



Pendle
Education Trust

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**TEACHING ASSISTANTS
TA2 AND TA3 AT PENDLE
PRIMARY ACADEMY
APPLICATION
PACK**

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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 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

PENDLE PRIMARY ACADEMY

At Pendle Primary Academy we aim to provide an environment where all children are inspired to learn and achieve to the very best of their ability. Our children love coming to school. They feel safe, develop strong friendships, have fun in their learning and their play, and have the confidence to explore new challenges.

Our core values are based on our vision that every child will SHINE: they will be Safe, Here, Inspired, Neighbourly and Excellent in everything they set out to achieve. These values are embedded in everything we do throughout school.

The curriculum at Pendle Primary Academy is learner-centred and has been developed internally to reflect the needs of our children and community. A rich tapestry of experiences underpins the academy's curriculum, offering all children opportunities to develop a practical understanding of the world; these experiences form the bedrock of the curriculum and provide the foundation of children's learning.

We have over 400 children on roll from a range of backgrounds, the majority of whom speak English as an additional language. As an accredited Voice21 Oracy Centre of Excellence, we pride ourselves on our commitment to ensuring that all children learn to be effective communicators during their time with us, simultaneously using their learning to improve their talking skills, and further developing their curricular learning through exploratory and presentational talk. Supported by innovative technological approaches to recording and assessing children's outcomes, we offer a fully inclusive curriculum which enables all children, regardless of their individual starting points, to thrive and succeed.

By joining Pendle Primary Academy you will become part of a supportive and ambitious team. We collaborate with our colleagues at Casterton Primary Academy and Castercliff Primary Academy, as well as the two secondary academies in Pendle Education Trust, and benefit from the support of the Trust's core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance. 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.



Mr Simon Thompson
Executive Principal (Primaries)

VACANCY

TEACHING ASSISTANTS (TA2 AND TA3)



Salary	<p>TA2 - Grade 4, SCP 4-6. £17,985 to £18,559 after pro-rata calculations (at 32.25 hours per week), dependent on experience. FTE salary is £24,404 - £25,182.</p> <p>TA3 - Grade 6, SCP 11-19 £19,650 to £22,523 after pro-rata calculations (at 32.25 hours per week), dependent on experience. FTE salary is £27,269 - £31,067.</p>
Role Details	32.25 hours per week. Temporary for 1 year in the first instance.
Required	September 2025
Closing Date	9am on Friday 20 th June
Interview/Task Date	Tuesday 1 st July

Please include in your application if you are applying for the TA2 or TA3 role.



INTRODUCTION TO THESE ROLES

At Pendle Primary Academy, we pride ourselves on being an inclusive school in which all children are enabled to thrive and succeed regardless of need, which is why we are excited to be able to offer an opportunity for the right candidates to join our team as Teaching Assistants (TA2 and TA3) to support teachers in ensuring that children are offered the best possible education.

Working alongside our existing Key Stage teams, the successful candidates will be responsible for supporting teachers in curriculum delivery.

The ideal candidates will be passionate and dynamic practitioners with previous experience of supporting children in primary settings. With a focus on team work and sharing good practice, they will be committed to their own professional development in order to continuously improve the educational offer for children at Pendle Primary Academy.

Specific duties will include supporting classroom teachers to deliver the curriculum to all children, including those with Special Educational Needs and Disabilities (SEND) and Education and Health Care Plans (EHCPs).

TA3s will also provide cover for classes where the teacher is unavailable, delivering lessons which have been planned for by the teacher or other appropriate staff member.

If you're interested in one of these positions and would like to submit an application then please complete our online application form or download the form from our website and return to hr@pendleeducationtrust.co.uk. We look forward to hearing from you.

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.

JOB DESCRIPTION

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed regularly.

Job Title: Teaching Assistant (TA2 and TA3)

Accountable to: The Principal

Key Responsibilities

Role specific

1. To support the personal needs of pupils and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters
2. To assist in the delivery of educational activities and programmes of learning with individual and small groups of pupils, whilst promoting independent learning
3. To assist in the preparation and adaptation of teaching materials, resources and provision, as directed by the teacher
4. To provide regular cover for classes where the teacher is unavailable, delivering lessons which have been planned for by the teacher or other appropriate staff member - **TA3 only**
5. To participate, with teaching staff, in the planning and evaluation of learning for individual pupils
6. To establish a supportive relationship with pupils and parents, acting as a role model and being aware of and responding appropriately to individual needs
7. To encourage acceptance and inclusion of all pupils within the school, and to ensure all pupils have equal access to opportunities to learn and develop
8. To support pupils in increasing their self-confidence and independence through encouragement and the effective use of praise
9. To assist with instruction of pupils in the use of specialist equipment, including ICT and, where appropriate, the correct and safe use of tools and equipment
10. To assist the teacher to maintain a positive learning environment including setting out and clearing away equipment and resources
11. To monitor the progress, needs and behaviours of individual pupils and report these to the Teacher as agreed
12. To assist with the supervision of pupils across the school day, including before and after school and at lunchtimes
13. To accompany other staff and pupils on visits, trips and out of school activities as required ensuring that pupils are appropriately supervised at all times

JOB DESCRIPTION

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 considers appropriate



PERSON SPECIFICATION

Qualifications and Attainments

5 GCSEs, including English & Maths at Grade A* to C (or equivalent) -

Essential

Level 2 or 3 Teaching Support / Childcare qualification or equivalent, e.g.

CACHE, NVQ L3, NNEB – **Desirable**

Training, Experience and Knowledge

An understanding of the developmental, emotional, social and educational issues of children and young people – **Essential**

Experience of working with children in an education or childcare environment – **Desirable**

Ability and confidence to assist pupils with numeracy and literacy in line with learning strategies – **Essential**

Experience of working with children with specific learning and / or behavioural needs – **Essential**

Experience of basic administrative tasks – **Desirable**

Experienced / trained first aider - **Desirable**

Personal Skills and Attitudes

Good written and verbal communication skills – **Essential**

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

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

Ability to work independently and as part of a team, manage own workload and use initiative – **Essential**

An interest in ongoing professional development – **Essential**

Excellent interpersonal skills – **Essential**

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.



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Company Registration Number
08263591

Place of Registration
England and Wales