



Enquire Learning Trust Application Pack

Teaching Assistant Level 2

ELTOCT2613

Dowson Primary Academy
Marlborough Road
Gee Cross
SK14 5HU



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The Enquire Learning Trust

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

The Enquire Learning Trust is committed to promoting sustainability and environmental responsibility across all academies, in line with the DfE (Department for Education) Sustainability and Climate Change Strategy. We care deeply about creating school environments that positively contribute to the communities we serve. Our approach includes driving progress towards net zero carbon emissions, protecting biodiversity, and equipping our children with the knowledge and skills to build a sustainable future.



Dowson Primary Academy

VISION

Today's generation makes a positive difference to tomorrow's world.

MISSION

To prepare children with the skills, values and attributes needed to succeed and achieve in an unknown future.

VALUES

PRIDE AND RESPECT

ASPIRATION AND
ACHIEVEMENT

CITIZENSHIP AND CARE

TEAM WORK

*Making a **PACT** to embody the values we promote:*

Children will...

- Develop a growth mindset and the skills and attributes needed to be an effective learner, both independently and as part of a team.
- Have aspiration and ambition, be inquisitive and compelled to learn, taking ownership of and pride in their work and achievements.
- Acquire high standards in the basic skills for life: they will be highly competent in Reading, Writing, Oracy, Communication (including through Information Technology) and Mathematics - including economic well-being.
- Understand their place in the world and society and the part they have to play in the present and future of each, recognising what it takes to contribute positively to their community, society and global citizenship; this includes developing a strong sense of British Values.
- Journey an individual and personalised path that means achievement for all.
- Celebrate their individuality and uniqueness, be encouraged to find their voice, develop a strong sense of self, be confident in their autonomy.
- Be nurtured to thrive, receiving great care and support to overcome any barriers to learning and progress that they may face during their journey through school.

Dowson Academy...

- Prides itself on a strong TEAM ethos, recognising that collaboration, partnerships and stakeholder contributions all strengthen the standard of education provided to our children: Together Everyone Achieves More.
- Continuously develops and improves practice, encouraging innovation, risk, reflection and evaluation: we never stand still!
- Holds high regard for Pupil Voice and leadership.
- Believes that by providing authentic purpose and audience for their work and following children's interests, engagement will be genuine and product will be more beautiful.
- Cares for the whole family, their health and well-being and offer a wealth of support and guidance to parents and carers alongside their children.

A VALUES-DRIVEN DOWSON CURRICULUM:

Dowson provides a rich and bespoke curriculum which offers a wide variety of opportunities and experiences beyond those included in statutory documents. We support the curriculum with high quality resources and environment.

Our Curriculum is built upon 4 Key 'Drivers' which exude the values from our PACT:

1. Learners for Life
2. Basic Skills for Life
3. SMSC (Social, Moral, Spiritual and Cultural education)
4. My Place and Part in the World

EAP Programme



The Trust offers a plan through Health Assured which provides access to valuable health and wellbeing services.

Key Features:

- Unlimited access to 24/7 confidential telephone helpline
- Up to 10 sessions of face to face, telephone and online counselling
- Access to the portal and wisdom app
- Coverage for spouse/partner and dependants
- Medical information line including articles, webinars and podcasts
- Menopause Support access to other resources such as 'Menopause Matters'
- Access to Perks and Discounts
- Online and mobile access, anywhere and anytime
- Self-help guides, mood and wellness trackers

Teaching Assistant (Level 2)

ELTOCT2613

Working Hours: 30 hours per week

Working Weeks: Term Time only

Salary Scale Range: NJC Pay Scale 6-7

Contract Type: Temporary

Start Date: as soon as possible

Location (school name and address): Dowson Primary Academy, Marlborough Road, Gee Cross, SK14 5HU

About us

Dowson is a friendly, happy, 2 form entry Primary School spread across a three-building site with wonderful grounds and resources to offer. We are fully extended and run our own Before and After School and Holiday Club. The successful candidate would be joining a large staff team with a mix of skills and experience which values flexibility, teamwork and a good sense of humour.

About the role

Dowson Primary Academy requires an experienced Teaching Assistant with a dedication to providing the highest of standards for all pupils. Candidates must be able to work with all age groups across school – ages 3-11. However, the current position is within a Year 3 class.

What we are looking for

Please see the details job description and person specification for full details of the role.

What we can offer

Membership of GMPF Pension Scheme
Opportunities for development and progression
Employee Assistance Programme provided by Health Assured
Cycle to Work Scheme
Octopus EV Scheme
Lifestyle savings

Working arrangements

8:30am - 3:30pm Monday - Friday

For more information, please contact Nicola Lane, Academy Business Manager

Visits to school are welcome; please contact the school office on *0161 366 0177*

How to apply

You can apply for this position by visiting [The Enquire Learning Trust](#)

Closing date and time: 2nd November 2026 – 12 noon

Interview Date: 16th November 2026

DBS/Safeguarding Statement

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an **Enhanced Disclosure from the DBS**



JOB DESCRIPTION

<u>SCHOOL:</u>	DOWSON PRIMARY ACADEMY
<u>JOB DESIGNATION:</u>	TEACHING ASSISTANT LEVEL 2
<u>RESPONSIBLE TO:</u>	PRINCIPAL, SENIOR LEADERSHIP TEAM AND CLASS TEACHER
<u>GRADE:</u>	NJC PAYSCALES POINTS 6-7
<u>POST OBJECTIVE/S:</u>	

The purpose of this post is to support the delivery of high-quality teaching and learning by working collaboratively with teachers to prepare and deliver learning activities for individuals and groups. The Teaching Assistant Level 2 will promote pupil engagement, progression, and inclusion by providing targeted support, contributing to assessment and monitoring of progress, and fostering a positive, safe, and supportive learning environment. The role also involves supporting pupils' social, emotional, and behavioural development while upholding school policies, safeguarding requirements, and high expectations for all learners.

MAIN DUTIES AND RESPONSIBILITIES

<i>SUPPORT FOR PUPILS</i>
• Use (curricular/learning) skills/training/experience to support pupils • Be aware of the individual learning needs of SEN children, and to deliver a program of work so that they make good progress • Establish productive working relationships with pupils, acting as a role model and setting high expectations • Promote the inclusion and acceptance of all pupils within the classroom • Support pupils consistently whilst recognising and responding to their individual needs • Encourage pupils to interact and work co-operatively with others and engage all pupils in activities • Promote independence and employ strategies to recognise and reward achievement of self-reliance • Provide feedback to pupils in relation to progress and achievement
<i>SUPPORT FOR THE TEACHER</i>
• Work with the teacher to establish an appropriate learning environment • Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives • Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters • Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour • Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility • Administer and assess routine tests and invigilate exams/tests • Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall vision, aims and ethos of the school and act in a manner conducive to the school values.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits, trips and out of school activities as required

PERSON SPECIFICATION

TEACHING ASSISTANT LEVEL 2

Personal requirements of a successful postholder

Education/Qualifications/Membership of Professional Institutions (indicate grade)

NVQ Level 2 for Teaching Assistants or equivalent, and 2 years relevant experience	E
Excellent numeracy/literacy skills – GCSE Grade C/4 or above (or equivalent qualification)	E
Evidence of ongoing professional development relevant to the role.	E
Willingness to undertake first aid and safeguarding training.	E
Paediatric First Aid Qualification	D

Specialised Training

Safeguarding and child protection training	E
Any training in other relevant areas that would support pupils or the wider role.	D

Experience

Experience supporting teaching and learning within a school setting.	E
Experience delivering small-group or 1:1 interventions with measurable impact.	E
Experience supporting pupils with SEND, EAL, or additional needs.	E
Experience working across multiple year groups or key stages.	D

Key Knowledge and Skills

Strong understanding of effective classroom practice and behaviour management.	E
Ability to adapt learning activities to meet diverse pupil needs.	E
Ability to communicate clearly and professionally with pupils, staff, and parents.	E
Competent in using ICT to support learning and record-keeping.	D
Knowledge of current educational initiatives and curriculum expectations.	D
Understanding of safeguarding, inclusion, and SEND frameworks.	D
Specialist skills/training in curriculum or learning area	D

Personal Qualities

Positive, proactive, and child-centred approach.	E
Ability to work independently and as part of a team.	E
Flexible, reliable, and able to use initiative.	E
Calm, patient, and resilient when managing challenging situations.	E
Commitment to promoting equality, inclusion, and high expectations for all pupils.	E
Willingness to undertake further training as required.	E
Commitment to upholding the school's values, policies, and safeguarding responsibilities.	E

For information

Category (E) – ESSENTIAL - without which the candidate would be unable to carry out the duties of the post

Category (D) – DESIRABLE FEATURES which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.

Dowson Primary Academy
Marlborough Road, Gee Cross, SK14 5HU

Principal: Mrs K Thornburn
Business Manager: Miss N Lane

Telephone: 0161 366 0177
Email: n.lane@dowsonprimary.com

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with [Keeping Children Safe in Education](#).

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations