



Penwortham Girls' High School



Recruitment Pack

Higher Level Teaching Assistant

Required: as soon as possible



Application Deadline:

4pm on Tuesday 22nd April 2025



Articulate Questioning

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www.penworthamgirls.lancs.sch.uk



Welcome from the Headteacher

Dear Applicant

Thank you for expressing an interest in joining our exceptional team here at Penwortham Girls' High School. As Headteacher, I am immensely proud of our school's success and the ethos that underpins our achievements. Our commitment to providing a quality first teaching, rooted in our core values of ambition, compassion, social responsibility, curiosity, dignity, and resilience, ensures that our students thrive both academically and personally.

Penwortham Girls' High School has consistently achieved outstanding academic results, ranking among the top-performing schools in Lancashire. Our most recent GCSE results reflect our dedication to excellence, with 72% of students achieving Grade 5 or above in English and Maths and an exceptional Progress 8 score of 0.6 in 2024. These achievements are a testament to the hard work and commitment of both our students and staff.

Our reputation for excellence ensures that the school is consistently oversubscribed each year, with 800 students currently on roll. In addition, we are delighted to share that we are embarking on an exciting new chapter, with the construction of a state-of-the-art school building, scheduled to open in Autumn 2026. This development represents a fantastic opportunity to bring our strong traditional values into a modern and inspiring learning environment.

The strength of our school has been affirmed by our most recent OFSTED report (May 2024), where we were once again judged as outstanding. Inspectors described Penwortham Girls' as a place where, "Pupils are very proud to be part of this welcoming and happy school community. They develop strong and trusting relationships with staff and their peers." As a single-sex school, we are uniquely placed to focus on empowering girls to succeed in every aspect of their education and personal development.

We are currently inviting applications for the position of **Higher Level Teaching Assistant**, an exciting opportunity for an individual who is passionate about making a positive difference in the lives of young people.

As a member of our team, you will join a vibrant, high-achieving, and supportive environment where staff are highly valued and encouraged to grow professionally. Collaboration, innovation, and a relentless focus on student success are at the heart of everything we do.

We are looking for an individual who shares our vision of providing high-quality teaching first, ensuring that all students achieve their potential. We are particularly proud of our inclusive and multicultural school community, where diversity is celebrated, and every student is supported to excel.

In return, we offer:

- A supportive and welcoming workplace with a focus on staff well-being.
- Opportunities for professional development and career progression.
- A chance to make a real impact on the lives of our students.
- The opportunity to work within a school with a proven track record of success and an exciting future ahead.

We warmly invite you to visit our school to experience first hand what makes Penwortham Girls' High School such a special place to work. Please don't hesitate to contact us to arrange a tour.

Thank you for considering this exciting opportunity. I look forward to receiving your application and hopefully welcoming you to our team.

Yours sincerely,

Sharon Hall
Headteacher



Aims and Values



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



To prepare Articulate, questioning, tolerant and independent young women for the future



Quality Learning, Quality Teaching, Quality Environment



Local Area

Penwortham is a suburb of Preston located in South Ribble, and one of the best. It offers a nice selection of shops and parks and is in a good location for access to supermarkets and Preston Centre. As a rural town, it used to be a place for families with ties to Preston who wanted a more integrated community lifestyle, but the resurgence of the nightlife and growing number of eateries have broadened the demographic of Penwortham.



Penwortham has excellent public transport options. The local bus service is reliable for commuting into Preston, and you can typically catch a bus every 20 minutes or so during peak times. For those who drive, the A59 provides easy road access that connects to larger motorways, making commutes to nearby cities fairly straightforward. For cyclists, the Guild Wheel route offers a scenic, albeit not always direct, path into Preston.

Penwortham is one of the most up-and-coming places in Lancashire, with aspirations of growing further across the next decade.



Staff Benefits

- ✓ Generous pension contributions (Membership to Teachers Pension Scheme/Local Government Pension scheme).
- ✓ Family friendly leave of absence policy.
- ✓ For teaching staff, generous PPA allocation (16%).
- ✓ For support staff, 26 days annual leave rising to 31 after 5 years.
- ✓ Employee Assistance Programme.
- ✓ Cycle to Work Scheme.
- ✓ Paid eye test and contribution to glasses for DSE users.
- ✓ Staff Wellbeing Committee.
- ✓ Regular staff social events including walks, wild water swimming meals/drinks.
- ✓ Weekly break time 'treats'.
- ✓ Paid lunchtime duties available with lunch included.
- ✓ Annual free flu vaccination.
- ✓ NHS Health Check clinics on site.
- ✓ Refreshments before Parents Evenings.
- ✓ Access to the on site school counsellor.
- ✓ Occupational Health, including access to counselling funded by school.
- ✓ Free on site parking.



Job Advert

Working within the Learning Support department as a member of the Teaching Assistant team, you will work with the SENCO providing in class support, intervention and administrative support. An essential part of your role will be to champion students with additional needs, vulnerabilities and barriers to progress. You will liaise with staff, students and parents.

This is an exciting role in school and offers a fantastic opportunity for the right candidate to join our exceptional Learning Support department.

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. Experience working with students with additional needs would be an advantage.

This is a permanent 37-hour-per-week position. Term time plus 5 days, which may be worked either during INSET days or school holiday periods.

Penwortham Girls' High is a popular, oversubscribed school. Central to our ethos are our six core values: compassion, resilience, dignity, ambition, curiosity, and social responsibility. These principles permeate every facet of school life, offering our students a multitude of opportunities to grow into articulate, questioning, tolerant, and independent young women. Our students, who serve as outstanding ambassadors for our school, exhibit remarkable levels of respect and support for one another, fostering an environment that encourages personal growth and achievement.

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 all shortlisted candidates will be subject to online checks.

The closing date is 4pm on Tuesday 22nd April 2025. Interviews will be held the following week.



Person Specification

Higher Level Teaching Assistant

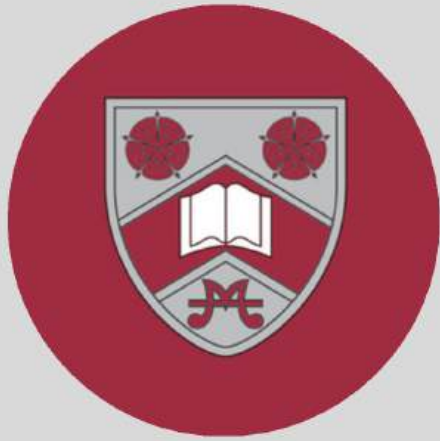
Grade 7 SCP 19 - 25 (£31067- £35235 pro rata, pay award pending)

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)
Qualifications	
Recognised and relevant NVQ Level 3 qualification or equivalent.	E
NVQ level 4 qualification or equivalent	D
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	E
HLTA status	D
Experience	
Experience of working with children	E
Experience of working in a relevant classroom/service environment	E
Experience of administrative work	D
Experience of supporting students specific learning needs or challenging behaviour	D
Staff management experience	D
Knowledge/skills/abilities	
Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard	E
Ability to relate well to children	E
Ability to work as part of a team	E
Good communication skills	E
Ability to relate well to parents/carers	E
Ability to supervise and assist students	E
Time management skills	E
Administrative skills	E
Knowledge of National curriculum	D
Knowledge of strategies, for example, numeracy and literacy	D
Knowledge of the concept of confidentiality	E
Organisational skills	E
Knowledge of classroom roles and responsibilities	E
Ability to make effective use of ICT	E
Ability to assess children's development	E
Ability to plan and deliver work programmes	E
Flexible attitude to work	E
Ability to organise, lead and motivate a team	E
Other	
Capable of working effectively as a member of a team	E
First Aid/Paediatric First Aid certificate	D
Commitment to the education, welfare & safeguarding of young people	E
Commitment to undertake in-service development	E
Satisfactory attendance record/commitment to attendance at work	E

“Pupils live up to the school’s exceedingly high expectations for their academic success. They are keen to succeed and they strive to do their very best” (Ofsted 2024)



Job Description



Job Title: Higher Level Teaching Assistant

Department: Learning Support Department

Grade: 7

Line Management: Responsible to SENDCO/Deputy SENDCO
Responsible for line management of Teaching Assistants

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, intervention and administrative support to enable students to access the curriculum and make progress. This is a new post and as such, the position will evolve in accordance with the needs of our students.

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 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. Previous experience supporting students with ASD, ADHD, dyslexia and SEMH would be an advantage.

At Penwortham Girls' High School, we have subject specialist TAs in maths and science. However, 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 full time post (37 hours per week), term time plus INSET days (39 working weeks). The hours of work will be 8.30 to 4.30pm Monday to Thursday and 8.30am to 4pm on Friday, with a half hour unpaid break.

Please note the actual salary range for this position, once adjusted for term time plus INSET, will be £26960 to £30577.

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



Job Description

Scope of the Role

- In liaison with the SENDCO, supporting the qualified teacher as a part of a professional team, plan their role in lessons, preparing, delivering, assessing, reporting and marking learning activities for individuals/groups or short term for whole classes.
- The HLTA will contribute to a range of teaching, learning and pastoral activities in areas where they have expertise.
- To advise and support staff in specialist areas within the school and co-ordinate the work, line manage and develop other Teaching Assistants.

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

To assess the needs of pupils and to differentiate curriculum content to support pupils' learning.

- To develop and implement pupil's Individual Educational Plans.
- To support pupils as part of a planned inclusion programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and evaluate pupil responses to learning activities.
- Within agreed systems, to plan challenging teaching and learning objectives.
- To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks.
- To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement.
- To produce lesson plans and learning resources.
- To administer pupil work experience where necessary.
- To undertake marking of pupils work and record achievement.
- To administer/mark tests and invigilate examinations.
- 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.

“Pupils access a carefully designed and highly ambitious curriculum. The school has thought deeply about the knowledge that pupils need for their future success.”

(Ofsted 2024)



Job Description

Support for the School

- To organise and manage a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To contribute/lead meetings, on an individual basis, with parents to provide feedback on pupil progress/achievement.
- To utilise own strengths and areas of specialist expertise to advise and support other school staff in specialist areas.
- To support the provision of out of school learning activities within guidelines established by the school.
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- To work within school policies and procedures.
- To attend staff training as identified.
- To take care of their own and other people's health and safety.
- To co-ordinate and supervise the work of Teaching Assistants and hold team meetings as appropriate.
- To ensure appropriate induction arrangements for all new Teaching Assistants including monitoring arrangements and operation of probationary arrangements.
- To undertake recruitment/appraisal/training/mentoring for other teaching assistants.
- To assist in the identification and delivery of development needs.
- To ensure effective communication arrangements.
- To co-ordinate the utilisation of volunteer helpers.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- To promote and adhere to the school core values.

Support for the Curriculum

- To deliver learning activities including literacy and numeracy programmes, to pupils within an agreed system of supervision, adjusting activities in accordance with pupil needs.
- To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- To support the use of ICT in learning activities.

“Pupils access a carefully designed and highly ambitious curriculum. The school has thought deeply about the knowledge that pupils need for their future success.”

(Ofsted 2024)



Job Description

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.



“Pupils access a vast array of event and activities beyond the academic curriculum. These serve to promote their understanding of the wider world, harness their talents and develop their sense of empathy and responsibility” (Ofsted 2024)



Applications

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. 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 **4pm on Tuesday 22nd April 2025**
Interviews will be held the following week and the date will be confirmed after shortlisting.



All applications should be returned to:

**HLTA Application
C/O Business Manager
Penwortham Girls' High School
Cop Lane, Penwortham
Preston, PR1 0SR**

bursar@penworthamgirls.lancs.sch.uk

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.

Penwortham Girls' High School

We are an **outstanding** school (Ofsted 2024)



www.penworthamgirls.lancs.sch.uk

Cop Lane, Penwortham, Preston. PR1 0SR

01772 743399

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