



Ashlawn School  
Teaching Assistant Level 2



Job Description and Person Specification

# Welcome from the Principal

**As Executive Principal of Ashlawn School, anticipating a new challenge and opportunity is always exciting. It is important to recognise that recruitment is a two-way process.**

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Ashlawn, our ambitions of nurturing potential, inspiring community, and delivering excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and student has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Ashlawn is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to be part of a dynamic team, contribute to our excellent standards, and have high aspirations for young people, then Ashlawn School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Paul Brockwell  
**Executive Principal**

# About the Role

Thank you for your interest in the position of Teaching Assistant Level 2 at Ashlawn School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

## **So, who are we looking for?**

Ashlawn School is recruiting a Teaching Assistant to support the learning and wellbeing of students throughout the whole school and to promote a positive environment to enable them to access their education. The post requires an individual who is able to work as part of a team, support class teachers, and manage students in a 1:1, small group and whole class setting. The successful candidate will be able to establish excellent relationships with students, many of whom face significant barriers to their education.

You will enjoy support and guidance from a friendly team who work together and aim to give the best possible educational experience for their students.

The post is very rewarding and is ideal for people who have SEND experience and who are looking to take their next step. The post would also be perfect for someone wishing to extend their school experience with a view to training as a teacher. The school is known to promote within and to encourage teaching assistants to train to become teachers through the Ashlawn Teaching School. The Transforming Lives Educational Trust is growing and there is great opportunity for progression.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

## **Why work for Ashlawn?**

- A large bi-lateral school committed to supporting all members of the school community to succeed
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits

- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision

### **What next?**

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn. Should you wish to discuss any element of the pack in more detail, please do not hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

# Job Description

<b>Academy/College:</b>	Ashlawn School
<b>Job Title:</b>	Teaching Assistant Level 2
<b>Salary:</b>	NJC07 (£26,403.00 FTE) to NJC11 £28,142.00 FTE) <i>Actual Salary:</i> £22,381.01 to £23,855.10
<b>Contract:</b>	37 Hours Term Time plus 3 days
<b>Responsible to:</b>	Head of Faculty / Lead Teaching Assistant
<b>Key relationships/Liaison with:</b>	SLT ELT All staff Students Parents/Carers
<b>Job purpose:</b>	To support students with special educational needs to develop their independence and access learning within the classroom and beyond.

## MAIN ROLE AND RESPONSIBILITIES:

Teaching Assistants make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teaching Assistants act with honesty and integrity; have a good subject knowledge, keep their knowledge and skills as teaching assistants up-to-date and reflect; forge positive professional relationships; and work with others in the best interests of their students.

The postholder is accountable for:

- Promoting inclusion and acceptance of all students, encouraging them to interact and work cooperatively and engage in learning;
- Promoting independence and development of self-esteem;
- Assisting in the personal, social, emotional development of students;
- Assisting with the development and implementation of Pupil Support plans;
- Using specialist skills/knowledge/training to provide support in specialist areas;

- Working with students with complex special needs, monitoring and advocating for general care, safety and welfare, including tasks connected with their social inclusion and providing for their personal, physical and health care needs;
- Encouraging and reinforcing positive interactions between students working within any behaviour targets set;
- Monitoring individual/group achievements of key objectives and provide feedback to the teacher;
- Having an up-to-date understanding of the role and responsibilities of a level 2 post;
- Contributing to the overall ethos/work/aims of the school;
- Establishing constructive relationships and communication with other agencies/professionals, in liaison with the teacher.

#### **Support for pupils:**

- Delivering planned activities to small 1-1 groups of students following appropriate training and provision of resources;
- Supporting the preparation of and follow-up for educational visits and assist with their supervision, in accordance with an appropriate risk assessment and guidance;
- Helping students to develop communication skills, regulate their emotions and take responsibility for their actions;
- Identifying and reporting uncharacteristic behaviour patterns;
- Assisting with student supervision on trips off the premises, under overall guidance of the teacher;

#### **Support to teacher:**

- Assisting with lesson/activity planning, delivery and evaluation;
- In liaison with teaching staff, plan, prepare and deliver the support needed, developing strategies to achieving positive behavioural outcomes;
- Ensure students receive regular and constructive feedback with regards to their progress;
- Recording information relevant to assessment and review of students' progress
- Attending Education, Health and Care Plan (EHCP) review meetings;
- Support teaching staff with appropriate strategies when dealing with behaviour;
- Undertaking routine and non-routine administrative tasks;
- Liaising with parents/carers, specialist teachers and other professional staff, share and provide information;

#### **Support to the school:**

- Understanding and complying with policies and procedures;
- Being aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
- Liaising effectively with parents/carers, participating in feedback sessions/meetings;
- Attending and participating in regular meetings and in training and other learning activities as required;

**Other duties and responsibilities of a Teaching Assistant:**

Carry out other duties that the Principal and/or line manager may reasonably request.

Transforming Lives Educational Trust is committed to safeguarding the welfare of children and expects all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff within the Trust.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.



# Person Specification

**Job Title:** Teaching Assistant L2  
**Responsible to:** Assistant Principal: Inclusion

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>Maths &amp; English GCSE 4 (C) or above</li> <li>Teaching Assistant qualification or relevant qualification in working with children</li> </ul>	<ul style="list-style-type: none"> <li>Training in child protection and safeguarding</li> <li>Willingness to undergo appropriate training</li> <li>First aid</li> <li>Manual handling</li> <li>Fire awareness</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with young people in a relevant professional environment (education, youth, health, social work)</li> <li>Experience of providing individual support to children/young people</li> <li>Experience of working on own initiative and making decisions</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an education setting (desirable)</li> <li>Experience working with Phonics and/or the Read, Write Inc Fresh Start Programme or willingness to train</li> </ul>
<b>Knowledge/Skills (Ability to)</b>	<ul style="list-style-type: none"> <li>Evidence of understanding young people's emotional and educational needs</li> <li>Knowledge of behaviour management strategies</li> <li>Excellent numeracy and literacy skills</li> <li>Effective verbal and written communication skills</li> <li>Good time management skills</li> <li>Ability to handle sensitive and confidential information and issues appropriately.</li> <li>Ability to work independently and as part of a team</li> <li>Ability to take responsibility and work with autonomy within set boundaries</li> <li>To establish good working relationships at all levels –</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection</li> <li>A good working knowledge of computer software packages including Microsoft Word, Excel and Google Workspace.</li> </ul>



	<p>students, teachers, senior management, board of trustees etc.</p> <ul style="list-style-type: none"> <li>• Ability to self-evaluate learning needs and actively seek CPD</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Calm</li> <li>• Confident</li> <li>• Flexible</li> <li>• Reliable</li> <li>• Professional and confident</li> </ul>	

# How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website ([www.tlet.org.uk](http://www.tlet.org.uk)). Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please do not hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

## Recruitment Timeline

- **Position advertised:** 18 December 2025
- **Closing date:** 06 January 2026 (9am)
- **Final shortlisting:** TBC
- **Final panel process:** TBC