

Benchill Primary School



Recruitment Pack: Level 1 Teaching Assistant EHCP Support Assistant

Temporary Contract

1st September 2025 to 31st August 2026

(Term Time Only- 32.5 hours per week)

Grade 2: Scale Point 3

Range: £24,027 per annum (pro rata)

Start Date: 1st September 2025



Headteacher's Welcome:



Dear Prospective Candidate,

Welcome to Benchill Primary School, where we are dedicated to creating a nurturing and dynamic environment that inspires both pupils and staff to reach their full potential. We are thrilled that you are considering joining our team, where your skills and passion for education can truly make a difference. At Benchill Primary School, we pride ourselves on fostering a collaborative and inclusive community that values innovation, diversity and excellence in teaching and learning. As you explore the opportunity to become part of our school, we encourage you to share your unique experiences and ideas that align with our mission to empower every pupil. We look forward to learning more about you and how you can contribute to our vibrant community.

Thank you for considering Benchill Primary School as the next step in your professional journey.

Warm regards,

Steven Rooney

Headteacher



Manchester City Council

Job Description

Teaching Assistant – Level 1, Grade 2

The post holder will report to the Teacher / Senior Teaching Assistant. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, SENDco, teaching staff, other support staff and pupils.

Main Purpose of the Job:

To support access to learning and provide general support for the school in the management of pupils and resources, as directed by senior staff.

Main Duties

Support for pupils

1. To work with small groups of children under the supervision of the teacher including the implementation of ILPs
2. Give regular feedback on children's progress to the class teacher and file records
3. Attend to children's personal needs, including pastoral, social, health, physical hygiene, first aid and welfare matters
4. Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs
5. Promote the inclusion and acceptance of all pupils
6. Encourage pupils to act independently as appropriate

Support for Teachers

7. Provide curricular clerical/admin support, e.g. photocopying, making lists, collection of monies
8. Under the direction of the teacher, prepare the classroom for lessons, including display work and clear afterwards, as appropriate
9. Undertake pupil record keeping as requested (e.g. provide a written statement on pupil progress to the teacher)
10. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate

11. Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher

Support for the Curriculum

12. Provide curriculum / resource support and undertake programmes linked to local and national learning strategies such as training to become a Read Write Inc Fast Track Tutor.
13. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
14. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

Support for the School

15. Be aware of and comply with safeguarding and child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff
16. Maintain high standards of health and safety at all times
17. Maintain good relationships with colleagues and work together as a team
18. Assist in the supervision of classroom and outdoor activities
19. Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present
20. Contribute to the overall ethos/work/aims of the school
21. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
22. Attend relevant meetings
23. Participate in training, including relevant learning strategies and other learning activities and performance management where required

A teaching assistant level 1 may be called upon occasionally to provide cover supervision for a whole class for a session/lesson e.g. in an urgent situation. However, they will not be required to set or allocate work to the pupils, as this will be determined by the class teacher.

The Teaching Assistant must carry out his or her duties with full regard and commitment to the Governing Body and City Council Policies. Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Manchester City Council

Person Specification

Teaching Assistant – Level 1

For this job we are looking for:

Experience of working with or caring for children of a relevant age

Numeracy/literacy skills (at a level equivalent to NQF Level 2)

Completion of the Teaching Assistant Induction Programme

Ability to relate well to children and adults

Ability to work as part of a team

An understanding of the role of the Teaching Assistant and other professionals working in the classroom

Ability to use relevant technology e.g. photocopier

Understanding of national/foundation stage curriculum and other basic learning programmes/strategies

Basic understanding of child development and learning

Willingness to undertake first aid training as appropriate

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work

Self motivation and personal drive to complete tasks to the required timescales and quality standards

The flexibility to adapt to changing workload demands and new school challenges

Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of the pupils

Personal commitment to continuous self-development

A commitment to school improvement

Be willing to consent to and apply for an enhanced disclosure to a DBS check.

Application Details:



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EHCP Support Assistant

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Applicants are welcome to visit the school prior to applying.
School visits will take place on:

Tuesday 24th June at 2pm

Thursday 26th June at 10am

To book a school visit please contact Steven Rooney,
Headteacher:

head@benchill.manchester.sch.uk

or call: 0161 998 3075

To apply for this post, please complete an application form
and email it to:

recruitment@benchill.manchester.sch.uk

Deadline for applications:

Monday 30th June 2025 at 9am

