



Enquire Learning Trust Application Pack

TEACHING ASSISTANT LEVEL 2

Reference Number: ELTSEPT2614

Southcoates Primary Academy
Southcoates Lane
HULL

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1. The Enquire Learning Trust Visions, Values and Mission



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 do not 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 is 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.

2. Academy Information

School Context and Background

Children have been learning at our school for over 100 years and Southcoates is part of the history of our community. We are proud of our history but look to the future and the part our pupils will play in it. Since joining the Enquire Learning Trust and becoming an academy in 2014 we have been able to focus on this more sharply – we want the very best for every child that enters our doors. We want to ensure they are prepared for the next step in their education and the world of work.

Southcoates Academy has high aspirations and expectations for every child, at the same time we maintain a caring family orientated culture. We work hard to meet the needs of all children. This is done by providing a calm, orderly environment in which every child is respected and valued.

We aim to help each child experience success and to reach their full potential by providing the highest standard of education and care. Our academy adopts a 'whole academy approach' to special educational needs. All staff work to ensure inclusion of all pupils. The academy is committed to ensuring that pupils with special educational needs can fulfil their potential and achieve optimal educational outcomes.

Vision Statement

Southcoates Primary Academy: Supportive, Positive, Achieving

At Southcoates Primary Academy, we deliver a bespoke curriculum that provides tailored opportunities and experiences, developing curious minds and a passion for learning.

Our immersive and thought-provoking curriculum is delivered in a safe and supportive environment which encourages every child to flourish and strive for excellence.

A collaborative approach to learning ensures that school is a nurturing place of enjoyment. Our school community work together to empower children to develop excellent learning behaviours for life.

Ofsted

Our academy's last Ofsted inspection/report (March 2023) validated a 'Good' outcome and acknowledged that 'leaders have implemented an ambitious curriculum' and 'teachers use assessment effectively'. The Ofsted report also endorsed that: 'Pupils are proud to attend Southcoates Primary Academy, 'Staff have high expectations of pupils', 'Pupils feel safe in school and behave well in lessons and around school', 'The school works in partnership with parents and carers to the benefit of pupils in their development and learning' and 'Classrooms are calm environments that enable pupils, including those with special educational needs and/or disabilities, to concentrate and learn'.

Curriculum Organisation and Intent

At Southcoates Primary Academy, we have devised the SPA Curriculum: a knowledge-based curriculum in line with the knowledge promoted in the National Curriculum (both declarative and procedural). We have chosen to deliver this knowledge through a whole school themed approach: All children from the Early Years through to Y6 study the same theme, with the knowledge taught being appropriate to their age group. Each phase has their own focus within each whole school theme, as outlined in the Long-Term Plan.

The curriculum reflects the requirements of the National Curriculum. In addition to this, we have built the SPA Curriculum around the key themes (Safe Behaviours / Positive Role Models / Awareness of the World), that we feel hold a great importance for the children of Southcoates.

Safeguarding

At Southcoates Primary Academy, ensuring the safety of children is paramount.

We do this by:

- providing a safe environment in which the children can learn
- listening to what children tell us
- identifying children who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure that they are kept safe both at home and in the education setting.

To achieve this objective, we:

- identify instances where there are grounds for concern about a child's welfare and initiate or take appropriate action to keep them safe.
- contribute to effective partnership working between all those involved in providing services for our children.
- aim to prevent unsuitable people from working with children.
- promote safe practice and challenge any poor or unsafe practice.

3. EAP Programme

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

4. Job Advert

Job Title: Teaching Assistant Level 2
Reference Number: ELTSEP2614

Working Hours: 28.75 hours

Working Weeks: 39 (Term Time Only plus 5 training days)

Salary Scale Range: NJC SCP 5

Contract Type: Fixed Term (end date 31/07/2027)

Start Date: November 2026

Location: Southcoates Primary Academy, Southcoates Lane, HULL HU9 3TW.

About us

Our academy is a 1.5-form entry school, and we currently have 300 pupils on roll; this includes 39 FTE place Nursery provision for 2-, 3- and 4-year-olds. As part of The Enquire Learning Trust, we work collaboratively with other academies and share best practice to enhance provision and transform the culture of learning and teaching.

The staff and Academy Improvement Committee are committed to ensuring that the children enjoy their learning, feel safe and are well cared for within an environment of mutual respect, where the views and opinions of the whole school community are valued.

About the role

We are looking for a motivated, enthusiastic, and organised individual to join our team of Teaching Assistants.

What we are looking for

This is an exciting opportunity for the right person with the following qualities:

- Passionate about education and learning
- High expectations of all pupils and staff and be committed to raising standards
- Motivated, enthusiastic and a supportive team player
- Outstanding in their classroom support promoting self-esteem, inclusion, and independence
- Excellent interpersonal, written and numeracy skills
- Understanding and conducting all activities in accordance with the Trust's policies and relevant legislation
- Providing first aid to pupils who are sick, injured or have medical conditions.

What we can offer

Membership of the East Riding Pension Scheme
Opportunities for development and progression
Employee Assistance Programme provided by Health Assured
Cycle to Work Scheme
Lifestyle savings

Working arrangements

The weekly working hours will be 28 hours 45 minutes a week (term time only) worked across five days: 5 hours 45 minutes a day.

For more information, please contact:

Ms K Storer (Academy Business Manager) either by telephoning 01482 701407 or by email admin@southcoates.hull.sch.uk

How to apply

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

Closing date and time: Thursday 1 October 2026 at 12.00 noon

Interview Date: Monday 12 October 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**

5. Job Description

Job Description

Job Title: Teaching Assistant Level 2
Location: Southcoates Primary Academy
Salary Range: NJC SCP 5
Responsible to: Principal

1. PURPOSE OF JOB

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

2. MAIN RESPONSIBILITIES

Support for Pupils

Supervises and provides particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.

Assists with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.

Establishes constructive relationships with pupils and interacts with them according to individual needs.

Promotes the inclusion and acceptance of all pupils.

Encourages pupils to interact with others and engage in activities led by the teacher.

Sets challenging and demanding expectations and promotes self-esteem and independence.

Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Administer first aid to pupils.

Support for Teachers

Creates and maintains a purposeful, orderly, and supportive environment, in accordance with lesson plans and assists with the display of pupils' work.

Uses strategies, in liaison with the teacher, to support pupils to achieve learning goals.

Assists with the planning of learning activities.

Monitors pupils' responses to learning activities and accurately records achievement/progress as directed.

Provides detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

Promotes good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

Participates in discussions with parents/carers under the general direction of a teacher.

Administers routine tests and invigilates exams and undertake routine marking of pupils' work.

Provides clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

Undertakes structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

Undertakes programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher.

Supports the use of ICT in learning activities and develop pupils' competence and independence in its use.

Prepares, maintains, and use equipment/resources required to meet the lesson plans/relevant learning activity and assists pupils in their use.

Support for the Academy

Is aware of and complies with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.

Is aware of and supports difference and ensure all pupils have equal access to Opportunities learn and develop.

Contributes to the overall ethos/work/aims of the Academy.

Appreciates and supports the role of other professionals.

Participates in training and other learning activities and performance development as required and attends and participates in relevant meetings as required.

Assists with the supervision of pupils out of lesson times, including before and after school and at lunchtime.

Accompanies teaching staff and pupils on visits, trips and out of school activities as required and takes responsibility for a group under the supervision of the teacher.

3. MAIN RESPONSIBILITIES

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The above duties may involve having access to information of a confidential nature, which may be covered by the General Data Protection Regulations. Confidentiality must be maintained at all times.

The post-holder must be flexible to ensure the operational needs of The Enquire Learning Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post-holder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the Council's Safety Policy and Programme. Specific details are outlined in the Trust's Health and Safety Policy.

The post-holder must carry out his / her duties with full regard to the Trust's Equal Opportunities policy.

Where the post-holder is disabled, every effort will be made to supply all the necessary employment aids, equipment, or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

4. CONTEXT

The Trust and the Academy have a strong commitment to developing a positive culture of high standards, expectations, achievements and meeting individual pupil needs and aspirations.

The Academy's contribution to pupils and community development will be pivotal in achieving The Enquire Learning Trust's ambitious objectives in increasing social inclusion within the city.

Teaching Assistants play a key role in the delivery of broad based and relevant curriculum to meet individual pupil needs.

5. KNOWLEDGE AND SKILLS

Experience of working with or caring for children of relevant age

Good numeracy/literacy skills

Completion of DfES Teacher Assistant Induction Programme

NVQ 2 for Teaching Assistants or equivalent qualifications or experience

First aid training/training as appropriate

Training in the relevant learning strategies e.g. literacy

Effective use of ICT to support learning

Use of other equipment technology – video, photocopier

Understanding of relevant policies/codes of practice and awareness of relevant legislation

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

6. WORKING RELATIONSHIPS

INTERNAL

All Academy staff, pupils, parents, governors, the community

EXTERNAL

Educational support staff, educational support services, other schools and educational establishments, The Enquire Learning Trust, other public services, and community representatives

7. DECISION MAKING

Makes decisions in connection with all principal accountabilities listed, within current Trust and Academy policies and procedures.

8. CHALLENGES AND KEY FEATURES

To help raise standards of learning for pupils

To develop and maintain positive relations with pupils and parents/carers

To be committed and motivated to the objective of raising achievement in the Academy

To have a flexible approach to work as the post-holder may be required to alter their hours to meet the operational needs of the Academy.

9. INTERPERSONAL SKILLS

Basic understanding of child development and learning

Ability to self-evaluate learning needs and actively seek learning opportunities

Ability to relate well to children and adults

Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

To help raise standards of learning for pupils

6. Person Specification

Person Specification

Job Title: Teaching Assistant (Level 2)

Location: Southcoates Primary Academy

Attributes	Essential	How identified	Desirable	How identified
Relevant experience	➤ Recent experience of working with pupils across the primary age range ➤ Recent experience as a teaching assistant, with evidence of professional development undertaken	Application Form Interview References	Experience of working with SEN children	Application Form Interview References
Qualifications	➤ Safeguarding training ➤ GCSE English & maths grade C or above or equivalent ➤ Level 2 teaching assistant	Application Form References	Team Teach qualification First Aid	Application Form Interview References
Special skills and abilities	➤ Excellent interpersonal, oral, and written communication skills ➤ Computing skills ➤ Ability to work with children demonstrating a range of needs (including behaviour issues) either individually or within a small group situation ➤ Can use their initiative to support behaviour and have an impact on learning ➤ Inspires and enthuses young people ➤ Good time management & organisational skills ➤ Ability to manage change and be adaptable ➤ Ability to demonstrate tact, diplomacy, and discretion ➤ Ability to work independently	Application Form Interview References	Good presentation skills Good listening skills	Application Form Interview References
Social skills	➤ Ability to work effectively as a member of a team ➤ Ability to maintain good working relationships with Academy staff, parents, and children ➤ Ability to remain confidential	Interview References	Present with a positive, calm, and adaptable personality	Interview References
Motivation	➤ A commitment to professional development ➤ A commitment to our Academy values and vision ➤ A willingness to attend relevant courses ➤ A willingness to make a positive contribution to the development of the Academy	Application Form Interview References		Interview References
Physical characteristics	➤ Able to sit or kneel on the floor for periods of time ➤ Able to work outdoors in some disagreeable conditions	Interview	Lifting and Handling Training	Application Form

Contact Details:

**Southcoates Primary Academy
Southcoates Lane
HULL
HU9 3TW**

Principal: Mr T A Libera

Telephone: 01482 701407

Email: admin@southcoates.hull.sch.uk

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 is 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 will 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.