



# **PENDLE VALE COLLEGE**

## **Teaching Assistant Level 2 Candidate Information**

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## Dear Candidate

Welcome to Pendle Vale College. I am delighted that you are considering our College as a new career opportunity.

We are fortunate to have a modern, innovative, and fantastically well-equipped College; a £32million new build project in 2008, the facilities at Pendle Vale College are second to none. The building remains modern and innovative in design and is an exciting environment in which to work, however the College is more than bricks and mortar – our school is made up of over 1000 students and over 100 colleagues who all attend school each day to learn, grow and improve. Our facilities provide first rate teaching and learning opportunities that give our students and teachers a clear advantage and that results in consistently good outcomes.

Our college is made up of a team of highly committed, motivated, dedicated and professional colleagues both teaching and non-teaching, who each individually make a significant and positive difference to the lives of our students. As Headteacher, I am extremely proud of our college and the colleagues and students with who I share the vision to make this a special place for adults and young people to teach and learn in.

Colleagues at Pendle Vale benefit hugely from working in an environment that is supportive, challenging and rewarding. We pride ourselves on welcoming new staff with an excellent induction programme whether you are joining us as a newly qualified or experienced candidate.

Whilst recognising that the College exists for the benefit of the students, we aim to be a place where staff can also realise their ambitions and potential and further develop their careers. We aim to be at the cutting edge of change and engage in high profile projects and developments that enable our students, and staff, to achieve the most that they possibly can while working or studying here. We are outward facing and strive to learn from and assimilate the very best practice and research. We really want to hear from those colleagues who are exceptional in what they do and who truly believe that they can make a positive difference to our college.

We know that Pendle Vale College is and will continue to transform the education and life chances of our young people. By working together as a team, we aim to develop happy, confident and independent learners ready to take their place in the modern world.

We have a modern, flexible, and responsive curriculum, which actively encourages our students to be responsible for their own learning and ensures that they are being stretched and challenged and appropriately prepared for their future learning. We know our students very well indeed and strongly and confidently believe that we are meeting their current and future needs.

As Headteacher, I believe that a team of people work best when they are working together towards a common goal. Pendle Vale College is an enjoyable and rewarding environment in which to work. There are significant career opportunities for colleagues and promotion is actively supported and encouraged. Our team ranges from early career teachers to experienced candidates who have reaped the benefits of working at our college.

We are a modern and contemporary College that wants to attract colleagues who have ideas, who are inspirational, innovative and who are truly dedicated to the development of our young people. If you have what it takes to take a forward-thinking College to the next level, then we look forward to reading your application and hopefully from there calling you to interview.

Our story is one of continued and improving success. We pride ourselves on being a strong, vibrant, and confident community. Don't just take our word for it, we warmly welcome visitors and prospective applicants to arrange a visit, meet with significant colleagues and see for yourself.

## Ofsted

Ofsted last visited us in November 2021 and confirmed that Pendle Vale remains a Good school. A copy of this Ofsted Report can be found on our college website.

## Community and Surrounding Areas

Pendle Vale College has a good location, situated just five minutes from the M65. Easily accessible from larger towns and cities of Manchester, Preston, Bradford, and Huddersfield, it is also in close proximity to the smaller rural communities for Pendle, Colne and Skipton. Nelson is under an hour away from the Lake District and North Yorkshire Moors.

If you are interested in moving the College forward within a focussed team who are highly committed to serving its students, staff, and community, then I welcome your application. Please submit the Teaching Staff application form, available on our website or from Hays, along with a letter of application of not more than two A4 sides, detailing how your experiences and impact to date qualify you for the post and how you see the role developing.

I look forward to receiving your application.

Mr. Oliver Handley  
Headteacher

## TEACHING ASSISTANT LEVEL 2a

**32 hours per week, 39 weeks per year, Term Time only**

**Grade 4 SCP 4-6 (£23,114 - £23,893)**

**Actual Salary: £17,348 - £17,934**

**ASAP**

The College is looking for an energetic, enthusiastic, hardworking and innovative individual to accept and embrace the responsibilities as a TA2a.

As a TA2a, under the guidance of the SENCO you will support the education, personal and social development of students including those with special needs and establish positive relationship with students.

It is essential that you have an appropriate NVQ Level 2 qualification or equivalent and have experience of working with young people. Experience of supporting students with medical/physical needs is essential. Experience of working in a classroom environment is desirable with experience of supporting students with challenging behaviour also desirable. You will need to be organised, be able to work as part of a team and be able to support/deliver work programmes.

For an informal discussion on the above position, please contact Mr Z Zaman our SENCO on [m.zaman@pendlevale.lancs.sch.uk](mailto:m.zaman@pendlevale.lancs.sch.uk)

If you wish to apply for the position, please contact Mrs Emma Ford Operations Manager for an application pack on either 01282 682240 or [e.dewhurst@pendlevale.lancs.sch.uk](mailto:e.dewhurst@pendlevale.lancs.sch.uk).

Closing date for applications – Friday 1 November at 9.00am  
Interviews – TBC.

Pendle Vale College, Oxford Rd, Nelson, BB9 8LF

Main Reception: 01282 682240 | Email: [reception@pendlevale.lancs.sch.uk](mailto:reception@pendlevale.lancs.sch.uk)

Web: [pendlevale.lancs.sch.uk](http://pendlevale.lancs.sch.uk)

Headteacher: Mr O Handley BSc (Hons) MTL

**INVESTORS  
IN PEOPLE**



JOB DESCRIPTION	
<b>JOB TITLE:</b>	Teaching Assistant 2
<b>GRADE:</b>	Grade 5 SCP6-1
<b>CAR USER:</b>	NOT APPLICABLE
<b>LOCATION:</b>	Pendle Vale College
<b>RESPONSIBLE TO:</b>	HLTA/SENCO
<b>STAFF RESPONSIBLE FOR:</b>	NONE
<b>JOB PURPOSE:</b>	<b>The main objectives to be achieved by the Postholder</b>
To work collaboratively with the teacher in meeting the personal, social and curriculum related needs of students, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with students, parents, carers and the wider community.	
<b>MAIN ACTIVITIES:</b>	<b>What the Postholder will actually do and what prescribed duties the Postholder will have to do</b>
<p><b>In addition to the following duties, the Postholder may be required to undertake any of the duties normally associated with the lower graded Teaching Assistant posts</b></p> <p><b>Support for Students</b></p> <ul style="list-style-type: none"> <li>▪ To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for student(s) and to differentiate curriculum content according to the needs of student(s).</li> <li>▪ To plan and implement specific programmes with individual students or groups appropriate to the developmental needs of individual children throughout different curriculum areas.</li> <li>▪ To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of student(s).</li> <li>▪ To assist in the devising of student's individual targets and their monitoring and review.</li> <li>▪ To support students as part of a planned inclusion programme.</li> <li>▪ To develop positive relationships with students and staff to assist student progress and attainment.</li> <li>▪ To monitor and record student progress on a regular basis and to prepare reports as required.</li> <li>▪ To assist in the specific medical/care needs of students when specific training has been undertaken.</li> <li>▪ To monitor individual students progress and to report on student's needs, achievements, and concerns.</li> <li>▪ To assist in student supervision and the management of student behaviour.</li> <li>▪ To undertake classroom administrative tasks including the maintenance of records.</li> <li>▪ To provide ideas, resources and learning strategies for lessons</li> <li>▪ To liaise with parents, carers and outside agencies, where appropriate.</li> <li>▪ To undertake arrangements for out of school learning activities, for example, student work experience.</li> <li>▪ Undertake marking of students work and recording of achievement.</li> </ul>	

- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits.

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

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary, within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/student/teacher/school work.
- Assist in the supervision, training and development of other members of staff.

#### **Support for the Curriculum**

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities.

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

#### **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 co-operate with us to apply our general statement of health and safety policy.

#### **Safeguarding Commitment**

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

#### **Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

#### **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

<b>PERSON SPECIFICATION TEACHING ASSISTANT - Level 3</b>		
<b>Personal Attributes required (on the basis of the job description)</b>	<b>Required</b>	<b>Assessed</b>
<b>Qualifications:</b>		
NVQ level 3 qualification (or equivalent)	E	
Level 2 or equivalent qualification in English/Literacy & Mathematics/numeracy	E	
<b>Experience:</b>		
<ul style="list-style-type: none"> <li>▪ Experience of working with children</li> <li>▪ Experience of working in a relevant classroom/service environment</li> <li>▪ Experience of supporting pupils with challenging behaviour</li> <li>▪ Experience of supporting students with medical/physical needs inc providing personal care</li> <li>▪ Experience of supporting student with sensory needs</li> <li>▪ Experience of supporting students with Social, Emotional and Mental Health needs</li> <li>▪ Experience of Administrative work</li> <li>▪ Speech &amp; Language Experience</li> </ul>	E E E D D D D D D	
<b>Knowledge/Skills/Abilities</b>		
<ul style="list-style-type: none"> <li>▪ Ability to relate well to children</li> <li>▪ Ability to work as part of a team</li> <li>▪ Good communication skills</li> <li>▪ Ability to relate well to parents/carers</li> <li>▪ Ability to supervise and assist pupils</li> <li>▪ Organisational skills</li> <li>▪ Knowledge of classroom roles and responsibilities</li> <li>▪ Knowledge of the concept of confidentiality</li> <li>▪ Knowledge of strategies, for example numeracy and literacy</li> <li>▪ Ability to make effective use of ICT</li> <li>▪ Ability to assess children's development</li> <li>▪ Ability to plan and deliver work programmes</li> <li>▪ Flexible attitude to work</li> <li>▪ Ability to speak another language</li> <li>▪ Time management skills</li> <li>▪ First Aid Certificate</li> <li>▪ Administrative skills</li> </ul>	E E E E E E E E E E E E E E D D D D	
<b>Other</b>		
<ul style="list-style-type: none"> <li>▪ Commitment to undertake in-service development</li> </ul>	E	

Required: E = Essential D = Desirable

Assessed by: A = Application I = Interview R = References O = Observation L = Letter