



Teaching Assistant Level 2

Application Pack

Dear Colleague,

Thank you for your interest in the post of **Teaching Assistant Level 2** at Vantage CE Academies Trust based at **Flixton Girls School**.

Flixton Girls School is a member of the Vantage CE Academies Trust family of schools. We are incredibly proud of our outstanding schools and staff who go above and beyond for our families every day. To find out more about what we have achieved as a Trust family, take a look at our Impact Report. <https://vantageacademies.co.uk/about-us/impact-report/>

Vantage is a mixed CE Multi Academy Trust, which recognises and supports the individual ethos of non-faith schools; we are currently made up of six Church of England schools and four community schools.

The Trust operates across a diverse geographical area in the Northwest of England, from mono cultural areas to those with high levels of diversity, across three hubs in Knowsley, Bolton, and Manchester. These local hubs bring the added benefit of specialist teachers and communal headship, as well as further support and accessible advice.

We are incredibly proud to have been named as a 3 Star, World Class company based entirely on our employee's feedback in the B-Head Best Companies Survey. In addition to achieving the highest possible standard of recognition by Best Companies, Vantage Academy Trust also achieved the following recognition:

Flixton Girls School, Flixton Road, Urmston, Manchester M41 5DR
T: 0161 960 0160 W: www.flixtongirls.com E: flixtongirls@vantageacademies.co.uk



@FlixtonGS



FlixtonGirlsSchool

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aspiration • empowerment • excellence

- Education and Training's 25 Best Organisations to Work For: Vantage CE Academies Trust is now the 7th Best Education and Training Company to Work For in the UK
- The North West's 100 Best Companies to work for: Vantage CE Academies Trust is the Top 40 Best Companies of Any Size to Work for in the North West
- The UK's Best 100 Large Companies to Work For: Vantage CE Academies Trust is the 51st Best Large Company to Work for in the UK

You can find out more about the Best Companies lists and our Trust profile here:
<https://www.b.co.uk/companies/vantage-academy-trust>

This is an exciting opportunity for someone to join the Trust and support its operations.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack.

We very much look forward to hearing from you.

Yours faithfully



Jill Messham
CEO

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Learn About our School

Flixton Girls School

Are you passionate about education and eager to support young minds in reaching their potential? If so, then we have the perfect opportunity for you! We're looking for a dedicated **Teaching Assistant Level 2** to join our caring and happy school and be a vital part of our students' learning journey.

Flixton Girls School is a good school on a journey to become a great school and we are seeking a suitably qualified and experienced Teaching Assistant Level 2 to join us on this journey.

At FGS we inspire students to discover their talents and fulfil their potential through our founding principles of aspiration, empowerment and excellence. These principles are at the heart of life at FGS, ensuring that each individual is able to achieve their personal best.

As a member of the learning support team, the successful candidate will have the opportunity to work closely with all stakeholders. At Flixton Girls School, we pride ourselves on creating a welcoming and inclusive environment for both students and staff. Our school has a commitment to excellence and a culture of fostering a supportive community.

To be successful in this role, we are looking for a person who has:

- Excellent communication and interpersonal skills, with the ability to build strong relationships with all stakeholders (students, staff, and parents).
- The ability to work collaboratively as part of a team and to embrace change and new challenges.
- Experience of working as a Teaching Assistant at this level.
- Sound knowledge of how young people learn and how to create and maximize learning opportunities.
- Sound knowledge of the causes and patterns of poor behaviour and strategies to address these.
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- An understanding of the challenges facing young people and a commitment to promoting their welfare and well-being.

To find out more about our founding principles take a look at our website here:

<https://www.flixtongirls.com/>

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Making your application

We want the best for our students - Are you a passionate, hardworking, and focused teaching assistant who understands how to build a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all students and staff?

Do you believe that you can secure outstanding outcomes for all students in a safe, vibrant, and happy school?

Are you inspired by what you have read? If so, then apply for this post following the steps below:

Application

- Complete the online application form by visiting the Trust website:

[Current Vacancies - Vantage Multi Academy Trust \(vantageacademies.co.uk\)](https://vantageacademies.co.uk)

Deadline

- The deadline for the post is **Monday 23rd June 2025** to arrive no later than **9am**
- Interviews will take place on Friday 27th June 2025

Shortlisting

- Unfortunately, will be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us within 3 weeks of the closing date your application has been unsuccessful on this occasion.

Salary & Hours

- Band D SCP 6 - 11
- Part Time time 32.25 hours per week: Monday – Friday Term Time Plus 1 week
- Actual Salary £18,796 - £20,353

Start Date

- 1st September 2025

Vantage CE Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

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Our Vision and Values

At Vantage Academy Trust, we are very proud of our values-led ethos; we are a principled employer who lives by our core values, which you can see embodied by the staff across each of our schools. We welcome enquiries about joining our Trust, from those who are like-minded regarding our values and aspirations.

Mission Statement

Our mission is to support and encourage the work of academies in our Trust through the excellent education of children and young people.

We are passionate about ensuring that every child gets the opportunities they deserve to thrive as learners, and ultimately, as global citizens.

Our commitment to excellence in teaching and learning, in the curriculum, across our learning environments and in the quality of staff we employ is all key to providing children with the very best start in, and preparation for, life.



Maintaining a strong culture of professional development amongst our teaching staff as the quality of education in our academies can never exceed the quality of its teachers.



Developing our academies to be centres of excellence with a focus on the social and spiritual nurture and achievement of all their members.



Allowing every person to be an active and valued member of our community and developed in their own spiritual journey.



Developing future and aspirational thinking based on our educational heritage and to make use of the latest research in pedagogy and child development, ensuring that our wider learning environment reflects the high aspirations and expectations we have for ourselves and one another.



Fostering, maintaining and celebrating individual distinctiveness in our schools.



Ensuring our academies have a particular vocation to the least advantaged, to enable them, through education, to change their lives.



Encouraging pupils to be curious about the world around us and see their personal learning and growth as a continuous journey.



Not setting a limit on what is possible for ourselves, for one another, and for our community of schools

Job Title:	Teaching Assistant Level 2
Reports to:	Assistant Headteacher Inclusion
Contract:	Permanent
Salary:	Band D SCP 6 – 11 (£25,183 - £27,269 FTE) Actual Salary £18,796 - £20,353
Hours of work:	32.25 hours per week Term Time plus 1 week Monday: 8:15am to 4:00pm Tuesday to Friday: 8:15am – 3pm
Start Date:	1 st September 2025

Job Description

Overall, Purpose of the Post

To work under the direction of the class teacher, usually in the classroom to support students and provide general support to the teacher in the management of students and the classroom.

To provide support for teaching and learning activities. To contribute to students' development and safeguarding and to develop the learning environment.

Key relationships:

- Operational staff, colleagues within the Trust, the Headteacher and Senior Leadership Team (SLT), teaching staff, other support staff, students, parents, governors, and outside agencies

This job profile includes the principal responsibilities of the post. However, the post will evolve. The post-holder will be required to adopt a flexible approach in order to meet the changing needs of the school

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Specific Responsibilities

Support for Students

- Supervise and provide particular support for students who may have physical or medical needs, ensuring their safety and access to learning activities.
- Supervise and provide particular support for students, including those with special needs and learning difficulties, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with students and interact with them according to individual needs and school policies.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under guidance of the teacher.
- To assist with the implementation and enforcement of Access Arrangements for both informal and formal assessments, tests and normal classroom practice.

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on student's achievement, progress, problems etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of students' work.
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3 and recording achievement and progress and feeding back to the teacher.

- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

General Requirements

- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- Responsibility for safeguarding and protecting the welfare of all students, being cognizant of the Safeguarding and Child Protection Policy and related procedures.
- Carry out all duties regarding the school's policies and in compliance with the Trust's Equal Opportunities, Health & Safety and Code of Conduct procedures.
- Undertake necessary training associated with the post.
- Ensure that duties and responsibilities are carried out in accordance with Trust policies.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Be a role model for students and staff.
- Attend meetings, training sessions, after-school events and courses as required.
- Participate in a program of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- Comply with health and safety procedures, information and resources in line with school policy.
- Undertake any reasonable duties as requested by the principal or nominated delegate.
- Maintain a positive ethos.

Vantage CE Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. **This post is subject to an enhanced DBS check.** We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to The Trust's values and principles.

REVIEW ARRANGEMENTS The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Vantage CE Academies Trust will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.

Job Description prepared/revised:
Prepared by:

June 2025
Jane Buckley (HR Officer)

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Person Specification Teaching Assistant Level 2

Note to Applicants: Please try to show in your application, how best you meet the below requirements:

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	Application Form	Interview/ Task
QUALIFICATIONS				
1.	GCSE (or equivalent) in English and Maths qualifications Grades 4 – 9 (or equivalent)	E	✓	
2.	Level 2 certificate in Supporting Teaching & Learning in Schools, or Level 2 NVQ for Teaching Assistants or equivalent qualification or experience	E	✓	
KNOWLEDGE AND EXPERIENCE				
3.	Experience of working as a Teaching Assistant	E	✓	✓
4.	Knowledge of how to support the teacher in planning, delivering and evaluating learning activities to ensure effective teaching and learning. Ability to give feedback in a constructive manner.	E	✓	✓
5.	Knowledge of how to keep children and young people safe during day-to-day work activities. Ability to assess the balance between safety and risk, challenge and protection, and adjust own behaviour accordingly	E	✓	✓
6.	Experience of dealing sensitively with challenging behaviour (in line with setting/school policy and procedures)	E	✓	✓
7.	Experience of helping students, under the direction of the teacher, to participate in whole class, group and individual literacy and numeracy learning activities	E	✓	✓
8.	Good numeracy/literacy skills	E	✓	✓
9.	Experience of working with students with SEND/ additional needs	D	✓	✓
10.	Sound knowledge of the literacy / numeracy KS3 strategies and a good overview of Key Stage 3-4 relevant curriculum.	D	✓	✓
BEHAVIOURS AND VALUES				
11.	Ability to interact and respond positively to children, young people and adults. Ability to establish and maintain rapport with students	E	✓	✓
12.	Able to act as a role model for positive behaviour	E	✓	✓

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13.	Fluent English speaker with good written, verbal, and non-verbal communication skills.	E	✓	✓
14.	Enthusiastic and motivated to support pupil learning and development	E	✓	✓
15.	Ability to organise and prepare classroom materials and activities	E	✓	✓
16.	Ability to remain calm under pressure and to possess a sense of humour	E	✓	✓
17.	A proven track record of good attendance	E	✓	✓
18.	Committed to safeguarding student wellbeing and equality	E	✓	✓
19.	Commitment to maintaining confidentiality at all times	E	✓	✓

Our Expectations

Creating safe, professional environments

Safeguarding Children and Young People

Vantage CE Academies Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK o Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Staff Conduct

All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Vantage CE Academies Trust.

We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that, at all times, employees behave in a manner that role models positive behaviours for our students to follow. Physical violence, verbal abuse and swearing are unacceptable and not tolerated. Employees are expected to maintain a professional relationship with students.

Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

Dress Code

We expect staff to wear professional business dress mirroring the high expectations of our student dress code.

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