



# Park Primary School



**Go further than we thought, run faster than we hoped, reach higher than we dreamed and become the best that we are able.**

**Permanent Teaching Assistant Application Pack**



# *Contents*

1. Welcome letter from Headteacher
2. Welcome letter from the Chair of Governors
3. Welcome letter from School Council
4. Agreed timetable for appointment
5. Agreed pay range
6. Advertisement
7. Job description and person specification
8. Attendance statement



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Rutland Street, Colne, BB8 0QJ - 01282 863225

Return applications: [bursar@colnepark.lancs.sch.uk](mailto:bursar@colnepark.lancs.sch.uk)

## *Welcome letter from Headteacher*

Dear Prospective Apprentice TA,

Thank you for your interest in this position at Park Primary School. I hope you find the enclosed information useful.



*Sarah Midgley*

We are very proud of our school and the commitment we make to all pupils regardless of their ability or background. We want the very best for all children at Park Primary and we are looking for a new teaching assistant who can support us in ensuring that all children get the very best education possible.

We are look for someone who is tenacious and committed to the best outcomes for all pupils and supporting the classroom to be able to achieve this.

If you are interested in this role, please contact the school so we can show you around and have the opportunity to share with you what we are able to offer.



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## *Welcome letter from Chair of Governors*

Dear Prospective Apprentice TA,

As governors, staff and families we are incredibly proud of our school and children.

Park Primary School is a warm, nurturing and successful school at the heart of our community.

With a focus on confidence, values, respect and diversity; we nurture the individual child as well as the whole family.

We welcome you to join our school community and together we will help our children to:

- To go further than they thought
- To run faster than they hoped
- To reach higher than they dreamed
- To become the best that they are able

I look forward to meeting you and hopefully working with you as a teaching assistant at Park Primary in the future.



*Jill Greenwood*



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## *Welcome letter from Pupil Parliament*

Dear Prospective Apprentice TA,

On behalf of the children at Park Primary School, we would like to tell you why Park is such a wonderful school to be a part of.

Our school is an inclusive and caring environment to be in. We have hard working children who strive to be the best they can. We have high expectations for all children and our dedicated staff ensure that all needs are met by adjusting the learning environment so that every child can succeed.

We are very proud of our school and we are looking for a teaching assistant who will be reliable, kind, supportive and, most of all, a good listener.

Our school is an exciting and vibrant place to be, with each day being very different. Everyone is made to feel welcome at Park.

Thank you for reading our letter and we look forward to meeting you soon to show you around our wonderful school.



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## *Agreed timetable for appointment*

2nd May 2025

Advertisement appears

9am, 4<sup>th</sup> June 2025

Closing dates for applications

9<sup>th</sup> June 2025

Shortlisting meeting

Call the office to book

Tour the school

w/c 16th June 2025

Interviews and appointment

September 2025

Start date for new Apprentice TA



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## *Advertisement*

**Number on Roll - 320**

**Apprentice Teaching Assistant**

**September 2025: 2 year fixed term contract**

**Contract type: Permanent**

**Hours per week: 30**

**Start and finish time: 8.45am until 3.15pm with 30 minutes lunch**



The Governors at Park Primary School are seeking applications for the role of Apprentice Teaching Assistant to support classroom learning and develop their skills within a school environment.

We are a busy, inclusive, and supportive primary school, eager to find the right individual to join us for this academic year. This is a fantastic opportunity for those looking to begin their journey in education and gain valuable hands-on experience working with pupils at Park Primary School.

### **We are looking for someone who:**

- Is eager to learn and develop their skills in supporting classroom learning
- Will be committed to upholding our school values, nurturing ethos, and strong behaviour policy
- Has a passion for working with children and supporting their educational development
- Is dedicated to whole school life, including extra-curricular activities and school events
- Demonstrates enthusiasm and a positive attitude
- Can work collaboratively as a team player
- Has good organisational skills and a proactive approach to learning
- Is keen to develop their understanding of SEND, behaviour, and additional needs
- Maintains excellent attendance and punctuality

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### **We will offer you:**

- Happy and well-behaved children who care about their school
- A dedicated, fun-loving team of teaching and support staff
- A supportive governing body
- A curriculum that is bespoke to our pupils
- The opportunity to make your mark at a school that is always looking to improve
- Excellent professional development opportunities

### **Essential Skills:**

- Good communication skills.
- Ability to work well in a team.
- Patience and empathy when supporting students with varying abilities and backgrounds.
- Organisational skills for managing classroom materials and schedules.
- Flexibility and adaptability when responding to changing classroom needs.
- Ability to follow instructions for adhering to school policies and procedures.
- Willingness to learn and motivation to maintain a high standard of work.
- Good attendance and punctuality.



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## *Job Description*

### **Support for Pupils**

- 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/paediatric first aid where appropriately trained.
- 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 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/carers as directed.



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## **Support for the School**

- 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 Curriculum**

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

Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.

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](http://www.gov.uk/dbs) or alternatively a copy is available on request.



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## *Attendance policy statement*

Park Primary School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the school's leadership team monitors levels of sickness absence in school regularly and take action in accordance with the guidelines adopted by the school to deal with unacceptable levels of frequency and sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.



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