



Roughlee Church of England Primary School

Blacko Bar Road

Roughlee

BB9 6NX 01282 613613

head@roughlee.lancs.sch.uk

Head Teacher: Mr M Elliott

Roughlee CE Primary School

Application Pack

Teaching Assistant Level 2B



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School Vision

Roughlee Church of England Primary School endeavours to provide a happy, safe and caring community rooted in Christian values' where everyone is valued and grows to their full potential (John 10:10 – I came so that they may have life - life in all its fullness)

Mission Statement

At Roughlee Church of England Primary School we aim to achieve our Vision by providing a broad balanced curriculum and learning experiences that develop our children in body, mind and spirit; setting high standards for all, confident that we can achieve success. Thus ensuring that when our children leave us they are independent learners, who are well equipped to be responsible citizens of the future and reach their full potential. (John 10:10 – I came so that they may have life – life in all its fullness)

Our School Vision and Mission Statement are underpinned by our Christian Values:

- Compassion
- Courage
- Forgiveness
- Friendship
- Generosity
- Justice
- Perseverance
- Respect
- Thankfulness
- Trust
- Truthfulness



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School Motto

Our School Motto is 'Therefore, choose'

Our school motto is taken from the Bible in the book of Deuteronomy. This encapsulates our aim as a school: to prepare and equip our children so that they are able to make good choices in every area of their lives. Here at Roughlee Church of England Primary School we believe that effective education addresses the whole of what it means to be happy, fulfilled and successful.

Attendance

Roughlee CE Primary School is committed to achieving a high level of attendance from all employees. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum. Whilst supporting employees during periods of sickness, the school monitors levels of sickness absence regularly and takes action in accordance with the guidelines adopted by the school to deal with unacceptable levels and frequency of sickness. Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures the best value to the school for the pupils. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.



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Welcome Letter

Dear Applicant,

Thank you for your interest in our advertised post.

We are looking to appoint a passionate, positive and compassionate teaching assistant to help our Junior class team to support the children in our mixed Year 3, 4, 5 and 6 class.

We are looking for somebody to begin ASAP. The contract is temporary (with a view to become permanent) ending on Friday 18th July 2025. The contract is for 28.5 hours per week, term time only. There will also be 5 hours per week, term time only available on Foundation Living Wage for Welfare duties.

Roughlee CE Primary School is a 'good' school with an excellent local reputation. It was founded in 1852 and was once a corn mill. The school is set in the historic village of Roughlee in an area of outstanding natural beauty, close by Pendle Hill.

There are 49 pupils currently on roll. Our vision is to provide a happy, safe and caring community for our children. We strive to create an environment where children feel valued and that they can grow to their full potential.

We look forward to receiving your application.

Yours Sincerely,

Mr Mark Elliott
Head Teacher



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Head Teacher: Mr M Elliott

Advert

Role: Teaching Assistant Level 2B

Dates: ASAP to Friday 18th July 2025

Pay Range: Grade 5

The Head Teacher and Governors of Roughlee CE Primary School, are looking for passionate, positive and compassionate Level 2B Teaching Assistant who is experienced with working in all year groups but with a particular focus on children in Key Stage 2.

The contract will be term time only, 28.5 hours per week, term time only. In addition, 5 hours per week, term time only on Foundation Living Wage for Welfare duties.

The hours of work are Monday to Friday, 8.30am-3.30pm with half an hour for lunch and an extra hour on a Tuesday for our weekly staff meeting. In addition, 5 hours a week as a Welfare Assistant, which can be discussed at interview.

The position is temporary until Friday 18th July 2025, with a view to become permanent.

The successful candidate will be:

- a qualified teaching assistant who has experience in all year groups but with a passion for Key Stage 2
- have excellent organisational and time keeping skills and understand the rigours and demands of mixed aged classes within a small school



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- be an ambitious professional with high aspirations for the children and families with whom they work; be a creative and inspiring teaching assistant
- be a highly motivated and energetic professional with the confidence and resilience to commit to the workings of a very small school and close working team
- be a caring person who demonstrates consideration and respect to all stakeholders of our school, thereby positively promoting our schools vision and Christian values
- be a committed team player who is also able to work collaboratively and lead in your areas of agreed responsibility
- be supportive of our Christian ethos

In return we will offer:

- A distinctive Christian ethos across all aspects of school life
- Dedicated and committed parents and governors
- Friendly and supportive colleagues
- Delightful children whose behaviour and attitude to learning is outstanding
- A well-resourced learning environment - indoors and out

Experience is ideal although it is more important that we employ someone who is keen to listen, learn and commit to the needs of the children with empathy and kindness.



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Job Description

Job Title: Teaching Assistant Level 2B

Accountable To: The Head Teacher

Main Objectives:

The successful candidate is expected to work under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils, parents and carers. To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.

Main Duties:

Support for Pupils

- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils
- To undertake activities in order to monitor the social and emotional needs of pupils
- To develop positive relationships with pupils to promote pupil progress and attainment
- To assist in the devising of pupil's individual targets and their monitoring and review
- Support pupils as part of a planned inclusion programme



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- To implement specific programmes with individual pupils or groups appropriate to the development needs of individual children throughout different curriculum areas
- To assist in the development of varying skills that support pupil's learning
- To assist in the specific medical/care needs of pupils when specific training has been undertaken

Support for the Teacher

- To monitor and record pupil progress and development needs
- To produce relevant classroom resources
- To undertake classroom administrative tasks including the maintenance of records
- To assist in pupil supervision and assist in the management of pupil behaviour
- To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable
- To provide information to the class teacher to assist in the planning of work programmes
- To liaise with the school's nominated person in respect of pupil absence
- To assist with the arrangement for out of school learning activities including the administration of work experience
- To provide clerical and administrative support including the collection and recording of money
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work

Support for the School

- To assist in providing an atmosphere in which effective learning can take place



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- 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/pupil/teacher/school work.

Support for the Curriculum

- To assist in the delivery of educational and developmental work programmes
- To support the use of ICT in learning activities

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.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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Person Specification

Job Title: Teaching Assistant Level 2B	Grade: 5
Directorate: Children and Young People	
Requirements (based on job description)	Essential (E)/Desirable (D)
Qualifications	
NVQ level 2 or above qualification (or equivalent)	D
Level 2 or equivalent qualifications in English/Literacy and Mathematics/Numeracy	D
Experience	
Experience of working with or caring for children of relevant age	E
Experience of working in a relevant classroom/service environment	D
Experience of Administrative work	D
Experience of supporting pupils with challenging behaviour	D
Knowledge, Skills and Abilities	
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E
Ability to relate well to children	E
Ability to work as part of a team	E
Good communication skills	E
Ability to supervise and assist pupils	E



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Time management skills	D
Organisational skills	D
Knowledge of classroom roles and responsibilities	D
Knowledge of the concept of confidentiality	E
First Aid Certificate	D
Administrative skills	D
Knowledge of Early Years Foundation Stage	D
Good numeracy and literacy skills	E
Ability to make effective use of ICT	D
Flexible attitude to work	E
Other	
Commitment to undertake in-service development	E
Commitment to safeguarding and protecting the welfare of children and young people	E



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How to Apply

If you do decide to apply, I would be grateful if you would complete and return the application form, together with a letter of application or CV of not more than two sides of A4 in font size 11/12, noting the closing date of **Monday 4th November 2024**.

Start Date: ASAP.

Please note we accept electronic applications via

head@roughlee.lancs.sch.uk or bursar@roughlee.lancs.sch.uk

Please be aware we cannot accept responsibility for missent or late applications.

We are happy to discuss the role over the telephone and/or organise a visit to the school before you make an application. If you require any further information, please do not hesitate to contact the school at **bursar@roughlee.lancs.sch.uk** or telephone on **01282 613613**.