# Heathfield Primary School

# Teaching Assistant Level 2

**Pay Scale:** Band 7 (SCP 14 – SCP 17) £21,827 - £22,922 (Actual Salary)
**Contract:** 30 hours per week - Term time only
**Required:** January 2027
**Contract:** Permanent
www.heathfieldprimary.com

**Telephone:** 01325 252144

## Would you like to take on a new opportunity and make a difference to our young people?

Do you have a genuine desire to create something extraordinary for the children in our care? If so, Heathfield Primary School may just be looking for you.

Heathfield Primary is a successful school with high aspirations, able to fully support our children in their learning and growth. We have wonderful children who are supported and nurtured by a hardworking teaching and support team in a positive and innovative working environment.

The successful candidate will be working across all year groups, from Early Years to Year 6. You will be supporting the pupils on either a 1:1/group basis or within the class setting, improving the quality of learning for all.

We are looking for someone who:

- Has experience of working across the primary age range.
- Loves working with children of all abilities; being able to forge positive relationships quickly.
- Can lead by example and will embody our school motto.
- Works well as team and will embrace our school ethos.

If this sounds like you and a role that you would enjoy, please look carefully at the following materials and complete the application form.

Lingfield Education Trust and Heathfield Primary School are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

Application packs are available from the school office . Please email Charlotte MacKenzie at admin@heathfield.lingfieldtrust.org.uk or phone the school to request an application pack on 01325 252144. All completed application packs must be returned directly to the school or emailed and marked for the attention of the Charlotte MacKenzie, School Business Manager.

Visits to the school are encouraged and can be arranged by contacting the Charlotte MacKenzie, School Business Manager.

**Closing Date: Tuesday 24th November 2026 at 9am**
**Interviews: Tuesday 1st December 2026**

**JOB DESCRIPTION**

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| **POST:** | **Teaching Assistant Level 2** |
| GRADE: | Band 7 SCP 14-17 |
| RESPONSIBLE TO: | Headteacher |
| STAFF MANAGED: | None |
| **JOB PURPOSE:** | To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.<br><br>To advance pupils' learning in a range of classroom settings, including working with individual pupils or groups and whole classes. Activities involve planning, preparing and delivering learning lessons as well as monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development, under the direction of the class/subject teacher. |

**ACCOUNTABILITIES / MAIN RESPONSIBILITIES**

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| **Supporting Learning & Development** | • Communicate pupil work as planned by the classroom teacher and manage pupil behaviour.<br>• Within an agreed system of supervision, plan teaching and learning objectives, prepare and deliver learning activities and evaluate and adjust lessons/work plans according to pupil responses/needs.<br>• Monitor, record and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.<br>• Interact with pupils in ways that support the development of their ability to think and learn and work independently.<br>• Support the development and implementation of appropriate behaviour management strategies, to anticipate and manage behaviour constructively, promoting self-control and independence.<br>• Support pupils in their social and emotional wellbeing and develop and implement related social, health and physical programmes.<br>• Encourage and motivate pupils to promote independence and resilience and increase self-esteem.<br>• Participate in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc.<br>• Accompany educational visits, with the class teacher, and other activities outside of the classroom, supervising the pupils.<br>• Provide supervision during breaks and lunchtimes. |
| **Communication** | • Establish constructive and respectful relationships with parents/carers, exchange appropriate information, facilitate their support for their child's attendance, access to learning and support home to school and community links.<br>• Play an appropriate part in establishing effective relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils. |

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| **Sharing Information** | • Provide objective and accurate feedback and reports on pupil attainment, progress and other matters, ensuring the availability of appropriate evidence.<br>• Participate in meetings with other staff, external professionals, and parents, regarding pupils, in a support capacity to the teacher, who will normally lead on such matters.<br>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.<br>• Share information about pupils with teachers and other professionals as required. |
| **Safeguarding and Promoting the Welfare of Children/Young People** | • Assist pupils with personal hygiene and welfare, including physical and medical needs, whilst encouraging independence.<br>• Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate. |
| **Administration/Other** | • Organise and manage an appropriate learning environment and resources.<br>• Co-ordinate the activities of students entering the school for the purpose of work experience/ work placements.<br>• Support the use of ICT to advance pupils' learning and use common ICT tools for own and pupils' learning.<br>• Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, reporting on attendance, exclusions etc., making phone calls.<br>• Supervise and provide access arrangements for pupils sitting internal and external examinations, ensuring that examinations comply DFE requirements.<br>• Under the guidance and supervision of a class teacher be responsible for marking the register when covering classes.<br>• Participate in training and appraisal. |
| **Data Protection** | • To comply with Lingfield Education Trust's policies and supporting documentation in relation to GDPR - this includes Data Protection, Information Security and Confidentiality |
| **Health & Safety** | • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.<br>• Work with colleagues and others to maintain health, safety and welfare within the working environment. |
| **Equalities** | • Promote inclusion and acceptance of all pupils.<br>• Ensure services are delivered in accordance with the aims of the Equality Policy Statement.<br>• Develop own and team members understanding of equality issues. |

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| **Lingfield Education Trust** | • To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.<br><br>*These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.*<br><br>**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.**<br><br>The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. |
| Date of Issue: | November 2026 |

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The post will be based in Heathfield Primary School however; the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

**PERSON SPECIFICATION | Teaching Assistant Level 2**

| **Essential upon appointment** | **Desirable on appointment** (if not attained, development may be provided for successful candidate) |
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| **Knowledge**<br>• Good understanding of child/young people's development and learning processes – (AF, I, R)<br>• Understanding of Special needs, particularly ASD (AF, I)<br>• An understanding that children/Young people have differing needs and knowledge of inclusive practice (AF, I, R) | • Knowledge of Behaviour Management techniques (AF, R, I)<br>• Knowledge of Child Protection and Health & Safety legislations and procedures (AF, R, I) |
| **Experience**<br>• Experience of working with children in an education setting, including with special needs (AF, I, R) | • Experience of delivering evidence based interventions that accelerate learning (AF, R, I)<br>• Experience in a relevant specialism e.g. Art/Music/Sport (AF, R, I) |
| **Occupational Skills**<br>• Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe (AF, R)<br>• Good written and verbal communication skills: able to communicate effectively and build good relationships with all teachers, children, young people, families and carers (AF, I, R, T) | |
| **Qualifications**<br>• Grade C English and maths at GCSE or equivalent (AF,C)<br>• Level 2 TA qualification<br>• Relevant Safeguarding Training | • Paediatric First Aid Training (AF, C) |
| **Personal Qualities**<br>• Demonstrable interpersonal skills (I, R)<br>• Ability to work successfully in a team (AF, I, R) | • Creativity (AF, T, I) |

| **Essential upon appointment** | **Desirable on appointment** (if not attained, development may be provided for successful candidate) |
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| • Able to exercise discretion and judgement (AF, I, R)<br>• Confidentiality (AF, I. R)<br>• Flexibility (AF, I, R) | |
| **Other Requirements**<br><br>• To be committed to the school's policies and ethos (AF, I, T)<br>• To be committed to Continuing Professional Development (AF, I, R)<br>• Motivation to work with children and young people (AF, R, I)<br>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people (AF, R, I)<br>• Emotional resilience in working with challenging behaviours and attitudes (AF, R, I)<br>• Ability to use authority and maintaining discipline (AF, R, I)<br>• Enhanced DBS (D)<br>• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post (I) | |

| Key – Stage identified | |
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| AF | Application Form |
| C | Certificates |
| O | Observation |
| I | Interview |
| T | Task |
| R | References |
| D | DBS Disclosure |

All appointments are subject to satisfactory references/background checks.

Lingfield Education Trust