The Sovereign Trust Candidate Application Pack

Level 1 Teaching Assistant Pictor Academy

Pictor Academy are looking to appoint a Level 1 Teaching Assistant to join the team.

The full job description and person specification can be found at the end of this pack.

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The Sovereign Trust

We are a family of schools and colleges who believe that by learning and growing together we can inspire children to achieve their highest personal achievements at the same time as enjoying individualised, innovative and creative teaching and learning.

We create environments in our academies that nurture, encourage exploration, celebrate creativity and forge a love of learning. The Sovereign Trust was established in 2016 with the aim of providing exceptional opportunities for learning for a family of special academies across the region.

We started with 2 special schools in Trafford; we now have 5 academies which includes two in the Salford area and one Post-16 Specialist College for students aged 19-25 years, also in Salford. Our academies cater for pupils from the age of 2 to 25. Most of the pupils have an Education, Health and Care Plan and may have a diagnosis of Autism, Down syndrome, Physical or Medical needs, Learning difficulties or Social, Emotional and Mental Health issues.

To offer this type of education, we invest heavily in the people who work in our academies. Great academies have great leaders and great staff. Our team has leaders who have proven track records of taking underperforming schools to Outstanding, and once there, maintaining that level of excellence.

This is an exciting time to be part of The Sovereign Trust family, and I am proud to work with such exceptional professionals to deliver on our promise of exceptional opportunities for learning to every child in our care.

Our aims and aspirations are ambitious, as they should be; our children deserve no less. I hope that you will find all the information you need about us on our website https://www.thesovereigntrust.uk/

Paul Eckley
Chief Executive Officer

Pictor Academy

Pictor Academy is one of Trafford's three Primary Specialist schools catering for pupils in the south of the borough and a small number from neighbouring local authorities. Pictor provides specialist support for learners who have identified needs that may be complex and significant in the areas of cognition and learning including those with moderate, severe and profound learning difficulties. Many of our pupils have additional diagnoses including a large number with Autism and other conditions e.g. Down Syndrome, ADHD. In addition, pupils may have sensory or physical difficulties e.g. visual and hearing impairments or sensory processing difficulties. Pictor Academy is a warm and welcoming community and we pride ourselves on 'achievement for all and enjoyment in learning for life'.

Our core values are:

We help each pupil to succeed through a highly personalised curriculum, innovative teaching and highly trained, experienced staff. We build effective and engaging learning partnerships between school and home.

We encourage you to view our website for greater insight into our wonderful school: https://pictoracademy.org/.

Job Advert: Level 1 Teaching Assistant

Key Information

Role:	Level 1 Teaching Assistant
FTE Salary:	Band 3, Point 6-11, £26,846.00 - £29,070.00 (pro rata for term time only)
	Actual Salary £19,038.75 per annum
Employer:	The Sovereign Trust
Location:	Pictor Academy, Grove Lane, Timperley, Altrincham, WA15 6PH
Working Pattern:	30 hours per week worked over 5 days Monday-Friday, Term Time only, 39 weeks per year
Contract Type:	Fixed Term until 31st August 2027
Start Date:	As soon as possible
Pension:	Local government pension scheme, including generous employer contribution. Please take a look at the website: https://www.gmpf.org.uk
Benefits:	Salary sacrifice scheme for purchasing bikes used for travel to work, through monthly interest free salary deductions. Employee Assistance Programme provides access to a range of wellbeing services.

Our school is seeking to appoint a Level 1 Teaching Assistant to join our hard-working, successful, forward-thinking team.

Pictor Academy is a successful and welcoming school held in high regard locally and nationally. The school is for children aged 2 - 11 with a range of special educational needs including moderate, severe and profound learning difficulties. A number of pupils also have additional diagnoses including Autism, physical impairments and sensory needs. This means they have difficulties communicating and interacting with others. They will also have difficulties with play and imagination.

We are looking for an exceptional practitioner who will support the development of our exceptional provision and contribute to our caring ethos ensuring every pupil in our care reaches their full potential.

The successful applicant will:

- Be motivated by our core values
- Have a passion for supporting our children
- Have a good understanding of SEND together with the learning needs of children
- Have high expectations and the ability to ensure good learning and progress for all children
- Have a strong commitment to teamwork

We can offer the successful candidate:

- An outstanding school with friendly, well-motivated and highly committed staff
- A hard-working and supportive advisory committee
- Children who make excellent progress and love coming to school
- A thriving partnership of supportive parents and stakeholders

We are strongly committed to offering our children an excellent education in partnership with their families and local communities. We are looking to recruit a teaching assistant who shares our commitment. If you are flexible, energetic, enthusiastic and passionate about supporting young people with additional needs to be the best they can be, we would like to hear from you.

We encourage you to view our website for greater insight into our outstanding school: https://pictoracademy.org/.

Visit the Academy

We strongly encourage candidates to visit Pictor Academy to fully understand the role and environment.

To arrange a visit, please contact the school on 0161 532 3252.

The Sovereign Trust is committed to equality of opportunity and welcomes applications from all suitably qualified candidates.

Job Description

Position Summary

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Main Responsibilities

Support for Pupils

- Attend to the pupils' needs, and implement related personal programmes, including social, health, and physical.
- Hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, act as a role model and be aware of and respond appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.
- To support the children during lunchtime whilst eating their lunch alongside school staff. This includes working outside in all weathers.

Support for the teacher

- Prepare classroom, as directed, for lessons and clear afterwards and assist with the display of pupils' work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour and reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/administrative support, e.g. photocopying, typing, filing, collecting money etc.

Support for the curriculum

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies, e.g. literacy, numeracy, and early years, as directed by the teacher.

- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher

Support for the school

- Be aware of, and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal opportunities to learn and develop.
- Contribute to the overall ethos/work/aims/values of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils in non-teaching times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

SEN

TAs appointed to jobs carrying the SEN addition must be prepared to carry out the following duties:

- Dealing with complex behaviour and emotional needs.
- Dealing with complex physical, care and personal needs, including lifting and handling
- Support complex sensory needs
- Attend appropriate in-service training as required to address the complex needs of the pupils
- Communicate with parents/carers and other professionals about complex issues/needs
- Be aware that the job may require TAs to work in difficult and challenging conditions arising from anti-social, difficult behaviour or medical conditions.

There is an expectation that schools will arrange for TAs to have access to a range of training appropriate to their role.

Person Specification

Requirements	Essential	Desirable	Application	Interview	References
Qualifications		• Relevant qualifications, e.g. NNEB, NVQ Level 1 and above, or evidence of training towards the qualification • Any additional training needed	✓	✓	
Experience	• Working with young children • Appropriate qualifications	• Working within a school setting • Working with pupils with complex SEND needs	✓	✓	✓
Specific Knowledge	• A good understanding of child development	• Experience of pupil assessment • ICT literate	✓	✓	✓
Skills	• Good communicator • The ability to work as part of a team	• An ability to make learning fun • Skills that contribute to the successful education of pupils and enhance our school provision	✓	✓	✓
Qualities	• Flexibility • Enthusiasm • Integrity • Honesty • Resilient • Good sense of humour • Excellent health, attendance & punctuality record			✓	✓

How to apply

Are we the right school for you?

If you wish to be considered for this vacancy, you should complete the attached application form. Please note that only applications on the Trust's application form will be considered. Candidates who submit a CV will not be short-listed. **Completed applications are to be returned to hr@thesovereigntrust.uk** to arrive by 8:00am on Wednesday 10th June 2026.

Closing date for receipt of applications:	Monday 30th November 2026 at 8:00am
Shortlisting	Monday 30th November 2026
Interviews for successful candidates will be held at Pictor Academy:	Week commencing 14th December 2026

Keeping Children Safe in Education

The Sovereign Trust is committed to safeguarding and promoting the welfare of its children, young people and vulnerable adults and expects all those working for the Trust to share this commitment.

An online search will be carried out, and a Self-Declaration form will be required from shortlisted candidates.

This post is subject to a satisfactory two-year reference history, which we will endeavour to seek prior to interview, Disclosure & Barring Service (DBS) check (previously CRB), medical clearance, and proof of legal working in accordance with the Asylum and Immigration Act 1996.

A copy of our Safeguarding and Child Protection Policy can be found on our website by following this link https://www.thesovereigntrust.uk/policies-1/ .