



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Teaching Assistant – Level 3

Coal Clough Academy



A message from the Headteacher

“Pupils told inspectors that they liked coming to school. Pupils say that they feel safe and well looked after. The curriculum is carefully designed. Safeguarding is given the highest priority in the school.”
Ofsted - 2018

Thank you for expressing an interest in the position of Teaching Assistant – Level 3 at Coal Clough Academy.

This is a fantastic opportunity for an outstanding, ambitious and dynamic Teaching Assistant – Level 3 to join a Good school at an exciting stage of its journey.

We are a successful Pupil Referral Unit for 11-16 year olds situated in the heart of Burnley, with places for up to 140 Key stage 3 and 4 pupils, and part of the Education Partnership Trust (EPT).

Coal Clough Academy is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. 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.

Within our setting, ‘pupils re-engage with learning and make good progress in developing skills, knowledge and understanding across a range of subjects.’ We pride ourselves on supporting and reviewing all pupils on an individual basis, this is supported by our academic and non-academic curriculum.

In June 2018, the school was judged as ‘Good’ in all areas by Ofsted. This result epitomised the hard work and school improvements made since joining the Education Partnership Trust. Inspectors found our school to allow ‘Pupils’ positive attitudes to learning be effectively developed and barriers to good teaching are removed,’ ‘Teachers and other adults develop strong, trusting relationships with pupils so that they can become more confident learners,’ and that our ‘Pupils told inspectors that they liked coming to school.’ A copy of the report can be downloaded from the school’s website.

At Coal Clough Academy our vision and values are supported by us working hard to achieve happy and healthy pupils who can achieve well based on their individual performance. We are 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.

We aim high at Coal Clough Academy and expect high standards of behaviour and academic effort. Every student at Coal Clough Academy 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 Coal Clough Academy, 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.

Over the past five years, Coal Clough Academy 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 for the school include success in GCSE English, Maths and Science for all pupils.
- Established as the 'school of choice' for alternative provision in the local area.
- The school have successfully achieved the SENDIA Award for additional support and guidance we provide our pupils with to reach their full potential.
- Parental support is welcomed by the school and we have been recognised for transforming lives of pupils who once disengaged with education.

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 scarter@coalclough.org



H. Clarke, 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

Job Advertisement

Teaching Assistant – Level 3

Hours:	33 hours a week
Weeks Worked:	39 weeks a year
Start Date:	8th January 2024
Salary:	SCP 11 – 19 (actual salary - £20,378 to £23,357 pa)

Coal Clough Academy wishes to appoint a hardworking, enthusiastic and committed Teaching Assistant – Level 3. 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/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 3.
- 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.
- 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.
- Ability to work as part of a team.

- Good time management and organisational skills.

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

- Healthcare 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.
- Electric Car Scheme (Salary Sacrifice)
- 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
- Trust wide Intranet to share knowledge and resources

Closing date: 30th November 2023

Interview date: 11th December 2023

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

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

Job Description

Teaching Assistant – Level 3

Reports to: HLTA/TEACHER

Grade: SCP 11 - 19

JOB PURPOSE:

- To work under the instruction/guidance of teaching/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.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- To work under the instruction/guidance of teaching/senior staff or the HLTA covering the class teacher, 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 for 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 and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars.

The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Person Specification

Teaching Assistant – Level 3

Reports to: HLTA/TEACHER

Grade: SCP 11 - 19

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
QUALIFICATIONS & EXPERIENCE				
	GCSE or Equivalent qualification in English and Mathematics at level 9 – 5.	E	X	
2.	Child Care/NVQ/ other relevant qualification (related to education is desirable) at level 3.	E	X	
3.	Experience of support work with children in an educational setting.	E	X	X
KNOWLEDGE & UNDERSTANDING				
4.	Knowledge of The National Curriculum and Schemes of Work in Literacy and Numeracy.	D	X	X
5.	Experience of working with or caring for children of relevant age	E	X	X
6.	How to support the development of social communication and literacy skills, promoting high standards of literacy, articulacy and numeracy.	E	X	X
7.	How to support the development of independence.	E	X	X
8.	How to support phonics and reading development including use of cued articulation.	E	X	X
9.	Excellent written communication skills and a high level of ICT literacy.	E	X	X
SKILLS				

10.	Ability to relate well to children	E	X	X
11.	Ability to work as part of a team	E	X	X
12.	Good time management and organisational skills	E	X	X
13.	Knowledge of the concept of confidentiality	E	X	X
14.	Flexible attitude to work	E	X	X
15.	Good numeracy and literacy skills	E	X	X
16.	First Aid Certificate	D		X
17.	Is able to work as a member of a class team to support planned lessons.	E	X	X
18.	Is able to build and maintain successful and positive relationships with pupils, treating them equitably with respect and consideration.	E	X	X
19.	Can break down given planned tasks into small steps of learning and can give focused feedback on progress made and next steps.	E	X	X
20.	Can use ICT effectively to support learning and general administrative tasks.	E	X	X
21.	Can self-evaluate effectively to improve own practice.	E	X	X
22.	Hold a UK driving license and, after training is provided, be willing to drive minibus (desirable).	D	X	X
PERSONAL QUALITIES				
23.	Proven ability to listen to, understand and work effectively with all children, staff and parents/carers.	E	X	X
24.	Ability to work under pressure and to meet deadlines.	E	X	X
25.	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	X	X
PROFESSIONAL VALUES AND PRACTICE				

26.	Be positive and respond to situations in a calm, professional manner at all times.	E	X	X
27.	Be self-motivated, creative, robust and resilient.	E	X	X
28.	Carry out responsibilities while being flexible and adaptable.	E	X	X
29.	At all times model good relationships, attitudes and behaviour	E	X	X
30.	Understand and respect social, cultural, linguistic, religious and ethnic backgrounds	E	X	X
31.	Work collaboratively within a team using own initiative	E	X	X
32.	A high level of commitment to safeguarding, inclusion and equality in all aspects of school life.	E	X	X
33.	Demonstrate a willingness and ability to improve own practices and to act on feedback.	E	X	X
34.	Support the Head Teacher and Deputy Head Teacher in their duty to ensure that the school meets its educational aims to deliver the best possible educational outcomes for pupils.	E	X	X



Contact

Coal Clough Academy
Swindon Street
Burnley
Lancashire
BB11 4PF

01282 421142
enquiries@coalclough.org
www.coalclough.org

Twitter @Head_CCA



An Education Partnership Trust School