



**LYDIATE  
LEARNING  
TRUST**

ENGAGE, ENABLE,  
EMPOWER



**THE GRANGE  
PRIMARY SCHOOL  
& NURSERY**

LYDIATE  
LEARNING TRUST

# Applicant Information Pack

## Teaching Assistant Level 1



<b>Start Date:</b>	<b>01 September 2025</b>
<b>Closing Date:</b>	<b>8:00am, Friday 08 August 2025</b>
<b>Shortlisting:</b>	<b>Friday 08 August 2025</b>
<b>Interview Day:</b>	<b>Monday 18 August 2025</b>
<b>Grade:</b>	<b>NJC SCP 3 – 4</b>
<b>Salary:</b>	<b>£24,027 - £24,404 FTE. Pro rata salary £18,314 - £18,602</b>
<b>Contract Term:</b>	<b>Part Time 32.5 hours per week/Plus INSET Days Fixed Term to 31 August 2026</b>



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—  
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## Welcome from the Head of School

Dear Applicant,

Thank you for your interest in the position of Teaching Assistant. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

At The Grange, we're proud to be a warm, welcoming school at the heart of our community. Our school is a place where children feel safe, valued and inspired to achieve their best. We believe in nurturing the whole child—academically, socially and emotionally—so that every pupil leaves us with strong foundations for life.

Alongside, and no less important, is our excellent performance. We work hard to ensure that The Grange offers a friendly, welcoming and enriching environment for all, including those who work, visit and study here.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

If you feel you are up to the challenge, keen to do well and would enjoy working at Deyes High School, then please apply.

We do hope you are that special person we are looking for and we look forward to hearing from you.

I look forward to reading your application.

Warmest wishes,

Gwyn Evans

Head of School

## About Us

Our **mission** is to engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passions. We aim to **Engage, Enable** and **Empower** all learners, young and old, across Lydiate Learning Trust to ensure our schools are outstanding.

## Our Values

Our values guide the decisions we make every day.

- **RESPECT FOR OTHERS** - Show respect for and value all individuals for their diverse backgrounds, experiences, styles, approaches, ideas and beliefs.
- **TRUST** - We build trust through responsible actions and honesty.
- **PERSONAL ACCOUNTABILITY** - Take personal accountability for behaviour, actions, words and results.
- **SOLUTION FOCUSED** - Focus on finding solutions and achieving great things.
- **CAN DO ATTITUDE** - Adopt a determined attitude and work hard to get the job done.
- **COLLABORATION** - We achieve more when we work together, support each other and collaborate.
- **COMMITMENT TO SELF AND OTHERS** - Personal commitment to success and wellbeing of others in your class or team.
- **RESILIENCE** - We strive harder and are more determined to overcome challenges.
- **PRIDE** - Be proud of being part of Team Lydiate, celebrating your own and others' success.

## Our Aims

We pride ourselves on our values and always try to do what is right, so that all learners reach their full potential, regardless of their starting point.

### ENGAGING

1. Engaging with all learners, breaking down barriers, to develop an intrinsic love of learning.
2. Engaging with staff so that they are highly valued and listened to.
3. Engaging with families so they can work alongside their child and school on the learning journey.

### ENABLING

1. Enabling all of our staff, and those in other academies, to reach their potential through effective CPDL, providing first class quality experiences for all.
2. Enabling a happy, safe, supportive environment for all.

### EMPOWERING

1. Empowering learners to take personal responsibility for their future, with a lifelong love of learning.
2. Empowering learners with the tools for academic success and happiness.
3. Empowering learners to develop the self-esteem and confidence which are necessary for a full and happy life.
4. Empowering learners to have a pride in their work, respect for their surroundings and good relationships with others at school and in the local and wider community.
5. Empowering leaders at all levels to lead ethically, with high levels of perseverance, proficiency and integrity.
6. Empowering the wider community to work alongside us to our mutual benefit.

## What can we offer you

At Lydiate Learning Trust, we take pride in our inclusive culture. We believe in recruiting talented and capable individuals, developing them to achieve their career ambitions, and thereby engaging, enabling, and empowering our young people. Our staff play a crucial role in ensuring the future success of our students and our Trust. We are proud to have created an environment that prioritises young people and fosters growth and development for all.

Lydiate Learning Trust is forward-thinking, and if you join our team, your professional development will be as important to us as it is to you. We aim to equip our staff to deliver their best by offering a generous benefits and training package. We offer:

- ❖ A future vision map and professional development
- ❖ A highly competitive salary
- ❖ A staff development programme and appropriate CPDL
- ❖ Excellent occupational health and employer assistance programme
- ❖ Cycle and Technical salary sacrifice scheme
- ❖ Family friendly policies
- ❖ Union recognition
- ❖ A friendly Trust which looks after the wellbeing of its staff
- ❖ Coaching (internal and external to the Trust)
- ❖ A high quality and supportive onboarding programme
- ❖ A modern and relevant approach to appraisal
- ❖ Annual Flu Jobs
- ❖ An excellent Pension Scheme
- ❖ Personal recognition and reward

## Safeguarding

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment and maintain a vigilant and safe environment.

All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures. All posts are subject to an enhanced DBS check and medical clearance.

## Equal Opportunities

Lydiate Learning Trust is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete an [Equal Opportunities in Recruitment Monitoring \(Page 1 of 6\)](#) form which can be found on our Careers Homepage.

## Job Description – Teaching Assistant Level 1

<b>Job Role</b>	Teaching Assistant – Level 1
<b>Job Purpose</b>	This position would be ideal for a graduate seeking experience in a school before starting a teaching qualification. To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of physical and general care and basic classroom management techniques.

<b>Main Duties</b>	
<b>Support for the Pupil</b>	<ul style="list-style-type: none"> <li>• Establish good working relationships with pupils, acting as a role model</li> <li>• Be aware of and respond appropriately to individual pupil needs</li> <li>• Promote inclusion and acceptance of all pupils</li> <li>• Encourage pupils to interact with others and engage in activities led by the teacher</li> <li>• Encourage pupils to act independently as appropriate</li> </ul>
<b>Support for the Teacher</b>	<ul style="list-style-type: none"> <li>• Provide minimal clerical/administration support (e.g. photocopying, typing, filing, collecting money, etc)</li> <li>• Assist with the display of children's work</li> <li>• Prepare classroom as directed for lessons and clear afterwards</li> <li>• Report pupil achievements, progress and issues as appropriate in agreed format.</li> <li>• Undertake pupil record keeping as requested</li> <li>• Manage pupil behaviour in line with school policy and ensure reports are made in agreed school format</li> <li>• Gather/report basic information from/to parents/carers as directed</li> </ul>
<b>Support for the Curriculum</b>	<ul style="list-style-type: none"> <li>• Prepare and maintain equipment and resources as directed</li> <li>• Assist pupils in the use of appropriate resources within appropriate lesson plan</li> </ul>
<b>Support for the School</b>	<ul style="list-style-type: none"> <li>• Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).</li> <li>• Contribute to the school ethos, aims and development/improvement plan</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend relevant meetings as required</li> <li>• Participate in training and other learning activities as required</li> <li>• Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours</li> <li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required</li> </ul>

*The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.*

## Person Specification – Teaching Assistant Level

	Essential (E) or Desirable (D)
<b>Skills</b>	
<ul style="list-style-type: none"> <li>Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to build effective working relationships with all pupils and colleagues</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to promote a positive ethos and role model positive attributes</li> </ul>	E
<ul style="list-style-type: none"> <li>Good personal numeracy and literacy skills</li> </ul>	E
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>Awareness and basic understanding of school curriculum (with specified age range or subject area)</li> </ul>	E
<ul style="list-style-type: none"> <li>Basic awareness of inclusion, especially within a school setting</li> </ul>	E
<ul style="list-style-type: none"> <li>Understanding of basic technology – computer, video, photocopier</li> </ul>	D
<ul style="list-style-type: none"> <li>Experience of working with and/or caring for children (with specified age range)</li> </ul>	E
<ul style="list-style-type: none"> <li>Above within an educational setting</li> </ul>	D
<b>Qualifications and Training</b>	
<ul style="list-style-type: none"> <li>Requirement to complete DfES Teacher Assistant Induction Programme</li> </ul>	E
<ul style="list-style-type: none"> <li>Willingness to participate in relevant training and development opportunities</li> </ul>	E
<ul style="list-style-type: none"> <li>Willingness to undertake appointed person certificate in first aid administration</li> </ul>	D
<b>Professional Values and Practice</b>	
<p>Must be able to demonstrate the following:</p> <ul style="list-style-type: none"> <li>High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> </ul>	E
<ul style="list-style-type: none"> <li>Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice</li> </ul>	E
<ul style="list-style-type: none"> <li>Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning</li> </ul>	E
<ul style="list-style-type: none"> <li>Able to improve their own practice through observations, evaluation and discussion with colleagues</li> </ul>	E
<ul style="list-style-type: none"> <li>Willingness to provide intimate care when required</li> </ul>	E

## How to Apply

We require all candidates who are wishing to apply for any position at The Trust, whether this be a teaching or support post, to complete an application form. CV applications, or prospective applications, are not accepted.

If you are interested in joining us on our journey, please apply by completing the online application form on our [career site](#)