



Candidate Brochure
Teaching Assistant Level 3



THE DEAN TRUST
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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

Teaching Assistant Level 3/ Cover Supervisor

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, including those situated in our Personalised Learning Environment (PLE), to access the curriculum. The role will also require successful applicants to cover lessons as and when necessary.

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

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)
- Cover lessons as and when required to do so

Key Responsibilities

Support for pupils in within the main building and 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
- 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 to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- 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 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 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, 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
- 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		
Education to at least GCSE level including English Language & Mathematics A* - C/ Grade 4+	✓	
To be qualified to NVQ level 2 or working towards NVQ3.		✓
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.		✓
NVQ 3 for Teaching Assistants or equivalent qualification or experience (or working towards)		✓
Very good numeracy/literacy skills		✓
Experience		
The ability to develop working relationships with children	✓	
Excellent communication skills with dealing with pupils, parents/carers and other professionals, verbal and written	✓	
Experience of working with pupils with specific needs, e.g. Autism, ADHD, SPLD, Physical disabilities		✓
Recent experience of working in a secondary school environment		✓
Previous care or medical experience		✓
Knowledge		
Ability to undertake further training and development as required	✓	
Understanding of classroom roles and your own position within these	✓	

To be aware of all school policies and procedures		✓
Knowledge of Special Needs in the Secondary School environment		✓
Knowledge/understanding of national curriculum and other basic learning programmes/strategies		✓
Effective use of ICT to support learning		✓
First Aid knowledge		✓
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: Monday 1st June 2026 at 9AM

Any queries, please contact a member of the HR Team on 0161 973 1179 Ext.
*2348 or via email at LucyMatthews@thedeantrust.co.uk

