

Teaching Assistant L2A

Required as soon as possible



Penwortham Girls'
High School

SUMMARY

Job Title	Teaching Assistant Level 2A
Reporting to	Mrs C Woodhouse, SENCO & Senior Assistant Headteacher
Start Date	As soon as possible
Salary Grade	Part time (30 hrs per week), term time plus INSET, 39 working weeks Grade 4 SCP4 - 6 (£24404 - £25183 pro rata)
Closing Date	12 noon on Thursday 9 th January 2025
Interview Date	Thursday 16 th January 2025
Type of School	Secondary (Community)
Age Range	11 - 16
Location	Penwortham, Preston
Denomination	Non - selective
Number of students	800



Our Mission is:

To prepare articulate, questioning, tolerant and independent women for the future.

pghSuccess
Since 1954



Articulate

Questioning

Tolerant

Independent

Information Pack

General Information

Working within the Learning Support department as a member of the Teaching Assistant team, you will contribute positively to student progress by providing in class support and intervention to enable students to access the curriculum and make progress.

Ideally, applicants should have some experience of working with secondary aged students in an educational setting. You should also be personable, approachable, adaptable and most of all, passionate about ensuring all students achieve their full potential.

Penwortham Girls' High School is a popular, oversubscribed school, graded as outstanding in every category in its recent Ofsted inspection (May 2024).

Ofsted recognised the “welcoming and happy school community” and “the strong and trusting relationships with staff.”

The inspectors commented that students “engage extremely well in their learning. They are highly motivated and enthusiastic about their studies.” whilst also noting that “Leaders at all levels, along with a motivated staff team, have successfully maintained the excellent quality of education at this school over a sustained period of time.”

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure and online checks.

The closing date is 12 noon on Thursday 9th January 2025.

Interviews will be held on 16th January 2025



Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)
Qualifications NVQ level 2 or above qualification – appropriate to the post (or equivalent) Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	D E
Experience Experience of working with children Experience of moving and handling with up to date training Experience of working in a relevant classroom/service environment Experience of administrative work Experience of supporting students specific learning needs Experience of scribing for a student	E D E D D D
Knowledge/skills/abilities 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 relate well to parents/carers Ability to supervise and assist students Time management skills Administrative skills Knowledge of National curriculum Knowledge of strategies, for example, numeracy and literacy Knowledge of the concept of confidentiality Organisational skills Knowledge of classroom roles and responsibilities Ability to make effective use of ICT Ability to assess children's development Ability to plan and deliver work programmes Flexible attitude to work	E E E E E E E D D D E E E E E E E E E E
Other An exemplary attendance record Capable of working effectively as a member of a team Interest in the education of young people First Aid Certificate Commitment to undertake in –service development	E E E D E

“Senior leaders and governors, led by the headteacher, have established a culture of ambition and high expectations, along with a desire for continuous improvement.”
(Ofsted)



“Teachers have very high expectations of all students, and this has produced a culture geared towards success and excellence in achievement throughout the school.”
(Ofsted)



Students are very courteous, considerate and polite to each other and to adults. There is an established culture of positive relationships and respect for others, which students adopt readily.”
(Ofsted)

Fulfilling every girl's potential is our common purpose. We achieve this through outstanding teaching and learning, providing a supportive environment where girls can flourish.



Penwortham Girls' High School enjoys a unique status, as the only non-selective, non-fee paying girls' school in Lancashire. We welcome girls of all abilities, interests and aptitudes, and pride ourselves on our long-standing reputation for academic success. We are a successful school because we have high expectations, promote learning for its own sake and provide every opportunity for personal growth and development.

Importantly, we are specialists in girls' education, providing a nurturing, supportive and challenging environment where girls excel. At our school, traditional values meet with modern, innovative approaches to learning. We are a forward thinking school that has invested considerably in new technology, ensuring that when they leave us, our students are fully equipped for the future. However, equally important are the qualities we instil in the girls. We have developed an environment that supports them as individuals, enabling them to progress to the next stage of their life equipped with a sense of achievement, maturity and self-confidence.

OUR MISSION IS TO PREPARE: Articulate, Questioning, Tolerant, Independent Women for the future

CORE VALUES



Teaching Assistant Post

Working within the Learning Support department as a member of the Teaching Assistant staff team, you will contribute positively to student progress by providing in class support and intervention to enable students to access the curriculum and make progress across a range of non-core subjects.

In this position you will work under the supervision of the SENDCO and our Deputy SENDCO/HLTA. Under the direction of the SENDCO, you will support classes at both KS3 and KS4 as well providing small group support for students during social times and one-to-one personalised interventions. You will be expected to ensure students remain on task and to report progress to the teacher. You will build positive relationships with students and assist them to complete structured learning activities.

The position will require you to work closely with class teachers to ensure focused and effective support. This position will involve you supporting students with specific learning needs (including able students) as well as those with social and behaviour concerns. The successful applicant for this post will support across the curriculum.

For an informal discussion about the role please contact the SENDCO, Mrs Carol Woodhouse on 01772 743399 or c.woodhouse@penworthamgirls.lancs.sch.uk. As a school we are committed to continuous staff development and relevant training will be made available to the successful candidate.

This is a **part time** post (30 hours per week), **term time plus INSET days (39 working weeks)**. The hours of work will be **8.50 to 3.20pm every day with a half hour unpaid break. INSET time is currently completed as one full day in September and the rest from 3.30 to 4.30pm on Tuesdays or Thursdays – arrangements for this will be discussed and agreed with the successful candidate.**

Please note the actual salary range for this position, once adjusted for part time hours and term time only, will be £17,171 to £17,719.

This post is subject to the receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service and online checks.

APPLICATION

All applications should be on the Lancashire County Council application form. **Completed forms should be accompanied by a letter of application which should be no more than two sides of A4.** In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position. Please note that whilst CVs can be submitted as additional information they will not be accepted as an application on their own.

The closing date for applications is by **12 noon on Thursday 9th January 2025.**

All applications should be returned addressed to:

**TA2A Application
c/o Business Manager
Penwortham Girls' High School
Cop Lane, Penwortham
Preston, PR1 0SR**

Due to limited resources it is not our policy to write to the unsuccessful candidates so please assume your application has been unsuccessful if you do not hear from us within two weeks of the closing date. Thank you for your interest.



Student progress is dependent upon good teaching and learning delivered by professional, committed and knowledgeable staff who have a clear understanding of the teaching and learning processes and the importance of CPD to maintain this expertise.

Job Title	Teaching Assistant Level 2A Permanent, part time (30 hrs per week), term time only plus INSET (39 working weeks)
Department	Learning Support Department
Grade	Grade 4
Line Management	Responsible to SENDCO/Deputy SENDCO
Main Aims	Provide support to ensure ALL students achieve their full potential
Liaison	Across school
Disclosure Level	Enhanced

Scope of role:

Under the teachers clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the teacher.

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

Accountabilities/Responsibilities – appropriate for this post:

Support for Pupils

- Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.
- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to assist 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
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken. In a special school, this may include complex medical needs.

Support for the Teacher

- To assist in the monitoring/recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake routine classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- 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 arrangements 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.
- 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 the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

Prepared by:	Schools HR Team	Date:	13/02/2023
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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.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.