The Sovereign Trust Candidate Application Pack

Teaching Assistant Level 1 Chatsworth High School and Community College

Chatsworth High School and Community College are looking to appoint a Teaching Assistant Level 1 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 6 academies which includes one in the Salford area. 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 under-performing 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 we are 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/

Chatsworth High School and Community College

Chatsworth High School and Community College are part of The Sovereign Trust. We serve pupils with a broad arrange of talents and strengths who are aged between 11 and 19 years. All of our pupils have an EHCP which describes their learning difficulties which include severe learning difficulties, profound and multiple learning difficulties and autism. Our school is based across three sites to accommodate the increasing numbers of pupils who are joining us.

We pride ourselves on being a welcoming and inclusive school community working closely with parents and carers, health professionals and local authority officers to secure the best possible outcomes for our pupils. We are open to constructive dialogue as we seek to improve our practice every day in order to provide the highest quality education we can for our pupils. We are interested in how we can learn more about how our pupils learn and encourage collaboration with others as a way of achieving this.



'Creating the right life opportunities for every pupil, student and learner through the best quality specialist education and care.'

Job Advert: Teaching Assistant Level 1

Key Information

Role:	Teaching Assistant Level 1
Salary:	Grade 1B, SCP 4-5, £26,016.00 - £26,427.00 (pro rata for term time only) plus SNA1 allowance
Employer:	The Sovereign Trust
Location:	Chatsworth High School and Community College, Chatsworth Road, Eccles, Salford, Lancashire, M30 9DY
Start Date:	ASAP
Working Pattern:	30 hours per week, Monday-Friday, Term Time only + 5 training days.
Contract Type:	Permanent
Pension:	Local government pension scheme including a generous employer contribution. Please take a look at the website: https://www.gmpf.org.uk/.
Benefits:	Salary sacrifice schemes 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.

An opportunity has arisen for a Teaching Assistant Level 1 to join our hard-working, successful, forward-thinking staff team.

Part of the Sovereign Trust, Chatsworth High School and Community College is an Outstanding special school for pupils aged 11 – 19 years located in Eccles, which serves children and young people with severe learning difficulties, profound and multiple learning difficulties and autism, who live in the area.

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

We can offer the successful candidate:

- A welcoming and inclusive school community
- Children who make excellent progress and love coming to school
- A staff team who are deeply committed to our pupils
- Bespoke continuous professional development for staff

We are strongly committed to offering our children an excellent education in partnership with their families and local communities. 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 school:

https://www.chatsworthacademy.co.uk/

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

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Job Description and Person Specification

Teaching Assistant Level 1 Chatsworth High School and Community College

Job Description

Position Summary

To work under the direct instruction of teaching/senior staff and usually in the classroom with a 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

- Provide support for pupils, including those with special educational/health needs, ensuring their safety and access to learning. Promote self-esteem and encourage pupils to act independently as appropriate.
- Undertake structured and agreed learning activities, recording achievement and progress and feeding back to the teacher.
- To promote the inclusion and acceptance of all pupils.
- To assist and encourage pupils in self-help and self-care and to be part of the self-care team engaged in toileting, changing and training all pupils requiring this type of care, and to undertake laundry/cleaning duties
- Attend to pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Establish good relationships with pupils, acting as a role model and being aware of and responding to individual needs.
- Assist the teacher to supervise and support pupils ensuring their safety and access to learning.
- Encourage pupils to interact and engage in activities led by the teacher.

Support for the Teacher

- Assisting with the display of pupils' work and the preparation of the classroom and equipment as directed for lessons and clear up afterwards.
- Organisation and preparation of classroom resources in accordance with lesson plans and assist pupils in their use.
- Maintenance of pupil records as necessary and gather/report information from/to parents/carers as directed.
- Promote good pupil behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.

Support for the Curriculum

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

General Tasks

- Provide clerical/administration support e.g. photocopying, typing, filing, collecting money, contacting parents, etc.
- Be aware of and comply with policies and procedures relating to Child Protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school and Trust
- Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils during lesson times, including before and after school and at lunchtimes where appropriate.
- Accompany teaching staff and pupils on trips and visits and other school activities as required.

Person Specification

Requirements	Essential	Desirable	Application	Interview	References
Qualifications	• Ability to participate in development and training opportunities.	• 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 to qualifications	• Working within a school setting • Working with pupils with complex SEND needs • First Aid • Working with or caring for young people of relevant age.	✓	✓	✓
Specific Knowledge	• A good understanding of child development	Knowledge of • Experience of pupil assessment • ICT literate	✓	✓	✓
Skills	• Good numeracy/literacy skills • Good communicator • The ability to work as a team member • Ability to use basic technology – computer, video and photocopier. • Ability to relate well to young people • Ability to work constructively as part of a team, understanding classroom roles and responsibilities.	• 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 9:00am, Thursday 10th December 2026.

Closing date for receipt of applications:	Thursday10th December 2026 at 9:00am
Interviews for successful candidates will be held at Chatsworth High School and Community College:	Tuesday 15th December 2026

Keeping Children Safe in Education

The Sovereign Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working for the Trust to share this commitment.

An online search will be carried out and a Childcare 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/ .