



Pendle
Education Trust

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**TEACHING ASSISTANTS
(TA3 AND TA2)
APPLICATION
PACK**

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www.pendleeducationtrust.co.uk



INTRODUCTION

WHY WORK FOR PENDLE EDUCATION TRUST

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to grow, welcoming new schools to our family. Currently we have five Academies within our family, and we are looking forward to welcoming new additions over the coming months and years:

Castercliff Primary Academy

Casterton Primary Academy

Colne Primet Academy

Pendle Primary Academy

West Craven High School

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts. Our vision is that every child should only be a short walk away from a world class school. We exist to empower, enable and inspire schools to provide an outstanding level of education and support through exceptional leadership, collaboration, innovative thinking and understanding of local needs.

In practice this means that we care passionately about all the children in our academies and believe in the difference our work can make to their lives. We have a fantastic staff of over 280 people across our academies – all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff. We encourage participation in relevant networks and forums with other finance managers working in education.

You will have an excellent benefits package including a final salary pension scheme, a generous holiday entitlement and sociable hours of work. We are a flexible and supportive employer and would consider job share or part-time working applications. Please visit our website for more information about Pendle Education Trust.

JOIN US

COLNE PRIMET ACADEMY



Now is a really exciting time to be joining Colne Primet Academy as we go through a period of rapid expansion, both in terms of staff and student numbers and with extensive new building and refurbishment work recently completed and opened from September 2024.

We currently have 875 students on roll from a diverse range of backgrounds, and the students numbers continue to grow up to our full capacity of 1050 over the next few years. Throughout the school, we have students who speak 23 different languages. Working with such a diverse community brings lots of opportunities for students to learn more about each other and themselves.

By joining the Primet family you will become part of a supportive and ambitious team. The core drive of being part of the Primet staff team is about wanting the best for our students, and to help them overcome any barriers to their success. Our aim here at Colne Primet Academy is to give each and every child the very best educational start in life. At all times, we guide, support and inspire.

We collaborate with our colleagues at West Craven High School as well as the three primary academies in our Trust family and have the support of the Pendle Education Trust core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

We are proud of the positive atmosphere that exists within the Academy. Visitors very often comment on the calm and orderly surroundings and the warm, welcoming and friendly ethos we have created. We believe that high achievement comes as a result of a positive atmosphere, high expectations and mutual respect.

Our core values are based on the Primet Positives: Progressing, Respectful, Inclusive, Motivated, Expressive and Together. These values are embedded in everything we do throughout school, and we are very proud of what Colne Primet Academy stands for in its community – we hope you want to be a part of that too.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application.



Mrs Julia Pilkington
Principal

#PROUDTOBEPIMET



VACANCY

TEACHING ASSISTANT TA3 AND TA2

We have vacancies to join our Inclusion team for both TA2 and TA3 roles. The differences between these roles are outlined below in the job descriptions and person specifications for each role. Please indicate on your application which role you would like to be considered for.

TEACHING ASSISTANT (TA3)

Salary	Grade 6, SCP 11-19. Pro rata salary £27,269 - £31,067. Actual salary £23,664.20 - £26,960.12.
Role Details	37 hours a week, term time plus INSET days
Required	As soon as possible
Closing Date	9am on Tuesday 22nd April
Interview Date	Between 24th and 30th April

TEACHING ASSISTANT (TA2)

Salary	Grade 4, SCP 4-6. Pro rata salary £24,404 - £25,182. Actual salary £20,635.03 - £21,292.87.
Role Details	37 hours a week, term time only
Required	As soon as possible
Closing Date	9am on Tuesday 22nd April
Interview Date	Between 24th and 30th April



JOB DESCRIPTION

Job Description: Teaching Assistant (TA2)

Role Specific

1. To support students as part of a planned inclusion programme, supporting designated individuals or groups of students with weak literacy/numeracy skills, and those with special educational needs.
2. Assisting the class teacher with the monitoring of students' progress and the identification and preparation of appropriate materials and resources for teaching purposes.
3. 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).
4. To plan and implement specific intervention programmes with individual students or groups appropriate to the developmental needs of individual children throughout different curriculum areas such as IDL, mathswhizz, reading intervention etc.
5. 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) – these will include delivering social stories and Talkabout, social communication programmes.
6. To assist in the devising of student's individual targets and their monitoring and review; and to monitor individual students' progress and to report on student needs, achievements and concerns.
7. To develop positive relationships with students and staff to assist student progress and attainment; and to liaise with parents, carers and outside agencies, where appropriate.
8. To monitor and record student progress on a regular basis and to prepare reports as required.
9. To assist in the specific medical/care needs of students when specific training has been undertaken.
10. To undertake cover supervision for whole classes.
11. Administer tests and assist in the invigilation of exams.

Trust Responsibilities

1. Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies
5. Contribute to cross-Trust events
6. Adhere to Trust policies and procedures including Health and Safety
7. Be responsible for safeguarding and promoting the welfare of children and young people
8. Any other duties that the Principal may consider appropriate

PERSON SPECIFICATION

Person Specification: Teaching Assistant (TA2)

Qualifications and Attainments

Level 2 Numeracy and Literacy qualification **Essential**

4 GCSEs at grade C including Maths and English **Essential**

Level 2 Childcare qualification or equivalent, e.g. CACHE, NVQ L2, NNEB **Desirable**

Training, Experience and Knowledge

Understand the needs of children with SEND **Essential**

Experience of working with SEND children in education **Desirable**

Experience of using IEPs, ILPs and EHCPs **Desirable**

Experience of working with children in KS2 / KS3 / KS4 and relevant qualifications **Desirable**

Understanding of classroom roles and responsibilities of Teaching Assistants **Essential**

Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum **Essential**

Experience of basic administrative tasks **Desirable**

Experienced/trained first aider, or willing to complete training in first aid **Desirable**

Personal Skills and Attitudes

Have strong behaviour management skills specific for SEND children **Essential**

Display initiative, be positive and enthusiastic **Essential**

Demonstrate a commitment to equality and diversity **Essential**

Possess excellent communication and relationship building skills **Essential**

Be a team player with the ability to work independently **Essential**

Demonstrate a flexible, adaptable, resilient and results orientated approach **Essential**

Ability to lead and manage own workload effectively, and be willing to undertake CPD relevant to the post **Essential**

Suitability to work with children and young people **Essential**

Ability to use computers and educational software packages **Essential**



JOB DESCRIPTION

Job Description: Teaching Assistant (TA3)

Role Specific

1. To support students as part of a planned inclusion programme, supporting designated individuals or groups of students with weak literacy/numeracy skills, and those with special educational needs.
2. Assisting the class teacher with the monitoring of students' progress and the identification and preparation of appropriate materials and resources for teaching purposes.
3. 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).
4. To plan and implement specific intervention programmes with individual students or groups appropriate to the developmental needs of individual children throughout different curriculum areas such as IDL, mathswhizz, reading intervention etc.
5. 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) – these will include delivering social stories and Talkabout, social communication programmes.
6. To assist in the devising of student's individual targets and their monitoring and review; and to monitor individual students' progress and to report on student needs, achievements and concerns.
7. To develop positive relationships with students and staff to assist student progress and attainment; and to liaise with parents, carers and outside agencies, where appropriate.
8. To monitor and record student progress on a regular basis and to prepare reports as required.
9. To assist in the specific medical/care needs of students when specific training has been undertaken.
10. To undertake cover supervision for whole classes.
11. Administer tests and assist in the invigilation of exams.

Trust Responsibilities

1. Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation
3. Value diversity and promote equality
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5. Contribute to cross-Trust events
6. Adhere to Trust policies and procedures including Health and Safety
7. Be responsible for safeguarding and promoting the welfare of children and young people
8. Any other duties that the Principal may consider appropriate

PERSON SPECIFICATION

Person Specification: Teaching Assistant (TA3)

Qualifications and Attainments

Level 2 Numeracy and Literacy qualification **Essential**

4 GCSEs at grade C including Maths and English **Essential**

Level 2 Childcare qualification or equivalent, e.g. CACHE, NVQ L2, NNEB **Essential**

Level 3 childcare qualification or equivalent **Essential**

HND, Degree or other further qualifications **Desirable**

Training, Experience and Knowledge

Understand the needs of children with SEND **Essential**

Experience of working with SEND children in education **Essential**

Experience of using IEPs, ILPs and EHCPs **Essential**

Experience of working with children in KS2 / KS3 / KS4 and relevant qualifications **Desirable**

Understanding of classroom roles and responsibilities of Teaching Assistants **Essential**

Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum **Essential**

Experience of basic administrative tasks **Desirable**

Experienced/trained first aider, or willing to complete training in first aid **Desirable**

Experience as a cover supervisor or similar role **Desirable**

Experience of exams invigilation **Desirable**

Personal Skills and Attitudes

Have strong behaviour management skills specific for SEND children **Essential**

Display initiative, be positive and enthusiastic **Essential**

Demonstrate a commitment to equality and diversity **Essential**

Possess excellent communication and relationship building skills **Essential**

Be a team player with the ability to work independently **Essential**

Demonstrate a flexible, adaptable, resilient and results orientated approach **Essential**

Ability to lead and manage own workload effectively, and be willing to undertake CPD relevant to the post **Essential**

Suitability to work with children and young people **Essential**

Ability to use computers and educational software packages **Essential**

ABOUT THE INCLUSION TEAM



Nikie Arthurs
Director of SEND



Fiona Murgatroyd
Director of SEND

Our Inclusion team is led by Directors of SEND, Nikie Arthurs and Fiona Murgatroyd. They are supported by Catherine Whittaker, a Specialist Teacher, and Helen Smith, an experienced Head of Year and HLTA Teacher.

The teaching assistant team consists of both TA3 and TA2 roles, with a well-established team as well as some who have joined more recently.

This is an exciting opportunity to be a part of this team and make a real difference to our children.



#PROUDTOBEPRIMET

PRE EMPLOYMENT CHECKS

Please note: All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.

CVs are not accepted. If you're interested and would like to submit an application, please complete our online application form via our website careers.pendleeducationtrust.co.uk

Equal Opportunities statement

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

Rehabilitation

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.





Pendle
Education Trust

Pendle Education Trust
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Company Registration Number

08263591

Place of Registration

England and Wales