



# **New Moston Primary School Recruitment Pack**

## **Teaching Assistant – Level 2**

Job Profile	
<b>Job Title:</b>	Teaching Assistant – Level 2
<b>Pay Grade / Scale / Range:</b>	Grade 3, SCP 4–6 (Manchester City Council Pay Scale)
<b>Start Date:</b>	As soon as possible
<b>Staff responsible to:</b>	Class Teacher / SENCO / Senior Leadership Team
<b>Staff responsible for:</b>	None
<b>Working hours:</b>	Monday to Friday, term time only (hours to be confirmed)
<b>Purpose of the role:</b>	To work under the guidance of teaching or senior staff to provide learning and pastoral support for pupils, including those with SEND or additional needs, enabling access to learning and ensuring the safety and wellbeing of all pupils. The role involves working with individuals, small groups, and occasionally whole classes to promote inclusion, engagement, and progress in line with the school's values of Growth, Standards, Attitude, and Pride.
<b>Timeline</b>	<b>Application Deadline: 25/11/2025</b> <b>Shortlisting: 26/11/2025</b> <b>Recruitment Day: 01/12/2025</b> <b>Start Date: As soon as possible.</b>

### **Grade 3, Term time only**

**Start date: As soon as possible**

Do you enjoy working with children and making a real difference in their day? At New Moston Primary School, we are looking for caring, reliable and enthusiastic Teaching Assistants to join our team. You will support pupils' learning, wellbeing and development, helping to create a nurturing and inclusive environment where every child can thrive.

We are a proud and diverse community, rooted in our values of **Growth, Standards, Attitude, and Pride**. Our Teaching Assistants play a vital role in creating a positive, inclusive and safe environment where every child feels happy, supported and ready to achieve their best throughout the school day.

### **Key Responsibilities**

- Support pupils' learning, wellbeing and independence, including those with SEND or additional needs.
- Work closely with teachers to deliver learning activities, interventions and behaviour strategies.
- Promote inclusion, positive relationships and engagement across the classroom and school.
- Prepare and organise learning resources, maintaining a safe and positive learning environment.
- Model the school's values of **Growth, Standards, Attitude and Pride** while upholding safeguarding and professional expectations.

### **What We Are Looking For**

- A kind, patient and responsible attitude towards children.
- A team player who can communicate well with adults and children.
- Reliability, punctuality and a commitment to supporting the school community.
- Experience of working with children (desirable but not essential – full training provided).

### **What We Offer**

- A welcoming and inclusive school community.
- Supportive colleagues and approachable leaders.
- Opportunities for professional development and progression.
- A strong commitment to staff wellbeing and teamwork.
- A chance to make a meaningful difference in the lives of our children every day.

### **How to Apply**

Application packs are available on our school website or by contacting the school office: [recruitment@newmoston.manchester.sch.uk](mailto:recruitment@newmoston.manchester.sch.uk) or **0161 681 3321**  
Completed application forms should be returned via email.

## Letter from the Headteacher

### Dear Potential Applicant,

Thank you for your interest in the Teaching Assistant – Level 2 position at New Moston Primary School.

New Moston is a large, welcoming primary school in North Manchester, serving a diverse and vibrant community. We are deeply proud of our inclusive ethos and commitment to supporting the whole child through an attachment-informed and therapeutic approach.

Our Teaching Assistants play an essential role in supporting children's learning, wellbeing, and personal development. Whether working one-to-one, in small groups, or alongside the class teacher, you will be helping children to achieve their full potential and thrive as confident, independent learners.

We are looking for caring, resilient and enthusiastic individuals who can bring energy, patience and a positive attitude to our team. You will be part of a collaborative staff community where everyone is valued and supported to grow. Our school values of Growth, Standards, Attitude, and Pride underpin everything we do, and we are proud of the difference our staff make each and every day.

I would be delighted to welcome you for a visit to meet our team and see our inclusive and vibrant environment in action. To arrange a visit, please contact Sue Pett, PA to the Headteacher, at [s.pett@newmoston.manchester.sch.uk](mailto:s.pett@newmoston.manchester.sch.uk).

Thank you once again for your interest in joining our school community. I hope this pack gives you a sense of what makes New Moston Primary such a special place to work.

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Peter Stewart  
Headteacher

## **Job Description**

### **Key Responsibilities**

#### **Support for Pupils**

- Provide learning support for pupils, including those with SEND, EAL, or additional needs.
- Support pupils to access learning activities under the guidance of the class teacher.
- Foster independence, confidence, and resilience in pupils.
- Supervise pupils to ensure their safety, wellbeing, and inclusion at all times.
- Provide pastoral support, including attending to children's personal needs and assisting with minor first aid.

#### **Support for Teachers**

- Work closely with the class teacher to implement learning activities and interventions.
- Provide feedback on pupils' progress and behaviour to inform planning and assessment.
- Assist in the preparation of resources, classroom organisation, and record keeping.
- Contribute to the management of behaviour through positive reinforcement and consistency.

#### **Support for the Curriculum**

- Deliver structured programmes and interventions as directed (e.g. phonics, reading, maths, or social skills).
- Support the use of ICT and promote pupil independence in its use.
- Help pupils understand lesson objectives and learning outcomes.

#### **Support for the School**

- Promote inclusion and equality of opportunity for all pupils.
- Uphold the school's safeguarding, behaviour, and health & safety policies.
- Communicate effectively with colleagues, parents, and external professionals when appropriate.
- Participate in meetings, training, and performance development as required.
- Model the school's values of Growth, Standards, Attitude, and Pride in all aspects of work.

## Person Specification

Criteria	Requirement	Essential	Desirable	Assessment
<b>Qualifications</b>	I have a good standard of general education (e.g. GCSE English and Maths or equivalent).	X		A
	I have up-to-date safeguarding knowledge or am willing to undertake training.	X		A
	I have a current first aid qualification.		X	A
	Relevant TA qualification (e.g. Level 2 or equivalent)		X	A
<b>Experience</b>	I have experience working or volunteering with children in a school or community setting.	X		A, I
	Experience supporting children with SEND or EAL	X		A, I
	Experience working in a primary school setting	X		A, I
<b>Knowledge</b>	Understanding of child development and learning	X		A, I
	Understanding of safeguarding and confidentiality	X		A, I
	Awareness of inclusive strategies for supporting behaviour and engagement	X		A, I
<b>Skills</b>	Ability to build positive relationships with pupils and adults	X		A, I
	Clear and confident communication skills	X		A, I
	Ability to work collaboratively as part of a team	X		A, I
	Ability to adapt activities and materials for pupils with different needs	X		A, I
	Organisational and time management skills	X		A, I
<b>Personal Qualities</b>	Caring, patient, and nurturing approach	X		A, I
	Reliable, responsible, and flexible attitude	X		A, I
	Committed to continuous improvement and professional growth	X		A, I
	Demonstrates the school's values of Growth, Standards, Attitude, and Pride	X		A, I

**Abbreviations: A – Application, I – Interview Process**