



PENDLE COMMUNITY HIGH SCHOOL & COLLEGE



APPLICATION PACK

WWW.PCHS.LANCS.SCH.UK

APPLICATION PACK – TEACHING ASSISTANT LEVEL 3

Pendle Community High School and College (PCHS&C) is an outstanding community special school for students with generic learning difficulties. We currently have 165 students on roll (ages 11 -19), with a variety of special educational needs including autistic spectrum disorders, speech, language and communication needs, and physical, medical and/or sensory needs.

PCHS&C moved into our purpose-built accommodation in 2008, where it is co-located with a mainstream secondary school. Our school and college provide an exciting and enriching environment, with a range of opportunities for social and educational inclusion.

Dear Candidate,

Thank you for requesting more information about the vacancy of **Teaching Assistant Level 3** at Pendle Community High School & College (PCHSC). At PCHSC our core values are at the HEART of everything we do:

Honesty

Embrace diversity

Ambition

Respect

Togetherness

We are delighted that you have shown an interest in joining our thriving community. If you decide to pursue your application and are successful in securing a job with us, you will be joining a highly committed and dynamic staff team who all play a part in making a real difference to the lives of families, carers and young people with special educational needs.

In addition to this, we also offer a number of staff benefits which includes but is not limited to:

- Enrolment into the Local Government Pension Scheme
- Access to Employee Assistance Program
- Free use of our on-site gym
- Free on-site parking
- Access to the National College and regular CPD opportunities
- Term time only working (*pay pro rata to reflect this*)

For more information about our school & college, please visit our website www.pchs.lancs.sch.uk.

The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful, you will be required to apply to the Disclosure and Barring Service for an enhanced disclosure. Please note that if shortlisted, we will seek references before you attend the interview.

Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.

We wish you all the best with your application.



D Grogan,
Head Teacher

IMPORTANT INFORMATION

SAFEGUARDING

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful, you will be required to apply to the Disclosure and Barring Service for an enhanced disclosure.

Please note that in line with Keeping Children Safe in Education statutory guidance; an online search will be carried out as part of our due diligence on shortlisted candidates. Please note that if shortlisted, we will seek references **before** you attend the interview.

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 & 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. Lancashire County Council operates a smoke and vape free policy on all sites.

ATTENDANCE

This school is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. The School Leadership Team will monitor overall levels of sickness absences regularly, will support employees during periods of sickness and will arrange for confidential reports to be submitted to Governors. Action will be taken in accordance with the guidelines and procedures adopted by the school to deal with unacceptable levels and frequency of sickness absence. All employees must understand the importance of good attendance and ensure that any sickness absence is kept to a minimum and that during any such absence they do not undertake any activity which is incompatible with the illness or which may delay recovery.

SUBMITTING YOUR APPLICATION

Please complete the application form enclosed and submit electronically to Debbie Saxton, HR Administrator, via email at dsaxton@pchs.lancs.sch.uk.

TEACHING ASSISTANT LEVEL 3 – JOB DESCRIPTION

JOB TITLE:	Teaching Assistant Level 3
GRADE:	Grade 6
CAR USER:	N/A
LOCATION:	Pendle Community High School & College
RESPONSIBLE TO:	Teacher
STAFF RESPONSIBLE FOR:	N/A
JOB PURPOSE:	The main objectives to be achieved by the Post holder
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: - support in DT (Workshop) and offer ideas and suggestions for future projects - be able to use a variety of tools and equipment for woodworking - plan and implement teaching and learning activities to individuals and groups (up to 2 sessions per week) and occasionally to undertake supervisory cover for classes as appropriate. - establish supportive and constructive relationships with pupils, parents, carers and the wider community - support form time and lessons with students - to support in the maintenance of the Voc Ed Centre and demonstrate skills to students Additional supporting information – specific to this post: Post holders may have some specialist knowledge or experience in a technical area related to Design & Technology.	
MAIN ACTIVITIES:	What the post holder will actually do What prescribed duties the post holder will have
Support for pupils – TA3 • To work collaboratively with the 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). • To support a group of pupils. • To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas. • 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). • To assist in the devising of pupil's individual targets and their monitoring and review. • 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 record pupil progress on a regular basis and to prepare reports as required. - 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 – TA3 • 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 -TA3 • 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 – TA3 • 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 • To support the DT workshop through creativity and knowledge of using a variety of tools and equipment for woodworking.	
In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.	

AGREED BY:	Head Teacher October 2025
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TEACHING ASSISTANT LEVEL 3 – PERSON SPECIFICATION

REQUIREMENTS (based on the job description)	Essential (E) or Desirable (D)	Identified by: Application form (A), Interview (I), Test (T), References (R) or other (give details)
QUALIFICATIONS		
GCSE grade 4 /C English (or equivalent L2-L3 qual)	E	A
GCSE grade 4 /C Maths (or equivalent L2-L3 qual)	E	A
NVQ Level 3 Relevant Child Care qualification (or equivalent)	E	A
EXPERIENCE		
Experience of working with young people with special needs	D	A/I
Experience in a school/ vocational setting	D	A/I
Experience of administrative work	D	A/I
Experience supporting pupils in DT (Workshop)	D	A/I
Experience of using a variety of tools and equipment for woodworking	E	A/I
Experience linked to the field of woodwork/ maintenance	D	A/I
KNOWLEDGE, SKILLS & ABILITIES		
Ability to relate well to children	E	A/I/R
Ability to work as part of a team	E	A/I/R
Good communication skills (oral and written)	E	A/I/R
Ability to relate well to parents/carers	E	A/I/R
Ability to supervise and assist pupils	E	A/I/R
Time management skills	D	A/I/R
Organisational Skills	E	A/I/R
Knowledge of classroom roles and responsibilities	D	A/I
Knowledge of the concept of confidentiality	E	A/I
First Aid/Paediatric First Aid Certificate	D	A/I
Administrative skills	E	A/I
Knowledge of strategies, for example numeracy and literacy	E	A/I
Ability to make effective use of ICT	E	A/I
Ability to assess children's development	E	A/I
Ability to plan and deliver work programmes	E	A/I
Flexible attitude to work	E	A/I
Ability to learn emerging technology e.g. laser design/ 3D printer	D	A/I
Confidence in completing simple DIY projects	E	A/I
OTHER (including special requirements)		
Commitment to undertake training for Team Teach at earliest convenience	E	I
Commitment to safeguarding and protecting the welfare of children and young people	E	I

Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Commitment to attendance at work	E	I
Commitment to undertake professional development / INSET	E	I
Please be aware we will always consider your references before confirming a job offer in writing		
PREPARED BY:	Head Teacher October 2025	

CLOSING DATE:	Monday 3 rd November 2025 12noon
SHORTLISTING DATE:	Monday 3 rd November 2025
INTERVIEW DATE:	w/c 10 th November 2025 -TBC