools dedicated to providing quality education in areas of challenge. Since opening in 2015, we have grown into a thriving secondary school serving over 1,300 pupils from the Ardwick and Longsight communities, becoming the school of choice for local families.

Our core purpose is to empower pupils to find their purpose and thrive as citizens of the world. Through a knowledge-rich curriculum, we equip pupils with the skills and character to seize life's opportunities, fostering a disciplined culture that nurtures ambition and success.

As a school that takes immense pride in its diverse community, we celebrate and embrace different cultures, fostering unity, understanding, and a strong sense of belonging. Through shared experiences and traditions, we ensure every pupil feels valued and proud of their identity.

The successful candidate will possess a relentless dedication to improving the life chances of our pupils and will therefore contribute to our aspiration for all pupils to thrive as citizens of the world, without exception.

The Dean Trust is an equal opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.





Main Purpose of the Role

NJC LEVEL 3 - To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

Previous experience or a desire to work with pupils who have a visual impairment would be distinctly advantageous.

Key Responsibilities

Support for Pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of documents associated with the graduated approach.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
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Support for Teachers

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher and contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the School

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

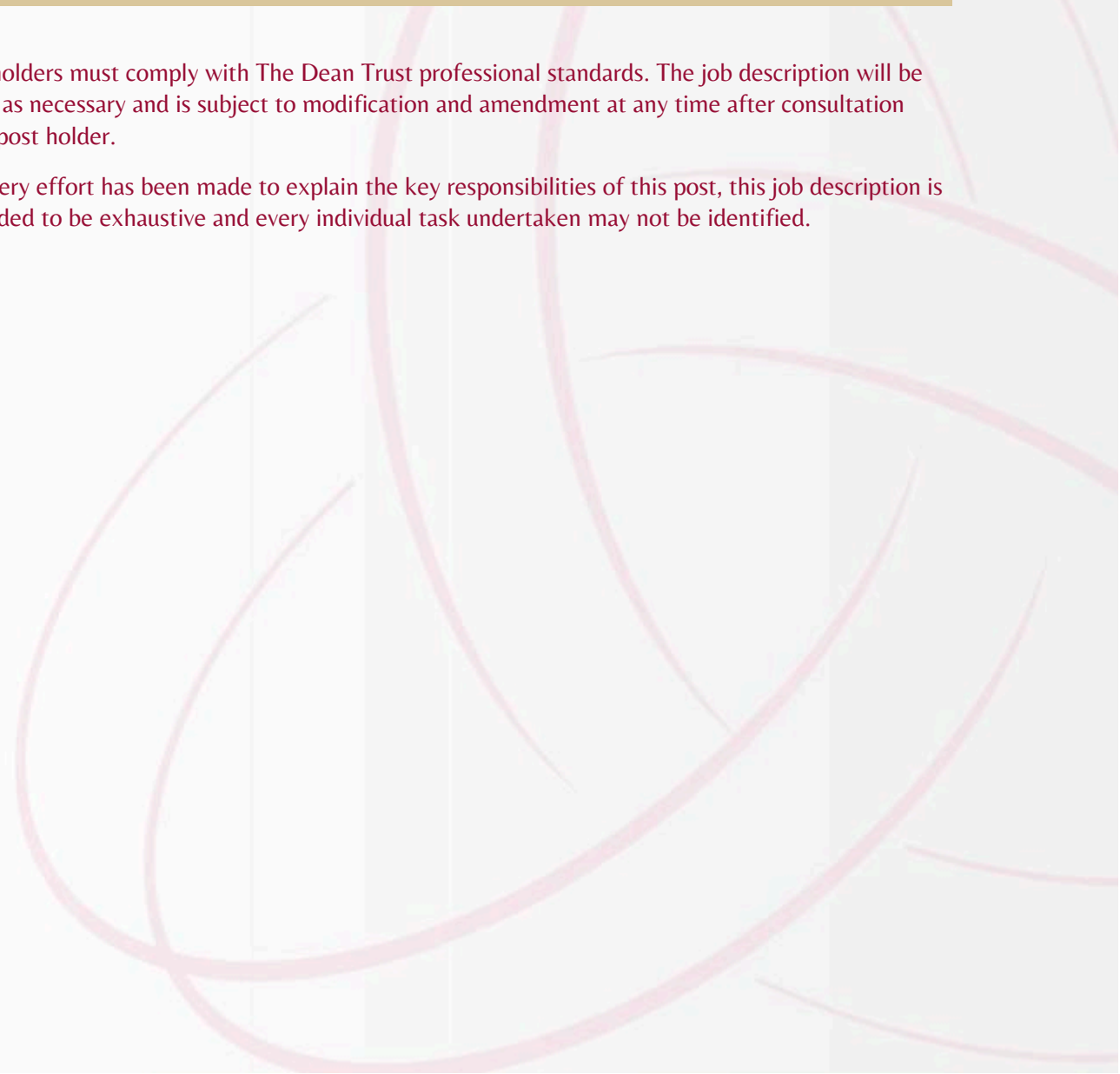


All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual task undertaken may not be identified.



Person Specification

	Essential	Desirable
Qualifications, Knowledge and Training Requirements		
Completion of DfES Teacher Assistant Induction Programme	✓	
Participate in development and training opportunities	✓	
Sound Knowledge of the literacy / numeracy KS3 / Foundation Stage strategies and a good overview of Key Stage relevant curriculum	✓	
Sound knowledge of one or more areas of special need (depending on setting) and Code of Practice for SEN	✓	
Sound knowledge of the causes and patterns of poor behaviour and strategies to address these	✓	
Sound knowledge of how children learn and how to create and maximize learning opportunities	✓	
To be able to work as part of a team and to have good inter-personal relationships	✓	
NVQ 3 for Teaching Assistants or equivalent qualification or experience (or working towards)	✓	
To have attended significant Inset relevant to job and – in the case of those working with particular SEN pupils – to have become skilled in dealing with particular areas of special need though attending LEA and other providers of specialist training	✓	
Desirable to have completed (depending on job / setting) CACHE CPD SEN Level 2 or similar	✓	
Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.		✓
Experience		
Experience of working with children of relevant age	✓	

Previous experience or a desire to work with pupils who have a visual impairment would be distinctly advantageous		✓
Knowledge/Skills		
Appropriate knowledge of first aid	✓	
To be aware of all school policies and procedures	✓	
To have some knowledge of NC requirements, especially literacy, numeracy and PSHE (e.g. ELS/ ALS/ FLS/ LPU/ Springboard)	✓	
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies	✓	
Can use ICT effectively to support learning	✓	
Use of other equipment/technology i.e. video, photocopier etc.	✓	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓	
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	✓	
Understanding of principles of child development and learning processes	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
Ability to relate well to children and adults	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	

How to apply

If you would like to apply for this role please apply through our online recruitment site which is available via:

careers.thedeantrust.co.uk

Application Closing Date: 9am Monday 16th March 2026

Interview Date: TBC

If you have any queries, please contact the HR team on 01619722988 or email emmahurworth@deantrustardwick.co.uk.

