



**Pendle**  
Education Trust

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**EARLY YEARS  
TEACHING ASSISTANT  
(TA2A) AT PENDLE  
PRIMARY ACADEMY  
APPLICATION  
PACK**

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# INTRODUCTION

## WHY WORK FOR PENDLE EDUCATION TRUST

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to grow, welcoming new schools to our family.

Currently we have five Academies within our family, and we are looking forward to welcoming new additions over the coming months and years:

- **Castercliff Primary Academy**
- **Casterton Primary Academy**
- **Colne Primet Academy**
- **Pendle Primary Academy**
- **West Craven High School**

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts.

Our vision is that every child should only be a short walk away from a world class school. We exist to empower, enable and inspire schools to provide an outstanding level of education and support through exceptional leadership, collaboration, innovative thinking and understanding of local needs.

In practice this means that we care passionately about all the children in our academies and believe in the difference our work can make to their lives. We have a fantastic staff of over 280 people across our academies – all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff.

We are a flexible and supportive employer and would consider job share or part-time working applications.

Please visit our website for more information about Pendle Education Trust.

# JOIN US

## PENDLE PRIMARY ACADEMY



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At Pendle Primary Academy we aim to provide an environment where all children are inspired to learn and achieve to the very best of their ability. Our children love coming to school. They feel safe, develop strong friendships, have fun in their learning and their play, and have the confidence to explore new challenges.

Our core values are based on our vision that every child will SHINE: they will be Safe, Here, Inspired, Neighbourly and Excellent in everything they set out to achieve. These values are embedded in everything we do throughout school.

The curriculum at Pendle Primary Academy is learner-centred and has been developed internally to reflect the needs of our children and community. A rich tapestry of experiences underpins the academy's curriculum, offering all children opportunities to develop a practical understanding of the world; these experiences form the bedrock of the curriculum and provide the foundation of children's learning.

We have over 400 children on roll from a range of backgrounds, the majority of whom speak English as an additional language. As an accredited Voice21 Oracy Centre of Excellence, we pride ourselves on our commitment to ensuring that all children learn to be effective communicators during their time with us, simultaneously using their learning to improve their talking skills, and further developing their curricular learning through exploratory and presentational talk. Supported by innovative technological approaches to recording and assessing children's outcomes, we offer a fully inclusive curriculum which enables all children, regardless of their individual starting points, to thrive and succeed.

By joining Pendle Primary Academy you will become part of a supportive and ambitious team. We collaborate with our colleagues at Casterton Primary Academy and Castercliff Primary Academy, as well as the two secondary academies in Pendle Education Trust, and benefit from the support of the Trust's core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance. Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application.



**Mr Simon Thompson**  
**Executive Principal (Primaries)**

# VACANCY

## EARLY YEARS TEACHING ASSISTANT (TA2A)



<b>Salary</b>	TA2 - Grade 4, SCP 4-6. £17,985 to £18,559 after pro-rata calculations (at 32.25 hours per week), dependent on experience. FTE salary is £24,404 - £25,182.
<b>Role Details</b>	32.25 hours per week. One year fixed term contract to cover for a maternity leave.
<b>Required</b>	September 2026
<b>Closing Date</b>	Friday 19 <sup>th</sup> June 2026 9am
<b>Interview/Task Date</b>	Tuesday 2 <sup>nd</sup> July



# INTRODUCTION TO THIS ROLE

At Pendle Primary Academy, we pride ourselves on being an inclusive school in which all children are enabled to thrive and succeed regardless of need, which is why we are excited to be able to offer an opportunity for the right candidate to join our team as an Early Years Teaching Assistant (TA2a) to support teachers in ensuring that children are offered the best possible education.

Working alongside our existing Early Years team, the successful candidate will be responsible for supporting teachers in delivering the Early Years curriculum to all children.

The ideal candidate will be a passionate and dynamic practitioner with previous experience of supporting children in primary settings. With a focus on team work and sharing good practice, they will be committed to their own professional development in order to continuously improve the educational offer for children at Pendle Primary Academy.

Specific duties will include supporting classroom teachers to deliver the Early Years curriculum to all children in Reception, including those with Special Educational Needs and Disabilities (SEND) and Education and Health Care Plans (EHCPs).

If you're interested in submitting an application for this vacancy, please complete the application form on our website and return to [hr@pendleeducationtrust.co.uk](mailto:hr@pendleeducationtrust.co.uk). We look forward to hearing from you.

**Please note:** All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust HR team.

# JOB DESCRIPTION

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed regularly.

**Job Title:** Teaching Assistant (TA2a)

**Accountable to:** The Principal

## Key Responsibilities

### Learning Support & Interventions

- **Small Group Delivery:** Run focused activities for small groups in core areas including early maths, reading, and writing.
- **One-to-One Assistance:** Provide tailored support to students requiring extra help, including those with SEND or EAL.
- **Promote Independent Learning:** Encourage children to explore learning through play and develop their own problem-solving skills.

### Observation & Assessment

- **Track Pupil Progress:** Watch, record, and track children's daily progress and achievements during self-chosen play or adult-led tasks.
- **Teacher Feedback:** Provide regular, detailed feedback to the class teacher regarding student engagement, behavior, or developmental barriers.

### Pastoral Care & Welfare

- **Personal Hygiene & Self-Help:** Assist children with self-care skills, including toileting, handwashing, and dressing for outdoor play.
- **Emotional Support:** Comfort and care for children who are upset, unwell, or struggling to adjust to the school routine.
- **Positive Behavior Management:** Implement the school's behavior policy constructively, helping children learn how to share, take turns, and resolve minor conflicts.

### Professional Collaboration

- **Parental Engagement:** Build warm, constructive relationships with parents and carers at the classroom door during drop-off and pick-up times.
- **Safeguarding Compliance:** Strictly uphold school child protection, data protection, and health and safety policies, immediately reporting any welfare concerns to the Designated Safeguarding Lead (DSL).
- **Staff Development:** Attend staff meetings, inset days, and professional training sessions as required by school leadership.

# JOB DESCRIPTION

## Trust Responsibilities

- Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively
- Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation
- Value diversity and promote equality
- Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies
- Contribute to cross-Trust events as required
- Adhere to Trust policies and procedures including Health and Safety
- Be responsible for safeguarding and promoting the welfare of children and young people
- Any other duties that the Principal considers appropriate



# PERSON SPECIFICATION

## Qualifications and Attainments

5 GCSEs, including English & Maths at Grade A\* to C (or equivalent) - **Essential**

Level 2 or 3 Teaching Support / Childcare qualification or equivalent, e.g. CACHE, NVQ L3, NNEB – **Essential**

## Training, Experience and Knowledge

An understanding of the developmental, emotional, social and educational issues of children and young people – **Essential**

Experience of working with children in an education or childcare environment – **Essential**

Ability and confidence to assist pupils with numeracy and literacy in line with learning strategies – **Essential**

Experience of working with children with specific learning and / or behavioural needs – **Essential**

Experience of basic administrative tasks – **Desirable**

Experienced / trained first aider - **Desirable**

## Personal Skills and Attitudes

Good written and verbal communication skills – **Essential**

Display initiative, be positive and enthusiastic – **Essential**

Suitability to work with children and young people – **Essential**

Ability to work independently and as part of a team, manage own workload and use initiative – **Essential**

An interest in ongoing professional development – **Essential**

Excellent interpersonal skills – **Essential**

# PRE EMPLOYMENT CHECKS

**Please note:** All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. 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.

CVs are not accepted. If you're interested and would like to submit an application, please complete our online application form via our website [careers.pendleeducationtrust.co.uk](https://careers.pendleeducationtrust.co.uk)

## **Equal Opportunities statement**

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

## **Rehabilitation**

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs) or alternatively a copy is available on request.



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**Nelson**  
**BB9 7YT**

**Email**

**hr@pendleeducationtrust.co.uk**

**Company Registration Number**

**08263591**

**Place of Registration**

**England and Wales**