



Bluecoat Aspley Academy

Level 2 Teaching Assistant

RECRUITMENT PACK

Closing date: 31st August 2026



WELCOME TO ARCHWAY



Thank you for expressing an interest in working for Archway Learning Trust. This booklet sets out to give you an idea of what it is like to be part of the Archway family as a leader, teacher, support staff, or a member of our central team. Each of our employees has a vital role to play across the organisation, because no matter the role, each colleague makes a direct difference to the experiences and outcomes of our young people.

Our commitment to staff is rooted in my understanding of what it's like to be a member of staff in a school environment. I may be a Chief Executive now, but I started my career as a teacher and so I really do understand what the pressures are like for staff. We hold that at the centre of the decisions we make in looking after our employees on a day-to-day basis.

Our ambition for our staff is very simple, it is that we want them to be the very best they can be because that's what the children in our schools need and deserve. That's about us supporting our colleagues to nurture their potential, inspire a sense of community and help them to deliver excellence.

We do this in a variety of ways, including supporting your career in education, promoting your wellbeing and offering a range of employee benefits to enable you to feel fulfilled in your role. Ultimately, it matters to us that everyone who works for Archway feels a sense of belonging and fulfilment in their role. We hope that you will be inspired to apply for this position and look forward to meeting you soon.

A handwritten signature in blue ink that reads "James Higham".

James Higham
Chief Executive Officer



ABOUT THE ACADEMY

Bluecoat Aspley Academy is more than just a school—it's a community where every student is seen, heard, and supported. Its inclusive practices, strong academic pathways, and values-based education create a space where young people can thrive both personally and academically.

Bluecoat Aspley Academy is deeply committed to supporting students with Special Educational Needs and Disabilities.

The academy fosters an inclusive ethos where every learner is valued and supported to achieve their full potential.

Tailored interventions, in-class support, and dedicated staff—led by the Deputy SENDCo—ensure that students receive the help they need in a respectful and empowering environment. The academy's SEND provision is aligned with best practices and the local authority's offer, ensuring consistency, transparency, and high standards.

At the heart of Bluecoat Aspley is a values-led approach grounded in Faith, Hope, Family, and Respect.

These principles shape every aspect of school life—from collective worship and interfaith dialogue to student leadership and charitable initiatives.

The academy celebrates diversity and encourages students to explore their beliefs while learning from others. This nurturing environment helps build confident, compassionate individuals who are ready to make a positive impact in the world.

The Bluecoat Sixth Form offers a dynamic and supportive environment for post-16 education.

With a wide range of academic and vocational courses, students are encouraged to pursue their passions while preparing for university, apprenticeships, or employment.

The sixth form is not just about academics—it also emphasises leadership, personal development, and community engagement. Students benefit from expert guidance, enrichment opportunities, and a strong sense of belonging, making it a launchpad for future success.

Sarah Anderson
Principal



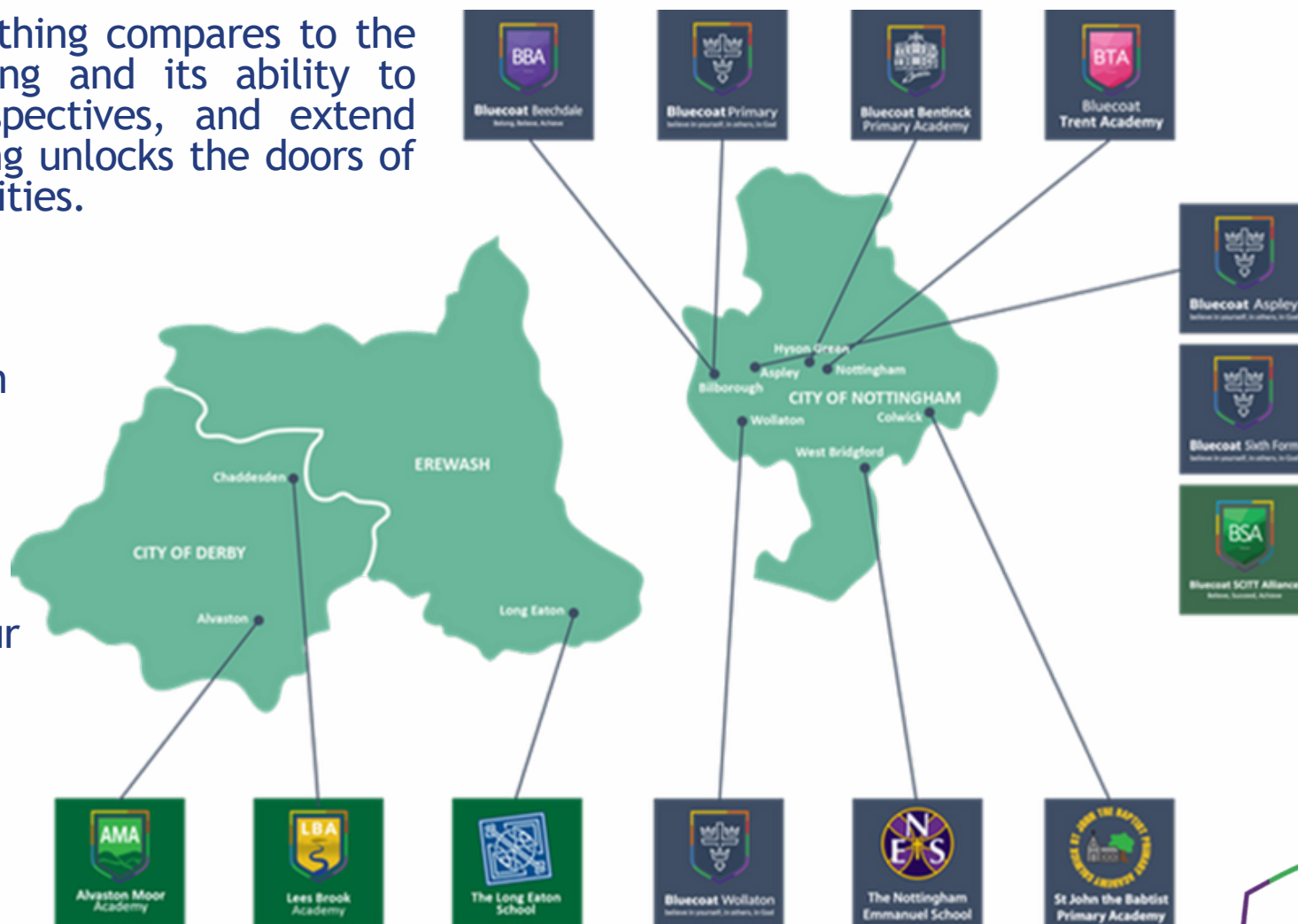
ABOUT ARCHWAY



At Archway, we believe that nothing compares to the transformative power of learning and its ability to broaden horizons, deepen perspectives, and extend potential. The very best schooling unlocks the doors of the future and a world of possibilities.

Archway is a place where collaboration and transformation lie at the heart of everything we do.

We are a family of primary and secondary schools, along with our own SCITT, serving communities across Nottinghamshire and Derbyshire.

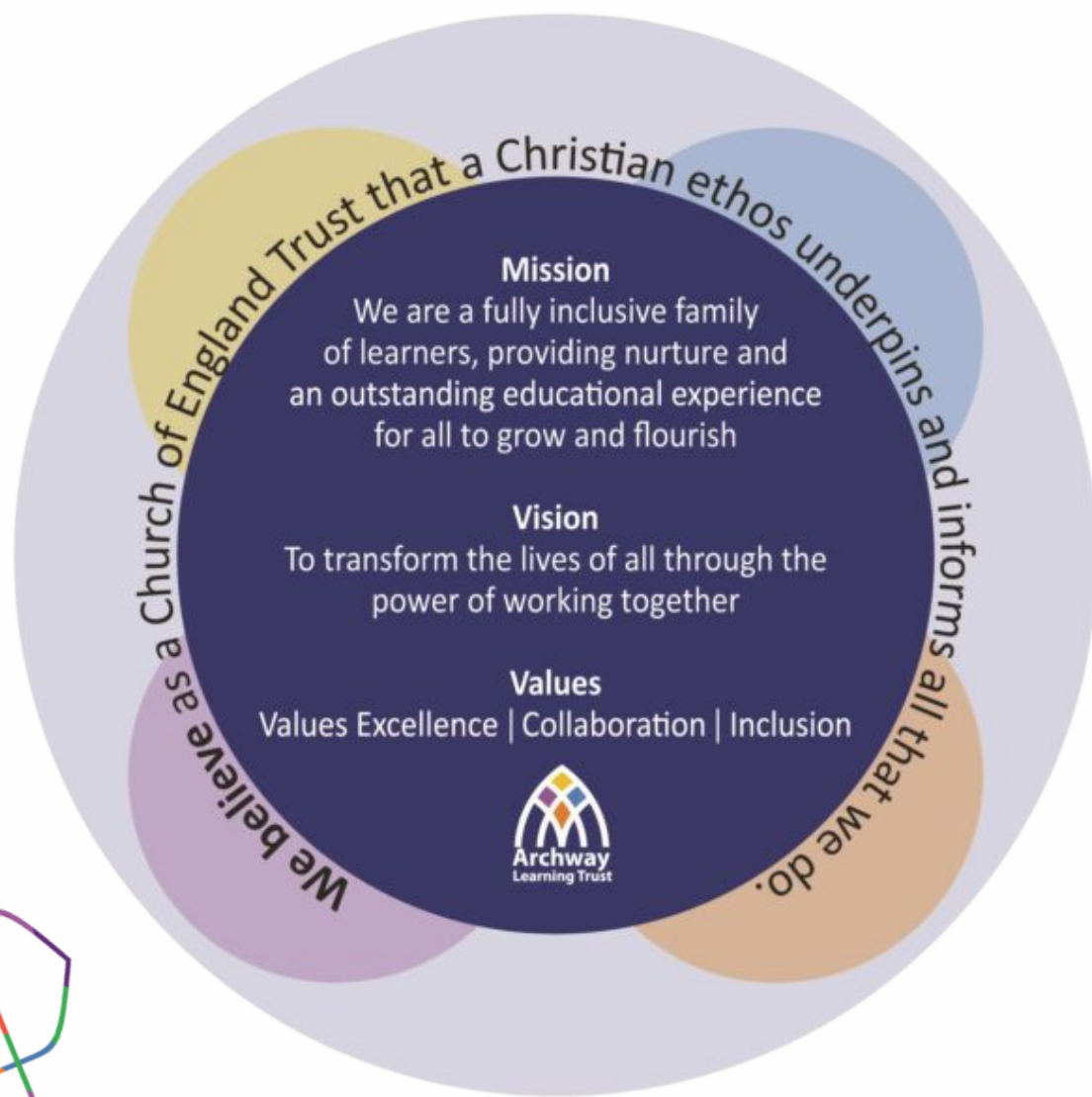


Across the Archway family of academies, we work closely together to provide the best start in life for every child. We serve a richly diverse range of communities, some of which are among the most deprived areas of Nottinghamshire and Derbyshire. In celebrating our differences, we find what unites us: a deep conviction to give every child the best daily deal, every day, and prepared for a world of possibilities.



This is made possible by the dedication and talent of our staff, who deliver excellence in every corner of our Trust. That is why we are committed to taking the very best care of them, as well as of the children and young people in our academies. When colleagues thrive, so too do our pupils and the communities we serve.

We are proud of our Christian ethos and inclusive culture where those of the Christian faith, a different faith, or none are all equally welcomed, nurtured, and cherished. That's why both faith designated and non-faith academies find a natural home in the Archway family.



ABOUT THE ROLE



We are seeking a dedicated and compassionate Level 2 Teaching Assistant to join our Learning Support team. This rewarding role involves working closely with students with a range of additional needs, supporting their academic, social, emotional and personal development both in and beyond the classroom.

You will play a key role in helping students access learning, achieve their individual goals and develop the confidence and independence needed to succeed. Working in partnership with teachers, parents, carers and external agencies, you will provide tailored support, deliver targeted interventions and contribute to the planning, assessment and review of student progress.

The successful candidate will lead and support small group and one-to-one learning activities, deliver specialist programmes such as literacy, numeracy and life skills sessions, and act as a key worker for students with more complex needs, including those with Education, Health and Care Plans (EHCPs). You will also contribute to transition planning, educational visits, examinations and enrichment activities, ensuring that every student is fully supported to engage with academy life.

As part of a collaborative and dedicated team, you will take an active role in the wider life of the academy, building strong relationships with colleagues, families and external professionals to promote positive outcomes for all students. This is an excellent opportunity for an enthusiastic and proactive individual who is passionate about inclusion and making a meaningful difference to young people's lives.

JOB DESCRIPTION



Title: Level 2 Teaching Assistant

Salary: Grade 8 - From £32,061 - £35,412 FTE

Actual Salary: From £16,049 - £17,727 per annum

Location: Bluecoat Aspley Academy, NG8 5GY

Contract: Permanent, Part Time, Term Time Only - 0.6 days per week.

Responsible to: SENDCo

Core Purpose

To work with students within the Academy as part of a team under the direction of the line manager in order to:

- Improve the quality of learning and foster the participation of students in the social and academic processes of the Academy;
- Use expertise to contribute to the planning and preparation of learning activities to enhance student achievement;
- Seek to enable students to become more independent learners; ▫ Help raise the standards of achievement for all students.





Support for the Student

- Support and direct activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and cognitive development.
- To lead care, personal hygiene medical needs and support of students including publishing care plans
- Contribute to the health and well-being of students.
- Establish and maintain good working relationships with individual students and groups.
- Promote and reinforce the students' self-esteem and independence e.g. support in form time, AoW, unstructured time, enrichment etc.
- To take a lead role in encouraging the acceptance and inclusion of all students including the implementation and delivery of targeted interventions and any other support task as directed by the SENCo.
- To support students as directed during formal public or internal Academy examinations.
- To supervise and coordinate students on work placements, educational visits, residential trips, transition, travel training, off-site placements and recreational activities as appropriate.
- To plan and deliver a programme of self-organisation and study skills in allocated periods during the Academy day and after Academy sessions.
- Drawing on prior knowledge and expertise of individual needs, to develop an understanding of the specific needs of the students within the Academy community.
- To liaise effectively with teachers/parents/carers/external agencies as appropriate.
- To assume responsibility for designated keyworker role with the most challenging and complex student/s, including those with an EHCP.
- To collaborate with the SENCo in the writing and collation of IEPs/Reviews/Annual Reviews.
- To be responsible for the planning and participation of transition process and individualised programmes for targeted students.

Support for the Teacher

- Liaise with classroom teachers and complete Teacher/TA contracts.
- Assist teaching staff in the planning of work programmes for individuals and groups of students.
- To implement learning programmes as directed by the class teacher - with individual or small groups.
- Plan and provide appropriate resources reflecting needs of SEN students in mainstream lessons.
- To support designated students/s or be responsible for a small group as agreed by the teacher.
- To be responsible for the collation of data for targeted students with SEN.
- Using assessment information and data to inform teaching staff of students' learning goals and preferred learning styles.
- To gather information, as directed, about named students and their current levels for staff.
- To observe and assess individual student's needs and provide regular feedback and/or guidance to the teacher/SENCo.
- To agree a behaviour management role within the classroom recording appropriate Sleuths and following through sanctions and rewards.
- To work with the mainstream teacher in the review process as appropriate.



Support for the Curriculum

- Plan and lead literacy and numeracy tasks to improve access across the curriculum in a planned manner.
- Co-ordinate and organise students attending extra-curricular activities.
- Plan and deliver learning activities including enrichment activities during the normal Academy day and after Academy.
- Support the use and development of ICT within the classroom.
- Take responsibility for developing and delivering individual/small group skill sessions including Literacy, Numeracy, Life Skills, SpLD, SRE, SALT, self-help skills, Social Stories etc.
- To teach the Foundation Learning cohort in sessions as directed by the SENCo and Assistant Principal (Curriculum)
- To liaise and report to, as necessary, during visits by support agencies who might be involved in the support of key areas of the curriculum [Educational Psychologist, Speech Therapist, Inclusive Education Service, Academy Doctor etc.]
- To assess, record and report back on student achievement through Academy assessment procedures.

Support for the Academy

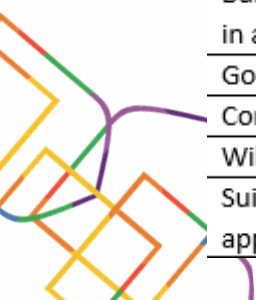


- To be responsible for a designated area/s for the development of the Learning Support Faculty e.g. budget, subject area, enrichment.
- Collaboration with colleagues and form effective working partnerships.
- Establish effective working relationships with parents/carers that influence student achievement.
- To be responsible for safeguarding the confidential nature of student/teacher/home issues.
- To supervise the maintenance of student safety and security, including break and lunchtime duties in the faculty and taxi duties.
- To lead and/or contribute at Faculty/Pastoral meetings as appropriate.
- Attend and report back on student progress on specific subject areas at Parent Evenings.
- To represent the faculty at Open Evenings, Induction Evenings, Information Evenings etc. as and when appropriate.
- Liaise and visit other academies colleges to help with the transition process.
- Certain Level 2 Teaching Assistants have specific additional responsibilities that are unique to the post which needs to be included in individual job descriptions due to the level of coordination including staff, parents, outside agencies.

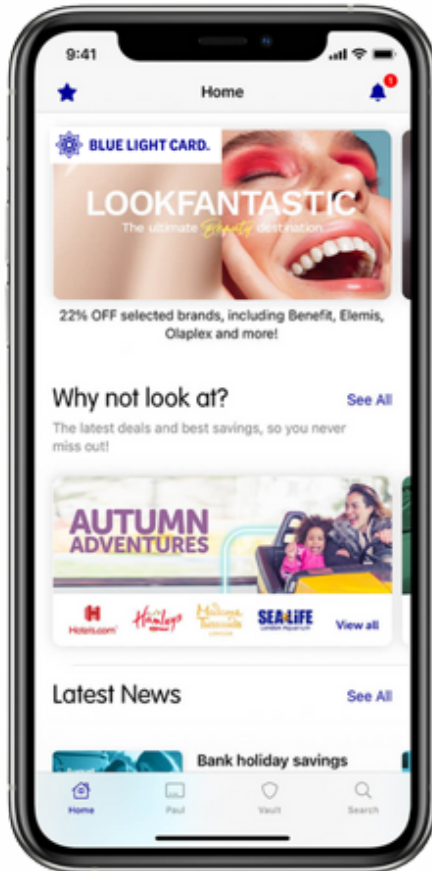
PERSON SPECIFICATION



PERSON SPECIFICATION – TEACHING ASSISTANT LEVEL 2	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Further or Higher Education	*	
NVQ3 in Early Years Care and Education; BTEC National in Learning Support; The Council for Awards in Children's Care and Education (CACHE) Diploma or relevant experience.		*
Specialist training relating to SEMH		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
EXPERIENCE		
Previous experience of working within an educational setting		*
Previous experience of working with young people	*	
Experience of working with children with special educational needs		*
Willingness to identify and develop own IT skills	*	
Working knowledge of DCSF, Local Authority and other regulatory body's legislation and policy relating to education.		*
PROFESSIONAL SKILLS		
Excellent written and oral communication skills	*	
Excellent organisational and administrative skills	*	
Good interpersonal skills	*	
PERSONAL QUALITIES		
Confidence and independence	*	
Ability to work unsupervised and independently understanding school roles and responsibilities and your own position within these.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner.	*	
Good time management skills.	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Trust	*	
Suitability to work with children. Enhanced DBS to be undertaken on appointment.	*	



ARCHWAY BENEFITS



From day one, our employees are entitled to a range of Archway benefits:

- A free and confidential employee assistance programme offering counselling and advice
- Access to Teachers' / LGPS Pension
- Comprehensive and tailored training, conferences, and ongoing CPD
- Opportunities for further development and progression
- Working with workload conscious leaders and trustees
- Access to discounts across many retailers with the Blue Light Card
- Cycle to work scheme
- Eye care voucher scheme
- Free flu vaccine



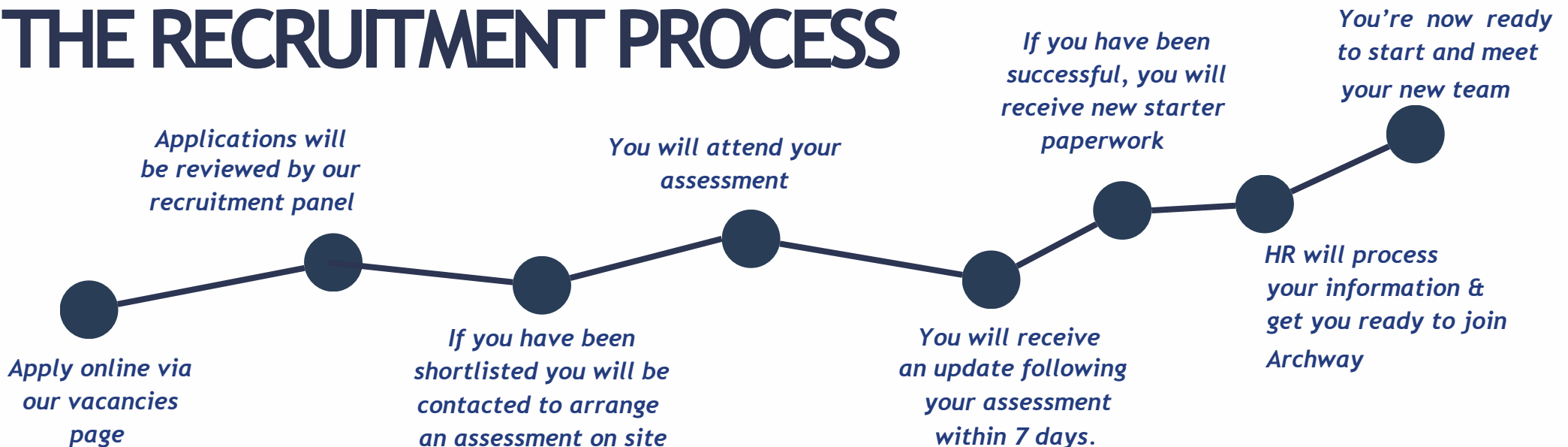
HOW TO APPLY

We know that making a job application is a big decision, and we want to help. For an informal, confidential chat about the role, or to arrange a visit, please contact us at hr@archwaytrust.co.uk

Apply via our vacancies page at <https://www.archwaytrust.co.uk/vacancies/> by 31st August 2026.



THE RECRUITMENT PROCESS



SAFER RECRUITMENT



Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people under the guidance of Keeping Children Safe in Education (KCSiE). In order to meet these responsibilities, all candidates will be subject to a rigorous selection process.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment - this will depend upon the nature of the offence(s) and when they occurred.

References

References, including from the current employer, will be taken up for shortlisted candidates before interview/assessment, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies, or gaps in the reference provided.

Online Checks

KCSiE asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Equal Opps.

We are dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. We are committed to ensuring our workforce is reflective of our diverse Trust population and are therefore committed to increasing representation among staff across all roles and at all levels.