



PENDLE COMMUNITY HIGH SCHOOL & COLLEGE



APPLICATION PACK

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APPLICATION PACK – TEACHING ASSISTANT LEVEL 1/2b

Pendle Community High School and College (PCHS&C) is an outstanding community special school for students with generic learning difficulties. We currently have 162 students on roll (ages 11 -19), with a variety of special educational needs including autistic spectrum disorders, speech, language and communication needs, and physical, medical and/or sensory needs.

PCHS&C moved into our purpose-built accommodation in 2008, where it is co-located with a mainstream secondary school. Our school and college provide an exciting and enriching environment, with a range of opportunities for social and educational inclusion.

Dear Candidate,

Thank you for requesting more information about the vacancy of **Teaching Assistant Level 1/2b** at Pendle Community High School & College (PCHSC). At PCHSC our core values are at the HEART of everything we do:

Honesty

Embrace diversity

Ambition

Respect

Togetherness

We are delighted that you have shown an interest in joining our thriving community. If you decide to pursue your application and are successful in securing a job with us, you will be joining a highly committed and dynamic staff team who all play a part in making a real difference to the lives of families, carers and young people with special educational needs.

In addition to this, we also offer a number of staff benefits which includes but is not limited to:

- Enrolment into the Local Government Pension Scheme
- Access to Employee Assistance Program
- Free use of our on-site gym
- Free on-site parking
- Access to the National College and regular CPD opportunities
- Term time only working (*pay pro rata to reflect this*)

For more information about our school & college, please visit our website www.pchs.lancs.sch.uk.

The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful, you will be required to apply to the Disclosure and Barring Service for an enhanced disclosure. Please note that if shortlisted, we will seek references before you attend the interview.

Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.

Please complete the application form enclosed and submit electronically to Debbie Saxton, HR Administrator, via email at dsaxton@pchs.lancs.sch.uk.

We wish you all the best with your application.



D Grogan, Head Teacher

TEACHING ASSISTANT LEVEL 1/2b – JOB DESCRIPTION

JOB TITLE:	Teaching Assistant Level 1/2b
GRADE:	Grade 3/5
CAR USER:	N/A
LOCATION:	Pendle Community High School & College
RESPONSIBLE TO:	Teacher
STAFF RESPONSIBLE FOR:	N/A
JOB PURPOSE:	The main objectives to be achieved by the Post holder
<p>Under direction, to support the classroom teacher, mainly concerned with the physical needs of pupils, will have a limited involvement in the supervision of directed set tasks, and care of pupils including those with special needs and in the preparation of resources and classroom organisation but will have greater involvement in the preparation of resources, basic record keeping and supporting the teacher with classroom organisation. It is envisaged that their contribution to the curriculum would be limited to ensuring the availability of resources, aids and materials.</p> <p>Dependent upon experience you may be considered for a TA2b position with the main objectives as follows:</p> <p>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.</p>	
MAIN ACTIVITIES:	<p>What the post holder will actually do</p> <p>What prescribed duties the post holder will have</p>
<p>Support for pupils – TA1</p> <ul style="list-style-type: none"> • To meet the needs of pupil(s) in relation to welfare, hygiene, toileting, dressing, feeding and mobility • To assist with movement around the school environment and during school activities • To assist in the development of independent social skills. • To assist in the proper use of specialist aids and equipment • To assist in the supervision of set tasks and integrated therapy for an individual/small group of pupils • To accompany pupils on visits • To administer basic first aid where appropriately trained • To assist in the specific medical/care needs of pupils when specific training has been undertaken <p>Support for pupils – TA2b</p> <ul style="list-style-type: none"> • 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 personal 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 • To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas. • 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. 	
<p>Support for the teacher – TA1</p> <ul style="list-style-type: none"> • To assist in preparation of resources and tidying away • To assist with the maintenance of classroom equipment ensuring it is kept in a clean and tidy condition and reporting damages • To assist in monitoring, displaying and the removal of work displays • To report pupils problems/achievements to the teacher as necessary • To undertake photocopying and routine clerical duties • To report pupil absence to the school's nominated person • To report information from parents/carer as directed 	

Support for the teacher – TA2b

- To monitor and record pupil progress and developmental 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 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 -TA1

- To assist in providing an atmosphere in which effective learning can take place
- To attend staff training/meetings where appropriate
- To work within school policies and procedures
- 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.
- To assist with the supervision of pupils out of lesson times, including before and after school

Support for the school – TA2b

- 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 – TA1

- Ensure the availability of appropriate learning aids, materials and equipment

Support for the curriculum – TA2b

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

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

AGREED BY:

Head Teacher March 2025

TEACHING ASSISTANT LEVEL 1/2b – PERSON SPECIFICATION

REQUIREMENTS (based on the job description)	Essential (E) or Desirable (D)	Identified by: Application form (A), Interview (I), Test (T), References (R) or other (give details)
QUALIFICATIONS		
GCSE grade 4 /C English (or equivalent L2-L3 qual)	E	A
GCSE grade 4 /C Maths (or equivalent L2-L3 qual)	D	A
Relevant Child Care qualification (or equivalent)	D	A
EXPERIENCE		
Experience of working with young people with special needs	E	A/I
Experience in a school setting	D	A/I
Experience of working in a relevant classroom/service environment Experience of Administrative work (TA2b)	D	A/I
Experience of supporting pupils with challenging behaviour	D	A/I
KNOWLEDGE, SKILLS & ABILITIES		
Ability to relate well to children	E	A/I/R
Ability to work as part of a team	E	A/I/R
Ability to organise classroom resources	E	A/I/R
Good communication skills (oral and written)	E	A/I/R
Knowledge of classroom roles and responsibilities	D	A/I/R
Knowledge of the concept of confidentiality	E	A/I/R
Basic knowledge of First Aid	D	A/I/R
Ability to use relevant technology (e.g. video, photocopier)	E	A/I/R
Flexible attitude to work	E	A/I/R
Proficiency in a second language	D	A/I/R
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard (TA2b)	E	A/I
Ability to supervise and assist pupils (TA2b)	E	A/I
Time management skills, Organisational skills (TA2b)	D	A/I
First Aid/Paediatric First Aid Certificate (TA2b)	D	A/I
Good numeracy and literacy skills (TA2b)	E	A/I
Ability to make effective use of ICT (TA2b)	D	A/I
OTHER (including special requirements)		
Commitment to undertake training for Team Teach at earliest convenience	E	I
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I

Commitment to attendance at work	E	I
Commitment to undertake professional development / INSET	E	I
Please be aware we will always consider your references before confirming a job offer in writing		
PREPARED BY:	Head Teacher March 2025	

CLOSING DATE:	Tuesday 1 st April 2025 12noon
SHORTLISTING DATE:	Tuesday 1 st April 2025
INTERVIEW DATE:	w/c 22 nd April 2025 (TBC)