



Education  
Partnership  
Trust

High Expectations ♦ Commitment ♦ Ambition

# Candidate Information Pack

Teaching Assistant Level 2

Pleckgate High School



# A message from the Headteacher



**Pleckgate**  
HIGH SCHOOL

“The community of Pleckgate has a local secondary school it can be proud of. It provides an excellent education for all its pupils. They flourish in a bright, positive and secure environment.”

**Ofsted - January 2019**

Thank you for expressing an interest in the position of Teaching Assistant Level 2 at Pleckgate High School.

We are a large secondary school, part of Education Partnership Trust (EPT), situated on the northern outskirts of Blackburn with Darwen. Our school community is made up of 1300 pupils and 180 staff with excellent facilities to benefit both the school and local community. Pleckgate High School is a thriving multicultural community that places the best interests of young people at the heart of everything we do.

In January 2019, the school was judged as outstanding 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 “great sense of industry and endeavour” and described the school as “harmonious” with a “common goal to excel”. A copy of the report can be downloaded from the school's website.

At Pleckgate everyone is committed to providing the best educational experiences and opportunities for our pupils. At the 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 pupil at Pleckgate is encouraged to have ambitious goals and everybody is responsible for creating a culture of high expectations and academic excellence.

We are proud of our achievements – our ambitious curriculum, our examination success, 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.

Pleckgate is a successful 11 – 16 high school and over the past three years has achieved the following:

- Judged as outstanding across all four areas: Leadership and management, quality of teaching, outcomes and personal development and welfare.
- Outcomes in 2019 continued to demonstrate excellent progress with a fifth successive year of positive Progress 8 and in the top 20% of schools nationally.
- For the past four years each year group in school has been significantly oversubscribed

To apply for this post, please follow the instructions on the 'Vacancies' page on our website. For any other information, please contact [jferguson@pleckgate.com](mailto:jferguson@pleckgate.com)



**Aishling McGinty**  
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 Level 2

<b>Hours:</b>	<b>30 hours per week Monday to Friday 08.25 – 15.05</b>
<b>Weeks Worked:</b>	<b>39 weeks</b>
<b>Start Date:</b>	<b>1 January 2023</b>
<b>Salary:</b>	<b>SCP6-11 (£21 968 - £24 054) per annum pro rata</b>

Pleckgate High School wishes to appoint a hardworking, enthusiastic and committed Teaching Assistant Level 2. Experience of working with pupils to support with speech and language development would be welcome, as is the ability to speak Urdu, but is not essential. 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 instruction/guidance of teaching/SENCO/senior staff (or HLTA leading the class in the short-term absence of the class teacher), to implement planning and assessment, working with individual or small groups of pupils to achieve high levels of accelerated pupil progress.
- 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 class-based interventions.
- To provide supervision and guidance and learning opportunities in all non-lesson-based activities.
- Providing feedback to pupils in relation to their progress and achievement, under the guidance of the teacher
- Promoting good pupil behaviour and dealing with conflicts and incidents in line with school policies.

## What are the job requirements?

- GCSE or Equivalent qualification in English and Mathematics at level 9 – 5.
- Child Care/NVQ/ other relevant qualification (related to education is desirable) at level 2.
- Experience of working with children in an educational setting in particular meeting the needs of children who may face barriers to learning
- Experienced in sound behaviour management techniques
- The ability to speak Urdu would be useful but not essential.
- Knowledge of how to support phonics and reading development including use of cued articulation.
- Excellent written communication skills and a high level of ICT literacy.
- Is able to work as a member of a class team to support planned lessons.
- Can break down given planned tasks into small steps of learning and can give focused feedback on progress made and next steps.
- Has the ability to relate well to children
- Can work as part of a team
- Good time management and organisational skills

**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

**Closing date: Monday 21 November 2022 at 09:00**

**Interview date: Monday 28 November 2022**

### **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)

# Teaching Assistant Level 2

**Reports to: SENCO**

**Grade: SCP 6 – 11 (£21 968 - £24 054) per annum pro rata**

## Job Purpose

- To work under the instruction/guidance of SENCO or class teacher to implement planning and assessment, working with individual or small groups of pupils to achieve high levels of accelerated pupil progress.
- 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 class-based interventions.
- To provide supervision and guidance and learning opportunities in all non-lesson-based activities.
- Providing feedback to pupils in relation to their progress and achievement, under the guidance of the teacher
- Promoting good pupil behaviour and dealing with conflicts and incidents in line with school policies.

## Key Roles and Responsibilities

- To work under the instruction/guidance of teaching/senior staff or the SENCO or class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.
- Support the development of pupils' literacy skills in all lessons.
- Support social communication skills always.
- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- Support the development of pupils' independent learning and independence skills.
- To develop positive relationships with pupils to assist pupil progress and attainment.
- Feedback to the class teacher on the progress made by individual pupils throughout the lesson verbally and in written form.
- Providing feedback to pupils in relation to their progress and achievement, under the guidance of the teacher.
- Assist the class teacher to mark work and give verbal feedback to pupils on progress made and next steps in all lessons.
- In liaison with the class teacher, to contribute to pupil reports and participate in reviews of pupil progress.
- Work with the class teacher to identify pupils requiring targeted interventions based on pupil progress data and ongoing assessment of progress.
- Provide support for pupil's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour Policy.
- Assist with the general pastoral care of the pupils, following Health Care Plans as necessary and dealing with conflicts and incidents in line with school policies.
- Actively engage and supervise pupils during unstructured time and transitions as necessary for their safety.
- Prepare the classroom for lessons, ensuring resources are available and cleared away throughout and at the end of the lesson.
- Prepare and maintain appropriate learning aids, materials and equipment and assist the pupils in their use.
- Carry out any reasonable duties, which the class teacher deems appropriate and necessary for the benefit and well-being of the pupils.
- Accompany the class teacher and supervise pupils on visits, trips and out of school activities as required
- Work on displays following consultation with the class teacher/SLT.



- Provide general clerical support, e.g. photocopying, laminating, filing, etc as required.
- Liaise with parents under the direction of the class teacher.
- Attend Parents' Evening with the teacher if required.
- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care of 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.

### Note

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration, status and reasonable notice.





# Teaching Assistant Level 2

Reports to: SENCO

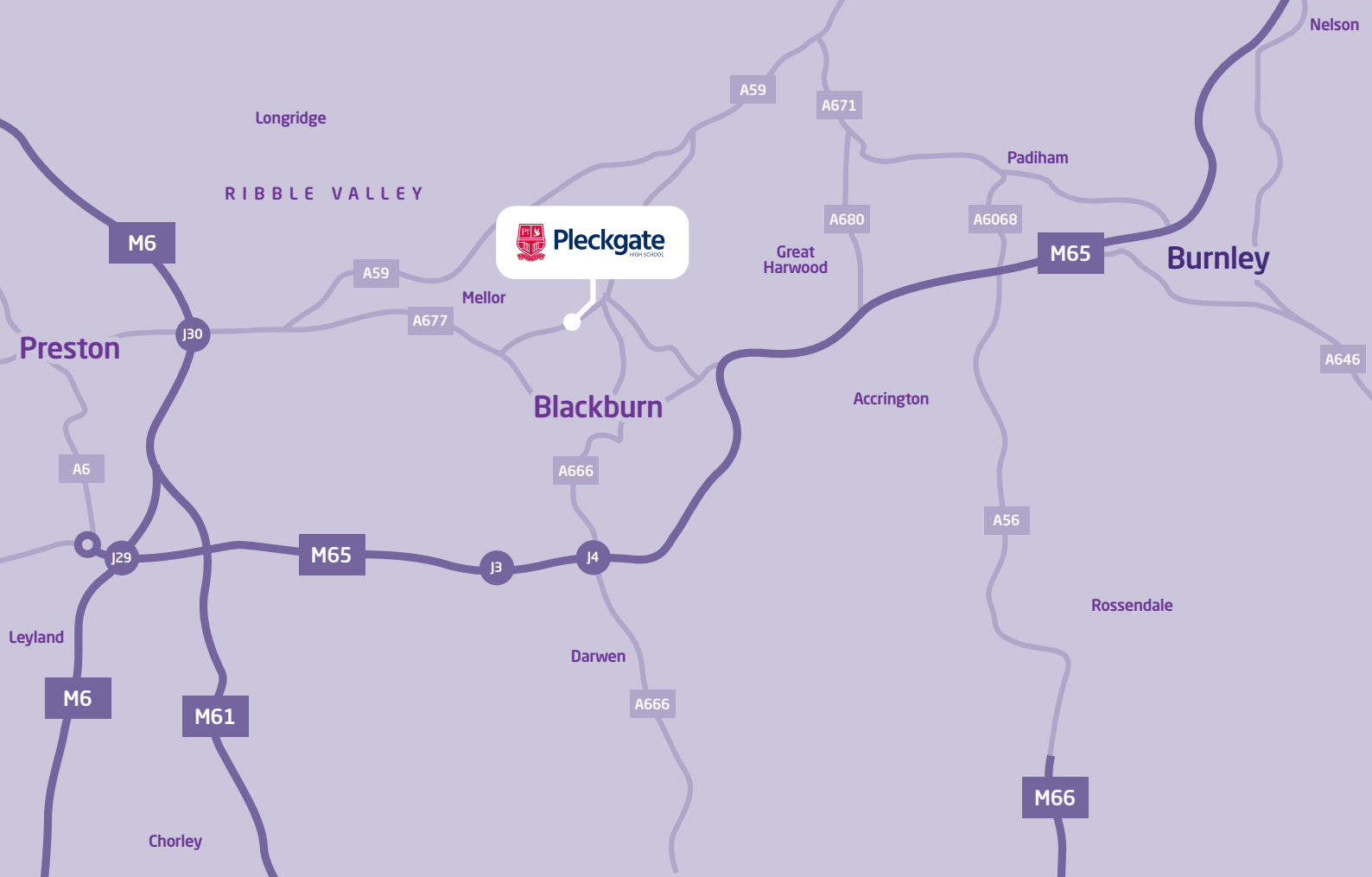
Grade: SCP 6 – 11 (£21 968 - £24 054) per annum pro rata

No	Categories	Essential / Desirable	App form / Interview
<b>QUALIFICATIONS &amp; EXPERIENCE</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 2.	E	✓
3.	Experience of support work with children in an educational setting	E	✓
4.	Experience of supporting pupils with speech and language strategies	D	✓
<b>KNOWLEDGE &amp; UNDERSTANDING</b>			
5.	Knowledge of The National Curriculum and Schemes of Work in Literacy and Numeracy.	E	✓
6.	Experience of working with or caring for children of relevant age	E	✓
7.	How to support the development of social communication and literacy skills, promoting high standards of literacy, articulation and numeracy	D	✓
8.	How to support the development of independence.	D	✓
9.	How to support phonics and reading development including use of cued articulation	E	✓
10.	Excellent written communication skills and a high level of ICT literacy	E	✓
<b>SKILLS</b>			
11.	Ability to relate well to children	E	✓
12.	Ability to work as part of a team	E	✓
13.	Good time management and organisational skills	E	✓
14.	Knowledge of the concept of confidentiality	E	✓
15.	Flexible attitude to work	E	✓
16.	Good numeracy and literacy skills	E	
17.	First Aid Certificate (or willing to be trained)	D	✓
18.	Is able to work as a member of a class team to support planned lessons	E	✓
19.	Is able to build and maintain successful and positive relationships with pupils, treating them equitably with respect and consideration	E	✓
20.	Can break down given planned tasks into small steps of learning and can give focused feedback on progress made and next steps	E	✓
21.	Can use ICT effectively to support learning and general administrative tasks	E	✓
22.	Can self-evaluate effectively to improve own practice	E	✓





23.	Hold a UK driving license and, after training is provided, be willing to drive a minibus	D	✓
24.	Ability to speak Urdu	D	✓
<b>PERSONAL QUALITIES</b>			
25.	Proven ability to listen to, understand and work effectively with all children, staff and parents/carers	E	✓
26.	Ability to work under pressure and to meet deadlines	E	✓
27.	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>			
28.	Be positive and respond to situations in a calm, professional manner at all times.	E	✓
29.	Be self-motivated, creative, robust and resilient.	E	✓
30.	Carry out responsibilities while being flexible and adaptable.	E	✓
31.	At all times model good relationships, attitudes and behaviour	E	✓
32.	Understand and respect social, cultural, linguistic, religious and ethnic backgrounds	E	✓
33.	Work collaboratively within a team using own initiative	E	✓
34.	A high level of commitment to safeguarding, inclusion and equality in all aspects of school life.	E	✓
35.	Demonstrate a willingness and ability to improve own practice and to act on feedback.	E	✓
36.	Support the Senior Leadership Team in their duty to ensure that the school meets its educational aims to deliver the best possible educational outcomes for pupils.	E	✓



# Contact

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An Education Partnership Trust School