



# **SEND Teaching Assistant (level 2)**

## **Recruitment Pack**

Marus Bridge Primary School



MAXIMISING POTENTIAL



## CONTENTS

Letter from Headteacher

About us

Job Description

Person Specification

How to Apply

Application Form



# Welcome

---

Dear Applicant,

Thank you for your interest in the SEND Teaching Assistant (Level 2) position at Marus Bridge Primary School.

We are seeking to appoint a talented and enthusiastic teaching assistant to join our team on a temporary basis initially from September 2026 to August 2027. The position is temporary due to SEN funding but there is a possibility for this to be extended.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Marus Bridge Primary School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting Jessica Jackson on 01942 248129 or email [jobs@marusbridge.co.uk](mailto:jobs@marusbridge.co.uk)

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr R Aldridge  
Headteacher  
Marus Bridge Primary School



# Marus Bridge Primary School

Marus Bridge Primary School is a popular and successful school community. Children make great progress and love their lessons. Our children achieve well due to the dedicated adults offering great teaching and pastoral care. We make learning fun and pupils feel safe and happy.

Our mission is to work with children and their families so that everyone can “Learn, Enjoy and Achieve” at Marus Bridge.

Our curriculum is rich and broad. Mathematics, English and science are complemented with lots of opportunities for extracurricular activities. We offer a well-resourced learning environment with fantastic facilities, including IT and computing and access to first-rate art and drama spaces.

We place huge emphasis on staff development and aim to develop and nurture future leaders.



# The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

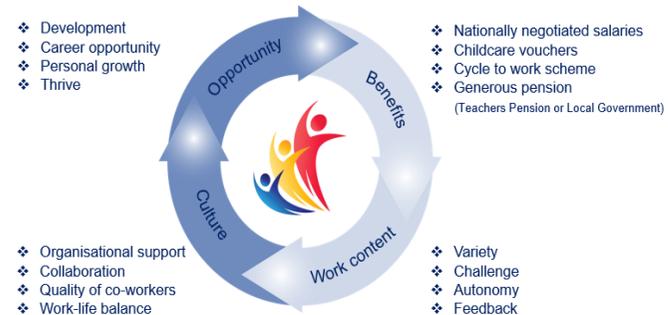
Currently the RLT family comprises nine schools: three high schools, an all-through alternative provision academy and five primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

For further information, please visit [www.rlt.education](http://www.rlt.education)



# Job Description

One to One Teaching Assistant, Level 2 - Temporary until 31/08/2027

Reports to: Teachers/Senior Staff

Location: Marus Bridge Primary School, Kelvin Grove, Wigan, WN3 6SP

Salary: Grade 3, scale points 3-5 ( per annum) £15,690 - £16,188

Hours: 28 hours per week, term time only

## Overall purpose of post

- Undertake work/care/support programmes to enable access to learning for a pupil with communication, interaction and sensory needs.
- Support the aims and objectives of the school.

## Job Outline

- To supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
- To assist with the development and implementation of Individual education/behaviour plans and personal care programmes.
- To establish constructive relationships with pupils and interact with them according to individual needs.
- To provide specialist support to students with barriers to learning on a one to one basis, in a small group or in or out of the classroom
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- To assist with the planning of learning activities.
- To monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- To provide regular feedback to teachers on pupils' achievement, progress and problems.

- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To provide lunchtime support.
- To provide clerical/admin support.
- To assist with the supervision of pupils out of lesson times, including after school as may be reasonably directed.
- To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
- To be a qualified first aider.

## General

- 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 equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in relevant meetings as may be reasonably directed
- Participate in training and other learning activities and performance development as may be reasonably directed



# Person Specification

## Essential

- Experience of working and interacting with children of a relevant age and or learning need.
- NVQ level 2 or working towards this qualification. An equivalent qualification or a comparable level of experience.
- Willingness to undertake further relevant teaching assistant training.
- Willingness to obtain first aid certificate.
- Basic understanding of safeguarding and the importance of ensuring a safe and secure environment for pupils.
- Knowledge of children's games and activities.
- A knowledge of basic first aid.
- Understanding of confidentiality and why this is important in a school.
- Basic knowledge of how to use ICT to support learning.
- Ability to provide a polite, courteous and professional service to colleagues, students and visitors at all times.
- Ability to communicate with and relate well to pupils.
- Ability to use initiative to respond to and resolve problems within school guidelines.
- Ability to work under supervision and as a team member.
- Ability to deal with minor injuries.
- Ability to work in accordance with the schools health and safety policies.
- Legally entitled to work in the UK

## Desirable

- A knowledge of the national/foundation stage curriculum and other basic learning programmes.
- Maths and English minimum grade C or equivalent.
- Have experience of dealing with students with special educational needs in some capacity.

# How to Apply

Please submit the enclosed application form and a supporting statement of no more than one sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Closing Date: 12pm Monday 20<sup>th</sup> April 2026

Shortlisting Date: Thursday 23<sup>rd</sup> April 2026

Interview Date: Thursday 30<sup>th</sup> April 2026





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464





# MARUS BRIDGE PRIMARY SCHOOL

## JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

*Kelvin Grove,*

*WIGAN, WN3 6SP*

**TELEPHONE:** 01942 248129

**EMAIL:** [jobs@marusbridge.co.uk](mailto:jobs@marusbridge.co.uk)

### 1. POST APPLIED FOR

<b>Post Applied For:</b>			
<b>School:</b>	Marus Bridge Primary School		
<b>As advertised in:</b>		<b>On date:</b>	

### 2. PERSONAL DETAILS

<b>SURNAME:</b>		<b>FORENAME:</b>	
<b>TITLE:</b> (Optional)		<b>Date of Birth:</b> (Optional)	
<b>Address:</b>			
<b>POSTCODE:</b>		<b>Email:</b>	
<b>Telephone No:</b>		<b>Mobile No:</b>	
<b>Email:</b>			



### 3. CURRENT POST

<b>CURRENT EMPLOYER AND JOB TITLE:</b>			
<b>DATE OF APPOINTMENT:</b>		<b>SALARY:</b>	
<b>NOTICE PERIOD:</b>			
<b>MAIN DUTIES AND RESPONSIBILITIES</b>			
<b>Reason for this application</b>			

### 4. PREVIOUS WORK EXPERIENCE

Name of Employer	Dates of employment		Post(s) held	Reasons for leaving
	From	To		



## 5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

## 6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates



## 7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

## 8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

--

## 9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes / No
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes / No
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes / No
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes / No
The Rowan Learning Trust is committed to providing equal opportunities and supporting all applicants. If you require any reasonable adjustments to allow you to participate in the application process, please let us know. Do you require any reasonable adjustments?	Yes / No



In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.

The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application.

To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below:

- Facebook
- Instagram
- Twitter
- LinkedIn
- TikTok
- YouTube

### 10. Criminal convictions or cautions

You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.

Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.

Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.

Do you have any unspent criminal convictions, cautions or bind-overs?	Yes / No
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes / No

### 11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1	REFEREE 2



<b>TELEPHONE NO:</b>				<b>TELEPHONE NO:</b>			
<b>EMAIL:</b>				<b>EMAIL:</b>			
<b>Reference Type:</b> (Please circle)	Employer	Education	Character	<b>Reference Type:</b> (Please circle)	Employer	Education	Character
Please note that we will contact these referees if you are short listed for this post and seek reference before interview							

---

## 12. FURTHER INFORMATION FOR CANDIDATES

- \* You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- \* Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- \* To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

---

## 13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:.....Date:.....