

**TEACHING ASSISTANT 3**  
**Ref: 197881**

**Required ASAP**

**Closing Date: Midnight on Sunday 12<sup>th</sup> October**

**Completed application form to be emailed to:  
[applications@balshaws.org.uk](mailto:applications@balshaws.org.uk)**

*(Please ensure you quote the vacancy applied for in the subject line.)*

***Proposed dates:***  
***Shortlisting: Wednesday 15<sup>th</sup> October***  
***Interview: Wednesday 22<sup>nd</sup> October***

## TEACHING ASSISTANT 3

**30 hours 50 minutes per week, term time + 5 Inset days**

**Grade 6 New Pay Spine Point 11-19 (£28,142 – £32,061)-** *please note the salary quoted is full time equivalent and will be paid on a pro-rata basis.*

***Required ASAP***

### **SCHOOL BACKGROUND:**

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Balshaw's enjoys the privilege of being one of the most successful schools in the county and the most over-subscribed school in South Ribble. We believe that this is deservedly so.

As a school rooted firmly in the Christian ethos, each student in our care matters deeply to us. However, as an authority controlled school we do not operate any entry criteria and the school is available to students of all abilities, interests and aptitudes. Nevertheless, in following the school motto: (*non sibi sed aliis*) 'not for self, but for others' we aim to create students whose actions reflect the love of Christ as we develop them into full and well-rounded young adults ready to make valuable contributions to our society.

Balshaw's has a proud history of academic excellence for students dating back to 1782. The school adds significant value to its students from their starting points in Year 7 to the time when they leave in Year 11. Many will go on to study at Runshaw College, which was originally the Sixth Form of Balshaw's, and others will take up apprenticeships or employment.

Equally important to us is the richness of opportunity available to students at Balshaw's. Set in 21 acres of beautiful land, Balshaw's staff provide extra-curricular opportunities that other schools could only hope for. The huge range of clubs and activities have taken many of our students on to careers in sport and media with a number of well-known alumni.

### **THE ROLE:**

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Balshaw's values its team of Teaching Assistants very highly and has maintained a large group of TAs who all work at TA3 level. This is because our highly skilled team of TAs are able to plan and deliver teaching to small groups and have a very proactive role in the development and care of our students who need that closer level of care or supervision.

The school is looking to appoint a committed, enthusiastic individual to the position of Teaching Assistant. The role we are looking to fill will support teachers and students in any designated year group. The successful applicant will ensure that every child is able to gain the most from their education by supporting them with their additional needs to maximise their learning as required. We are looking for creative candidates who will make a big impact in the life and learning environment of our pupils.

As TA3s our teaching assistants can be called upon to provide cover at times. The successful applicant will have a keen interest in working with children and in supporting and developing their learning.

As a member of our successful Teaching Assistant team you will have good interpersonal skills, be flexible and focused on the needs and wellbeing of the child. You will be a team player with a 'can do' approach to work and a good sense of humour.

### **PERSON SPECIFICATION – TEACHING ASSISTANT 3**

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- To work as a designated TA3 under the leadership of the SENDCO.
- To provide particular support for identified students.
- To work closely with class teachers to support lessons.
- To work with identified individuals or small groups under the direction of the classroom teacher.
- Aid the teacher to develop and deliver strategies to help the pupils become successful in their classroom.
- Aid the teacher to promote high levels of literacy and promote reading for pleasure.

### **SEND DEPARTMENT**

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The SEND department, under the leadership of the SENDCO and overseen by the Deputy Headteacher (Pastoral Care), is integral to the Teaching and Learning of all students but particularly those with additional needs and will be a valued addition to our SEND Team.

Our Special Needs and Disability Provision, aims to develop and maintain its outstanding practice with the addition of a Teaching Assistant to meet the additional needs of our students. We want students who have additional needs to have access to support from skilled teaching assistants in order to fully meet their academic and pastoral needs.

Balshaw's is already exemplary in its practice with pastoral care, but we have witnessed a dramatic increase in the number of young people requiring additional support. We have re-developed our strong pastoral team to ensure that we continue to support students and provide appropriate help and care at the point of need with access to professionals and wider multi-agency involvement. With increasing numbers of students nationally suffering from low self-esteem, stress and other mental health issues, schools find themselves struggling to manage with increasing demands upon the outside agencies who previously supported these students.

The vision for Balshaw's is to continue to maintain strong pastoral care and practice and ultimately for it to become a model of best practice which schools will seek to emulate. Under the strategic direction of the Deputy Headteacher with responsibility for pastoral care we aim to raise the attainment of all our students whilst concurrently providing emotional and academic support when needed and the ability to make appropriate referrals to outside agencies when needed.

As a school with strong Christian values, we believe that it is our moral obligation to treat all our students in the context of the love of Christ in order that they may grow into fulfilled lives, making valuable contributions to our society. You will be joining an outstanding team of professionals who have the desire to move beyond outstanding. There is a strong sense of teamwork, communication, resilience and empathy. We would welcome your application should you feel you have the necessary skills and qualities suitable for the job and invite you to become a part of our team.

The successful applicant will be enthusiastic and confident and will be able to support and inspire children to foster their enthusiasm for learning. They will also have the skills and maturity required to take on the Teaching Assistant duties and responsibilities. A willingness to contribute fully to the extra-curricular activities and life of the school is vital.

This is a permanent post which is 30 hours 50 minutes per week, term time + 5 Inset days. In line with the statement of particulars of employment, the actual working times are determined by your Headteacher/Manager. The arrangements are 5 days starting at 8.15am and finishing at 3.25pm with a 20 minutes unpaid break and a 40 minutes unpaid lunch. The actual working times may be varied according to the needs of the service in consultation with you.

The salary range will be Grade 6, Scale Point 11-19 (£28,142 – £32,061). Please note the salary quoted is full time equivalent. If successful the salary received will be paid on a pro rata basis.

**The closing date is Midnight on Sunday 12th October.**

*This 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.*

*Please note that in line with Keeping Children Safe in Education 2025 an online search will be carried out as part of our due diligence on shortlisted candidates.*

*September 2025*

## Lancashire County Council

### Combined Role Profile

#### Grade Profile – Teaching Assistant – Level 3 (Grade 6)

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| <b>POST TITLE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Teaching Assistant 3                    |
| <b>GRADE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Grade 6 SCP 11-19                       |
| <b>CAR USER:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                         |
| <b>LOCATION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Balshaw's Church of England High School |
| <b>RESPONSIBLE TO:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                         |
| <b>STAFF RESPONSIBLE FOR:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                         |
| <b>JOB PURPOSE: The main objectives to be achieved by the Postholder</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                         |
| <p>Expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and its differentiation amongst pupils. Would be expected to:</p> <ul style="list-style-type: none"> <li>- plan and implement teaching and learning activities to individuals and small groups.</li> <li>- undertake supervisory cover for classes as appropriate.</li> <li>- establish supportive and constructive relationships with pupils, parents, carers and the wider community.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                         |
| <b>MAIN ACTIVITIES</b> <b>What the Postholder will actually do</b><br><b>What prescribed duties the postholder will have</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                         |
| <p><b>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:</b></p> <ul style="list-style-type: none"> <li>• <b>Support for Pupils</b> <ul style="list-style-type: none"> <li>– To work collaboratively with the classroom teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).</li> <li>– To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.</li> <li>– 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 pupil(s).</li> <li>– To assist in the devising of pupil's individual targets and their monitoring and review.</li> <li>– To support pupils as part of a planned inclusion programme.</li> <li>– To develop positive relationships with pupils and staff to assist pupil progress and attainment.</li> <li>– To monitor and record pupil progress on a regular basis and to prepare reports as required.</li> <li>– To assist in the specific medical/care needs of pupils when specific training has been undertaken.</li> </ul> </li> </ul> |                                         |

- **Support for the Teacher**
- To monitor individual pupils' progress and to report on pupils' needs, achievements and concerns.
- To assist in pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, resources and learning strategies for lessons.
- To liaise with parents, carers and outside agencies, where appropriate.
- To undertake arrangements for out of school learning activities, for example, pupil work experience.
- Undertake marking of pupils' work and recording of achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits.
  
- **Support for the School**
- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment.
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.
  
- **Support for the Curriculum**
- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities.

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|----------------|---------------------------------------------------------------------------------------------------------------------------------|
| – <b>Note:</b> | – <b>In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.</b> |
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### **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. This post is subject to an enhanced DBS disclosure.*

### **Diversity and Equality**

*As a school we are passionate about diversity and recognise that as individuals we all bring something unique to the role regardless of age, gender, race, beliefs or disabilities which is why we treat all of our people equally, without compromise.*

### **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.*

## **Person Specification Form**

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### **Post Title - Teaching Assistant - Level 3**

| <b>Personal Attributes required<br/>(on the basis of the job description)</b>                                                                                                                                                                                                    | <b>Essential (E)<br/>or<br/>Desirable (D)</b> | <b>To be identified by:<br/>(eg application form,<br/>interview, reference etc)</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Qualifications</b><br><br>NVQ level 3 or above qualification (or equivalent) - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable<br>Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy | E<br><br>D                                    | AP, I, R<br><br>AP, I, R                                                            |
| <b>Experience</b><br><br>Experience of working with children                                                                                                                                                                                                                     | E                                             | AP, I, R<br>AP, I, R                                                                |

|                                                                                    |     |          |
|------------------------------------------------------------------------------------|-----|----------|
| Experience of working in a relevant classroom/service environment                  | E   | AP, I, R |
| Experience of Administrative work                                                  | D   | AP, I, R |
| Experience of supporting pupils with additional needs or SEND                      | D/E |          |
| <b>Knowledge/skills/abilities</b>                                                  |     |          |
| Ability to relate well to children                                                 | E   | AP, I, R |
| Ability to work as part of a team                                                  | E   | AP, I, R |
| Good communication skills                                                          | E   | AP, I, R |
| Ability to relate well to parents/carers                                           | E   | AP, I, R |
| Ability to supervise and assist pupils                                             | E   | AP, I, R |
| Time management skills                                                             | E   | AP, I, R |
| Organisational skills                                                              | E   | AP, I, R |
| Knowledge of classroom roles and responsibilities                                  | D   | AP, I, R |
| Knowledge of the concept of confidentiality                                        | D   | AP, I, R |
| First Aid Certificate                                                              | D   | AP, I, R |
| Administrative skills                                                              | E   | AP, I, R |
| Knowledge of strategies, for example numeracy and literacy                         | E   | AP, I, R |
| Ability to make effective use of ICT                                               | D   | AP, I, R |
| Ability to assess children's development                                           | E   | AP, I, R |
| Ability to plan and deliver work programmes                                        | E   | AP, I, R |
| Flexible attitude to work                                                          | E   | AP, I, R |
| High levels of literacy, spelling, punctuation and grammar                         | E   | AP, I, R |
| <b>Other</b>                                                                       |     |          |
| Commitment to undertake in-service development                                     | E   | AP, I, R |
| Commitment to safeguarding and protecting the welfare of children and young people | E   | AP, I, R |
| <b>Special Requirements</b>                                                        |     |          |

## SUMMARY

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It is said at Balshaw's that "Once a Balshavian, always a Balshavian." This is very true – a number of staff are previously students of the school and there is a very small turnover of staff either through retirement or promotion. We hope that when you visit our school you will get a strong sense of the Christian family values that underpin what we do.

Balshaw's is more than a school – it is a family. This post offers you the opportunity to become part of the Balshaw's family where you will be able to make a difference to the lives of the young people who are our future.

### **Lighting the path to excellence through Christian vision and values.**

Gospel values of love, forgiveness, friendship, kindness, truth, patience, respect and humility are the foundation for decisions made in the Balshaw's family. Our aim: to develop students of faith and no faith, who reflect Christ's love within the wider community.

#### OFSTED (2023)

- Students are proud to attend their school.
- Leaders are ambitious for all pupils, including those with special educational needs.
- Teachers have high standards for students' academic achievement and their behaviour.
- The atmosphere around school is calm and respectful.
- Pupils benefit from the opportunities for their wider development.
- Pupils behave well around the school and in lessons.

#### SIAMS (2019)

- 'Religious Education is both inspirational and challenging.'
- 'Strongly held values infuse the school community.'
- 'Collective worship is exemplary.'
- 'The senior leadership team provide inspirational and caring leadership.'
- 'The quality and range of their [pupils'] theological thinking is impressive.'

## APPLICATION

All applications should be on the Lancashire County Council application form and can be obtained from the school website [www.balshaws.org.uk](http://www.balshaws.org.uk). **Completed forms should also be accompanied by a letter of application which should be no more than two sides of A4.** In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position.

Applications should be marked for the attention of Mr S Haycocks, Headteacher and emailed to [applications@balshaws.org.uk](mailto:applications@balshaws.org.uk) by **Midnight on Sunday 12th October. Please ensure you quote the vacancy applied for in the subject line.** Applications sent to other email addresses will not be accepted.

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.