

**Morecambe Bay Academy**  
**Job Application**  
**Teaching Assistant Level 2**



**Morecambe Bay Academy**

## **Welcome from the Headteacher**



Dear Applicant,

I am writing to you on behalf of Morecambe Bay Academy, where I serve as Headteacher. I am thrilled to inform you that we are seeking to appoint an exceptional individual to the position of Teaching Assistant L2.

As an Ofsted-rated "Good" school, we are on a continuous journey of school improvement, and we believe that the successful applicant for this role will play a crucial part in supporting our efforts. We are seeking a passionate and dedicated individual who shares our vision and values, and who is committed to helping our students reach their full potential.

Morecambe Bay Academy is on a journey of improvement. We look forward to welcoming a candidate who is firmly committed to our ethos of creating a sense of belonging, an optimistic outlook that encourages and enables students to believe in their potential and a firm commitment to securing the very highest levels of achievement.

We believe that every student belongs, believes, and achieves, and we are committed to creating an inclusive and supportive environment where all can thrive.



**Belong | Believe | Achieve**

**The Bay Learning Trust**

**Our Trust**



If you share our passion for education and are ready to join our dedicated team, I encourage you to apply for this exciting opportunity. I look forward to receiving your application and the chance to discuss how you can contribute to the continued success of Morecambe Bay Academy.

Visits to the school are welcomed and encouraged. Please email Mrs Georgina Milce [gmlce@morecambebayacademy.co.uk](mailto:gmlce@morecambebayacademy.co.uk) to arrange to visit and tour the school.

Sincerely

A handwritten signature in black ink that reads "JK Pardoe". The signature is written in a cursive, flowing style.

Jen Pardoe  
Headteacher

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**The Bay Learning Trust**

**Our Trust**



The Trust was set up by Ripley St Thomas Church of England Academy in 2017. Ripley is a large Academy with over 1700 students, 400 of whom are in the Sixth Form. The Academy has been graded "Outstanding" in its last two Ofsted inspections. Ripley is a Teaching School and has its own SCITT (School Centred Initial Teaching Training), which was also graded "Outstanding" in 2017. It is also a National Support School.

In 2018 Carnforth High School joined the Trust family, who were then subsequently joined by Morecambe Bay Academy and Central Lancaster High School in 2019.

It has been very exciting to see the development of the Trust over the last eighteen months; we are now able to make a significant contribution to the education of young people in our local area. Our priority is to improve the quality of education in all our schools and so enhance the life chances of our young people. Equally importantly, we want to develop well-rounded and considerate students who will contribute to their local communities and make a positive difference wherever they are. An excellent education is about more than examination results!

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**Morecambe Bay Academy**

## **Our Vision and Values**



### **Vision and values**

Morecambe Bay Academy is where every student belongs, believes, and achieves. We are a thriving community school with a rich history of excellence and big heart. We are dedicated to inspiring and transforming the lives of our students.

Through relentlessly high expectations, excellent teaching, unwavering support, and a culture of hard work and independence, we empower our students to dream big, pursue academic and personal excellence, and make a lasting positive impact on the world around them. At Morecambe Bay, our students find joy in their regular accomplishments, build lasting friendships, and develop into kind, resilient, and compassionate individuals who are proud to call this school their own.

### **Belong**

We are kind and compassionate

We are respectful

We are honest and trustworthy

### **Believe**

We seek out new challenges

We are resilient and determined

**Belong | Believe | Achieve**

## Morecambe Bay Academy

### Job Description



<b>JOB DESCRIPTION:</b>	Teaching Assistant– Level 2
<b>RESPONSIBLE TO:</b>	SENCO
<b>GRADE:</b>	Grade 5 NPS6-11
<b>ANNUAL SALARY:</b>	£25,183 -£27,269 (Actual Salary £8,632—£9,347) This post is 15 hours per week , term time only.
<b>Working pattern:</b>	Wed, Thur & Fri This is a fixed-term appointment until 31st August 2026
<b>Closing Date:</b>	9am Monday 02 June 2025

#### Job Purpose:

Under the general supervision and direction of the teacher and SENCO to plan and implement learning activities for individuals and groups. To monitor student progress and provide feedback to the class teacher and establish supportive and constructive relationships with students, parents and carers.

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post.

#### Support for students

- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of students
- To undertake activities in order to monitor the personal social and emotional needs students
- To develop positive relationships with pupils to promote student progress

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## **Morecambe Bay Academy**

### **Job Description**



- To assist in the devising of student's individual targets and their monitoring
- Support students as part of a planned inclusion programme
- To implement specific programmes with individual students or groups appropriate to the developmental needs of individual children throughout different curriculum areas
- To assist in the development of varying skills that support students' learning
- To assist in the specific medical/care needs of students when specific training has been undertaken

#### **Support for the Teacher**

- To monitor and record student progress and developmental needs.
- To produce relevant classroom resources
- To undertake classroom administrative tasks including the maintenance of records
- To assist in student supervision and assist in the management of student behaviour
- To provide information to the class teacher to assist in the planning work programmes
- To liaise with the school's nominated person in respect of student absence.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of students' work

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## **Morecambe Bay Academy**

### **Job Description**



#### **Support for the School**

- To assist in providing an atmosphere in which effective learning can take place
- To support the promotion of positive relationships with parents, carers and outside agencies
- To work within school policies and procedures
- To attend staff training as appropriate
- To take care for their own and other people's health and safety
- To be aware of the confidential nature of issues related to home/student/teacher/school work
- Support for the Curriculum
- To assist the delivery of education and developmental work programmes
- To support the use of ICT in learning activities

**Note:** In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

#### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

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**Morecambe Bay Academy**

## **Job Description**



### **TA2 - Morecambe Bay Academy**

We seek an enthusiastic and inspiring individual to join our SEND team as TA2 from September 2025 to support the learning and development of our students.

The successful candidate will be passionate about ensuring every child in our school reaches their highest potential. They will have the ability and passion to help our academy further raise standards and progress in all aspects of teaching and learning.

They will develop positive relationships with students to promote student progress and attainment.

The successful candidate will have excellent communication skills, be organised, energetic and able to remain calm in a busy environment and be a great team player. As part of the wider Academy community, applicants must demonstrate a willingness to be an active participant in the Trust family of schools.

Successful applicants must be committed to Safeguarding and will be subject to an enhanced DBS and Child Protection Checks. We are an equal opportunities employer.

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**Morecambe Bay Academy**

## **Person Specification**



Key Criteria	Essential	Desirable
<b>Qualifications</b>	Level 2 or equivalent qualification in English/Literacy and Mathematics/ Numeracy	NVQ level 2 or above qualification - appropriate to the post (or equivalent)
<b>Experience</b>	Experience of working with or caring for children of relevant age	Experience of working in a relevant classroom/service environment  Experience of administrative work  Experience of supporting pupils with challenging behaviour
<b>Knowledge, Skills and Abilities</b>	Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard  Ability to relate well to children  Ability to work as part of a team  Good communication skills  Ability to supervise and assist pupils  Knowledge of the concept of confidentiality  Good numeracy and literacy skills  Flexible attitude to work	Time management skills  Organisational skills  Knowledge of classroom roles and responsibilities  First Aid Certificate  Administrative skills  Ability to make effective use of ICT

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## **Person Specification**



Key Criteria	Essential	Desirable
<b>Other (including special requirements)</b>	Commitment to undertake in-service development  Commitment to safeguarding and protecting the welfare of children and young people	

Your duties should be discharged in such a manner as to maintain and develop the vision, principles and values of the Trust.

This job description may be altered by consultation and discussion. It will periodically be reviewed as part of on-going continuing professional and Trust development. In addition it may be amended at any time after consultation with you.

*The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).*

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