

INVICTUS

Education Trust

CANDIDATE INFORMATION PACK



Learn with **us**, Work with **us**, Belong with **us**!

Job Description

JOB TITLE:	Level 2 Teaching Assistant
DEPARTMENT:	Pedmore High School
GRADE:	Grade 3, SCP 3-4
REPORTING TO:	In line with organisation structure
RESPONSIBLE FOR:	In line with organisation structure
LIASING WITH:	CEO, Headteachers, Senior Leadership Team, Governors, teaching and professional services staff, outside agencies, and the Trust's central team

Main Purpose

- To undertake work/care/support programmes, enabling access to learning.
- To assist teachers in the management of students within the classroom.
- To support teaching staff in the development and education of students.
- To support the deliverance of specialist provisions.
- To support both the academic and emotional development of students.
- To support with the school library

Main Duties

General Duties

- Support the activities of individuals or groups of students within the classroom.
- Maintain student interests and motivation.
- Support the deliverance of tailored strategies to assist students who have SEND.
- Assist students in meeting the outcomes of their educational health care plans.
- Provide support for learning by making a contribution in class discussion/activities.
- Make a positive contribution to organising effective learning environments.
- Establish good relationships with students/parent/carers.
- Deliver, monitor and evaluate keyworker sessions.
- Monitor and observe student participation, providing feedback to teachers/SENCO.
- Create and maintain department/student resources.
- Administer and invigilate routine exams/assessments.
- Complete and maintain department admin.
- Liaise effectively with teaching staff to understand lesson aims and focus support.



Mission

'Excellence every day, unlimited ambition and transforming lives'



Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

- Ensure awareness of student needs in relation to the Code of Practice and develop independent strategies to support effectively.
- Be a visible presence within the school, particularly partaking in 'meet and greet'.
- Assist department planning of focused interventions.
- Promote punctuality/attendance by setting a precedence to students.
- Monitor and support vulnerable students within class relating to their engagement and wellbeing.
- Provide student feedback, at the request of your line manager, for Annual Reviews, PEPs, and the Assess, Plan, Do, Review process.
- Attend meetings, at the request of your line manager, relating to student needs.
- Adhere to safeguarding procedures and paying attention to the vulnerabilities of students.
- Maintain upkeep of the department with engaging displays and resources.
- Ensure that relevant school policies are understood and adhered to.
- Liaise weekly with your line manager regarding student feedback.
- Partake in regular departmental meetings.

Staffing and Resources

- Positively engage in appraisal reviews
- Work effectively with external agencies.
- Secure learning opportunities with the students to promote community cohesion.
- Promote school activities, helping to develop student/community involvement.
- Be a professional advocate for the school in all contexts.

Other Professional Requirements

- Establish and maintain regular communication in the Trust
- Communicate with parents/carers and outside agencies where appropriate
- Attend Governance meetings as and when required
- Actively engage in the Trust's appraisal process
- Take part in the Trust's staff development programme
- Attend and contribute to meetings
- Work as a part of a team and positively contribute to effective working relationships
- Take part in Trust events as directed by the CEO

Other Specific Duties

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate



Mission

'Excellence every day, unlimited ambition and transforming lives'



Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary

Support For the Trust

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

Safeguarding Requirements

In line with Keeping Children Safe in Education 2025, and as part of our recruitment process, the Trust will carry out an online search on all shortlisted candidates. This is to help identify any incidents or concerns that are publicly available which may pose a safeguarding risk or bring the Trust into disrepute. Any such findings will be shared with the recruitment manager and may be discussed at interview.

We are deeply committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. All required pre-employment checks will be undertaken, and offers of employment are subject to satisfactory outcomes. These include an enhanced DBS check with Children's Barred List information, identity checks, online checks, and verification of professional qualifications and references. Further details are available in [Keeping Children Safe in Education \(KCSIE\) 2025](#).

This role involves regulated activity and is therefore subject to:

- An Enhanced DBS Check including the Children's Barred List
- Verification through the DfE's Check a Teacher's Record (for applicable roles)

It is a criminal offence to apply for this role if you are barred from working with children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, as amended). Certain convictions or cautions are considered 'protected' and need not be disclosed. Guidance on disclosure is available on the Ministry of Justice website: [Rehabilitation of Offenders Act 1974](#)

For information on the filtering of cautions and convictions, visit the DBS Filtering Guidance: [DBS Filtering Guidance](#)

As a Trust, we are committed to ensuring that during all stages of recruitment and selection, no applicant is disadvantaged or discriminated against based on any protected characteristics under the Equality Act 2010.



Mission

'Excellence every day, unlimited ambition and transforming lives'



Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Grade C GCSE/equivalent in English and Maths (L2 Key Skills accepted).</p> <p>Teaching Assistant NVQ Level 2 or relevant equivalent.</p>	
EXPERIENCE	<p>Experience of working with children and young people in an educational setting.</p> <p>Experience of working with children and young people to support them in overcoming barriers.</p> <p>Experience of supporting specialist interventions/strategies.</p> <p>Experience of undertaking administrative tasks as part of record keeping.</p>	
SKILLS AND KNOWLEDGE	<p>Maintain positive relationships with pupils and other adults.</p> <p>Effective communication and interpersonal skills. Organisational skills to manage time effectively.</p> <p>Communication skills to influence, persuade, motivate and engage with students.</p> <p>Work effectively and sensitively with these students.</p> <p>Can build effective working relationships.</p> <p>Can address sensitive matters with a caring approach.</p> <p>Ability to use ICT with confidence.</p> <p>Listening skills to support children, young people and their families.</p> <p>Knowledge and understanding of the SEND Code of Practice (2015).</p>	
PERSONAL QUALITIES	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and the Trust.</p> <p>Commitment to maintaining confidentiality at all times.</p> <p>Commitment to safeguarding and equality.</p> <p>A strong work ethic.</p> <p>Commitment to endorsing a positive working environment for all.</p>	
FLEXIBILITY	<p>To work flexibly to meet the needs of the Trust and its educational establishments.</p> <p>Can be required to work in any location within the Trust</p>	



Mission

'Excellence every day, unlimited ambition and transforming lives'



Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships