



**Lord Derby Academy
Candidate Brochure
Teaching Assistant Level 3**



THE DEAN TRUST
Believe Achieve Succeed

Teaching Assistant Level 3

Job Summary

In response to increasing pupil numbers, Lord Derby Academy is seeking to appoint a number of suitably qualified, experienced and enthusiastic colleagues to join our SEND department. The information provided in this brochure is for the position of Teaching Assistant (Level 3), with the main responsibility being to support pupils currently receiving education in our Personalised Learning Environment (PLE).

We are 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.

SALARY:

Band F, Point 12 – 17 £28,598.00 -
£31,022.00

(£22,487.32 - £24,393.37 actual
salary)

START DATE:

As soon as possible

WORKING PATTERN:

TTO, 46 Weeks, full time

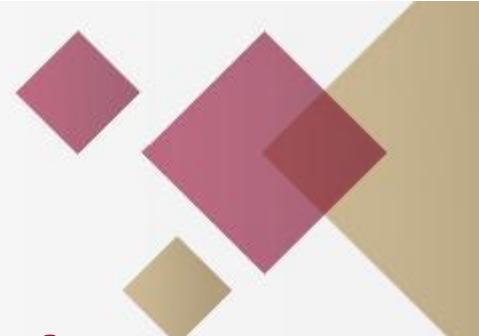
CONTRACT:

Permanent

LOCATION:

Lord Derby Academy





Main Purpose of the Role

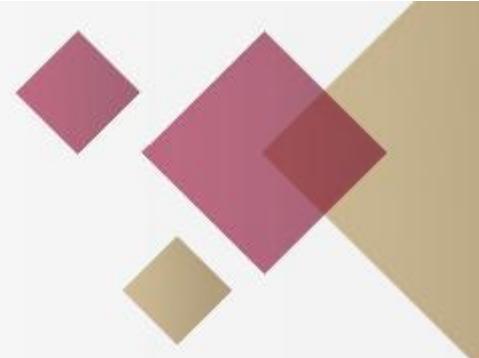
The post holder will work under the supervision of the SENDCo, teachers and senior staff to:

- act on the guidance of the SENDCo, teaching and senior staff to support pupils as necessary
- assist teaching staff with the whole planning cycle and preparation of resources
- implement agreed work programmes with individuals/groups, in or out of the classroom in our Personalised Learning Environment (PLE)

Key Responsibilities

Support for pupils in our PLE

- Promote the inclusion and acceptance of all pupils within the classroom and across school
- Support pupils to access learning activities, whilst recognising and responding to their individual needs,
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of Individual Education Plans (IEPs)
- 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
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required



Support for Teachers

- Work with the teaching staff in the PLE and the wider school to establish an appropriate learning environment
- Assist teaching staff with the delivery of agreed learning activities
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- 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
- 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 appropriate to the role
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/administrative support for teaching staff as necessary

Support for 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
- Undertake necessary training and other learning activities as required, including First Aid training
- Cover lessons as and when deemed appropriate, and within the remit of the position
- Undertake planned supervision of pupils' out of school hours learning activities

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

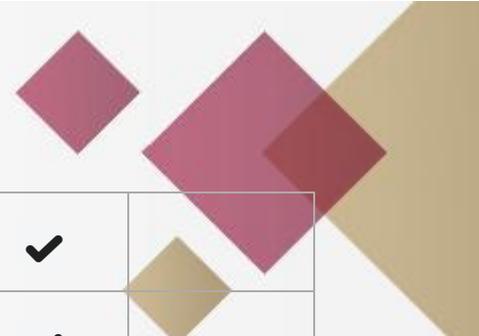
All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

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 take undertaken may not be identified.

Personal Specification

	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> Education to at least GCSE level including English Language & Mathematics A* - C/ Grade 4+ 	✓	
<ul style="list-style-type: none"> To be qualified to NVQ level 2 or working towards NVQ3. 		✓
<ul style="list-style-type: none"> To have evidence of attendance at additional training relevant to the role, such as that provided by a Local Education Authority or other specialist provider. 		✓
<ul style="list-style-type: none"> NVQ 3 for Teaching Assistants or equivalent qualification or experience (or working towards) 		✓
<ul style="list-style-type: none"> Very good numeracy/literacy skills 		✓
Experience		
<ul style="list-style-type: none"> The ability to develop working relationships with children 	✓	
<ul style="list-style-type: none"> Excellent communication skills with dealing with pupils, parents/carers and other professionals, verbal and written 	✓	
<ul style="list-style-type: none"> Experience of working with pupils with specific needs, e.g. Autism, ADHD, SPLD, Physical disabilities 		✓
<ul style="list-style-type: none"> Recent experience of working in a secondary school environment 		✓
<ul style="list-style-type: none"> Previous care or medical experience 		✓
Knowledge		
<ul style="list-style-type: none"> Ability to undertake further training and development as required 	✓	
<ul style="list-style-type: none"> Understanding of classroom roles and your own position within these 	✓	

<ul style="list-style-type: none"> To be aware of all school policies and procedures 		✓
<ul style="list-style-type: none"> Knowledge of Special Needs in the Secondary School environment 		✓
<ul style="list-style-type: none"> Knowledge/understanding of national curriculum and other basic learning programmes/strategies 		✓
<ul style="list-style-type: none"> Effective use of ICT to support learning 		✓
<ul style="list-style-type: none"> First Aid knowledge 		✓
<ul style="list-style-type: none"> Use of other equipment/technology i.e. video, photocopier etc 		✓
<ul style="list-style-type: none"> Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation 		✓
<ul style="list-style-type: none"> Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies 		✓
<ul style="list-style-type: none"> Understanding of principles of child development and learning processes 		✓
<ul style="list-style-type: none"> Ability to self-evaluate learning needs and actively seek learning opportunities 		✓
<ul style="list-style-type: none"> Ability to relate well to children and adults 	✓	
<ul style="list-style-type: none"> Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these 	✓	
Skills and abilities		
<ul style="list-style-type: none"> Ability to work constructively as part of a team 	✓	
<ul style="list-style-type: none"> Calmness under pressure 	✓	
<ul style="list-style-type: none"> An enthusiastic and positive attitude towards young people and the education environment 	✓	



• Ability to use own initiative in undertaking tasks	✓	
• Flexible approach to working arrangements	✓	
• Ability to work with a wide range of people and service	✓	
• Dealing with complex behaviour/emotional needs		✓
• Dealing with complex physical, care and personal needs, including lifting and handling		✓
• Detailed knowledge of the wide variety of special needs		✓



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: Monday 15th December 2025 at 12 noon

Any queries, please contact a member of the HR Team on 0151 477 8860 or
via email at nicholabradylordderbyacademy.co.uk

