



Education  
Partnership  
Trust

High Expectations • Commitment • Ambition

# Candidate Information Pack

## Teaching Assistant

Burnley High School





## A message from the Headteacher

Thank you for expressing an interest in the position of Teaching Assistant at Burnley High School.

This is an fantastic opportunity for an outstanding, ambitious and dynamic Teaching Assistant to join a Good school at an exciting stage of its journey.

Burnley High School is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. We are a smaller than average secondary school, part of Education Partnership Trust (EPT), serving the community of West Burnley and Padiham. As an established, successful school we have grown in size and popularity, with demand for places resulting in the school being oversubscribed. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

In May 2017, the school was judged as 'Good' in all areas by Ofsted. A copy of the report can be downloaded from the School's website. Inspectors found our school to have a "polite, well-mannered students who are incredibly proud of their school", "relationships between teachers and pupils are positive and based on genuine respect and care" and that our "pupils have good attitudes to learning and are keen to succeed".

At Burnley High School, everyone is committed to providing the best educational experiences and opportunities for our students. Our vision is to ensure a world class education, addressing social disadvantage where it exists through high expectations and an ambitious curriculum. At the very heart of the school's work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements.

Every student at Burnley High School is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. We support our students to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at Burnley High School – our aspirational and exciting curriculum, our examination success, our ambitious opportunities for pupils' personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This

commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

Burnley High School is a successful 11 – 16 high school and over the past five years has achieved the following:

- Judged as Good across all four areas: Leadership and management, quality of teaching, outcomes and personal development and welfare.
- External outcomes in 2019 demonstrated good progress with a positive Progress 8 score.
- Established as the ‘school of choice’ in the local area, and oversubscribed in every year group.

To apply for this post, please follow the instructions on the Vacancies page on our website. For visits to the school or any other information, please contact [michael.rigby@burnleyhigh.com](mailto:michael.rigby@burnleyhigh.com)



**E. Starkey**  
Headteacher



**Education  
Partnership  
Trust**



I am delighted that you are considering a role within the EPT.

The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

Wishing you all the best with your application.



**Sharon Roscoe**  
Chief Executive

## Our Vision

Creating outstanding schools which transform learning, lives and communities

## Our Values

### High Expectations

of ourselves, our pupils and our school community

### Commitment

we are dedicated to raising standards and improving opportunities

### Ambition

we constantly strive to improve by setting ourselves challenging goals

# Teaching Assistant

**Hours:** 32.5  
**Weeks Worked:** 39  
**Start Date:** 01/09/2023  
**Salary:** £15654.47 - £16228.39, SCP 3-5

Burnley High School wishes to appoint a hardworking, enthusiastic and committed Teaching Assistant. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

## The Job

- To work under the direct instruction of teaching/senior staff, within the classroom with the teacher, supporting access to learning for pupils and providing general support to the teacher in the management of pupils and the classroom.
- To support pupils to overcome barriers to learning, promoting the inclusion of all pupils by developing their communication skills, supporting them to manage their behaviour, developing independence and social skills and to take responsibility for monitoring/reporting on the impact of classroom-based interventions.
- To provide teacher support, supervision, guidance and learning opportunities in all non-lesson-based activities as designated by the class teacher.

## What are the job requirements?

- GCSE or Equivalent qualification in English and Mathematics at level 9 – 5.
- Experience of working with or caring for children of relevant age.
- Basic understanding of child development and learning
- Knowledge of how to support the development of independence.
- Ability to support phonics and reading development including use of cued articulation.
- Excellent written communication skills and a high level of ICT literacy.
- Ability to relate well to children

## Amongst the many benefits of working within the Trust you will receive:

- Employee cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing

## Job Advertisement



### Safeguarding

The Education Partnership Trust is committed to safeguarding its children; therefore, an enhanced DBS clearance will be undertaken for the successful applicant(s). The Trust (and its schools) are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team [HR@ept-uk.com](mailto:HR@ept-uk.com)

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

# Teaching Assistant

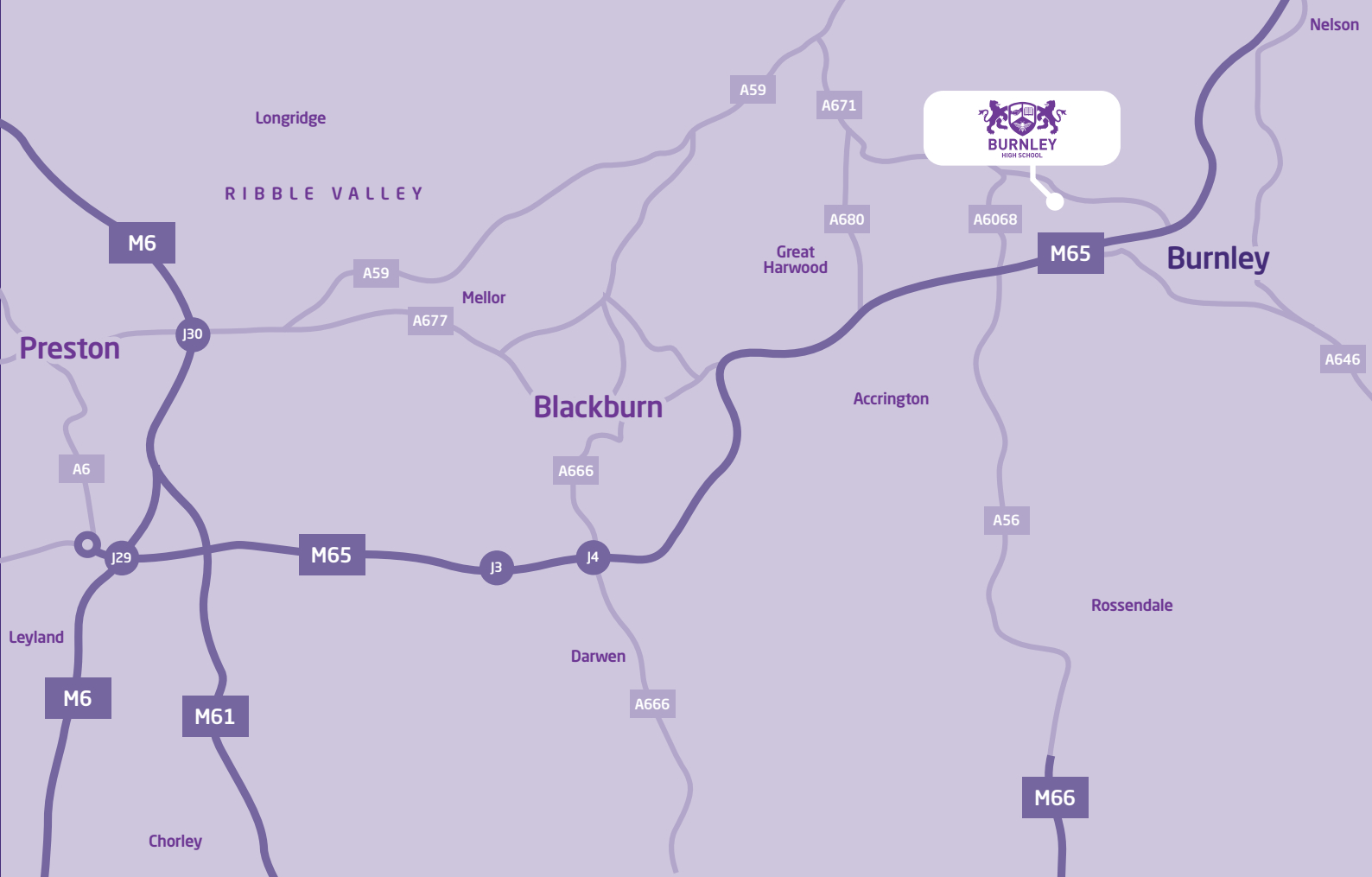
Reports to: Class Teacher / HLTA

Grade: Level 1 – SCP 3 – 5

No	Categories	Essential / Desirable	App form	Interview
<b>Qualifications and Training</b>				
1.	GCSE or Equivalent qualification in English and Mathematics at level 9 – 5.	E	✓	
2.	Child Care/NVQ/ other relevant qualification (related to education is desirable) at level 1.	D	✓	
3.	Experience of working with or caring for children of relevant age.	E	✓	✓
4.	Basic understanding of child development and learning	E	✓	✓
<b>Knowledge and Understanding</b>				
5.	Knowledge of The National Curriculum and Schemes of Work in Literacy and Numeracy.	D	✓	✓
6.	Knowledge of how to support the development of independence.	E	✓	✓
7.	How to support phonics and reading development including use of cued articulation.	E	✓	✓
8.	Excellent written communication skills and a high level of ICT literacy.	E	✓	✓
<b>Skills</b>				
9.	Ability to relate well to children	E	✓	✓
10.	Ability to work as part of a team	E	✓	✓
11.	Good time management and organisational skills	E	✓	✓
12.	Knowledge of the concept of confidentiality	E	✓	✓
13.	Flexible attitude to work	E	✓	✓
14.	Good numeracy and literacy skills	E	✓	✓
15.	First Aid Certificate	D		✓
16.	Ability to build and maintain successful and positive relationships with pupils, treating them equitably with respect and consideration.	E	✓	✓
17.	Can use ICT effectively to support learning and general administrative tasks.	E	✓	✓
18.	Can self-evaluate effectively to improve own practice.	E	✓	✓
19.	Hold a UK driving license and, after training is provided, be willing to drive minibus (desirable).	D	✓	✓
<b>Personal Qualities</b>				
20.	Proven ability to listen to, understand and work effectively with all children, staff and parents/carers.	E	✓	✓

21.	Ability to work under pressure and to meet deadlines.	E	✓	✓
22.	The ability to foster an open, transparent and equitable culture, deal effectively with difficult conversations and conflict at every level, and to value and praise good and outstanding practice	E	✓	✓
<b>Professional Values and Practice</b>				
23.	Be positive and respond to situations in a calm, professional manner at all times.	E	✓	✓
24.	Be self-motivated, creative, robust and resilient.	E	✓	✓
25.	Carry out responsibilities while being flexible and adaptable.	E	✓	✓
26.	At all times model good relationships, attitudes and behaviour	E	✓	✓
27.	Understand and respect social, cultural, linguistic, religious and ethnic backgrounds	E	✓	✓
28.	Work collaboratively within a team using own initiative	E	✓	✓
29.	A high level of commitment to safeguarding, inclusion and equality in all aspects of school life.	E	✓	✓
30.	Demonstrate a willingness and ability to improve own practices and to act on feedback.	E	✓	✓





# Contact

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An Education Partnership Trust School