



Pendle
Education Trust

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**SEND SUPPORT
ASSISTANT (TA3)
APPLICATION
PACK**

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www.pendleeducationtrust.co.uk



Pendle
Education Trust

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 contribute to the local communities that our schools are at the heart of.

We have five schools within our family:

- **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 in our family should only be a short walk away from a great school. Our values of Belong, Be Brave and Be Our Best support our vision and are evident in everyday life in our schools

In practice this means that we care passionately about all the children in our schools and believe in the difference our work can make to their lives. We have a fantastic staff of over 350 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.

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

JOIN US

COLNE PRIMET ACADEMY



Now is a really exciting time to be joining Colne Primet Academy as we go through a period of rapid expansion, both in terms of staff and student numbers and with extensive new building and refurbishment work recently completed and opened from September 2024.

We currently have 875 students on roll from a diverse range of backgrounds, and the students numbers continue to grow up to our full capacity of 1050 over the next few years. Throughout the school, we have students who speak 23 different languages. Working with such a diverse community brings lots of opportunities for students to learn more about each other and themselves.

By joining the Primet family you will become part of a supportive and ambitious team. The core drive of being part of the Primet staff team is about wanting the best for our students, and to help them overcome any barriers to their success. Our aim here at Colne Primet Academy is to give each and every child the very best educational start in life. At all times, we guide, support and inspire.

We collaborate with our colleagues at West Craven High School as well as the three primary academies in our Trust family and have the support of the Pendle Education Trust core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

We are proud of the positive atmosphere that exists within the Academy. Visitors very often comment on the calm and orderly surroundings and the warm, welcoming and friendly ethos we have created. We believe that high achievement comes as a result of a positive atmosphere, high expectations and mutual respect.

Our core values are based on the Primet Positives: Progressing, Respectful, Inclusive, Motivated, Expressive and Together. These values are embedded in everything we do throughout school, and we are very proud of what Colne Primet Academy stands for in its community – we hope you want to be a part of that too.

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.



#PROUDTOBEPRIMET



Mrs Julia Pilkington
Principal

VACANCY

SEND SUPPORT ASSISTANT (TA3)

Salary	Grade 6, SCP 11-19. Pro rata salary £29,070 - £33,119. Actual salary £25,227.12 - £28,740.86
Role Details	37 hours a week, term time plus INSET days
Required	As soon as possible, subject to notice period
Closing Date	9am on Monday 9 th November
Interview Date	W/C 16 th November



#PROUDTOBEPRIMET

JOB DESCRIPTION

Job Description: SEND Support Assistant (TA3)

Role Specific

1. To manage, supervise and organise an efficient inclusion room (Inspires or Turnaround), including maintaining accurate and up-to-date records of attendance, behaviour, interventions and communications using school systems; and maintain high expectations, ensuring that each student is accessing appropriate work and always working to the best of their ability.
2. To support students as part of a planned inclusion programme, supporting designated individuals or groups of students with weak literacy/numeracy skills, and those with special educational needs.
3. To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for student(s) and to differentiate curriculum content according to the needs of student(s); including being a key worker for students with most complex needs, providing continuity of support between different teachers and subjects.
4. To plan and implement specific intervention programmes with individual students or groups appropriate to their developmental needs across different curriculum areas such as IDL, mathswizz, reading intervention etc.
5. 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 student(s) – these will include delivering social stories and social communication programmes.
6. Provide effective deescalation and co-regulation strategies for students who need support, prioritising students being ready to learn and upholding school behaviour expectations.
7. To assist in the devising of student's individual targets and their monitoring and review; and to monitor individual students' progress and to report on student needs, achievements and concerns.
8. To develop positive relationships with students and staff to assist student progress and attainment; and to liaise with parents, carers and outside agencies, where appropriate.
9. To produce accurate and up-to-date records and reports as required, including behaviour and attendance analysis reports, to inform the strategic development of the inclusion room(s) and intervention programmes/provisions.
10. To assist in the specific medical/care needs of students when specific training has been undertaken.
11. To undertake cover supervision for whole classes, and supervise students during social times either on duty or leading inclusion provision clubs, and uphold the school behaviour expectations throughout.
12. Administer tests and assist in the invigilation of exams.

Job Description: SEND Support Assistant (TA3)

Trust Responsibilities

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

PERSON SPECIFICATION

Person Specification: SEND Support Assistant (TA3)

Qualifications and Attainments

- Level 2 Numeracy and Literacy qualification **Essential**
- 4 GCSEs at grade C including Maths and English **Essential**
- Level 2 Childcare qualification or equivalent, e.g. CACHE, NVQ L2, NNEB **Essential**
- Level 3 childcare qualification or equivalent **Essential**
- HND, Degree or other further qualifications **Desirable**

Training, Experience and Knowledge

- Understand the needs of children with SEND **Essential**
- Experience of working with SEND children in education **Essential**
- Experience of using IEPs, ILPs and EHCPs **Essential**
- Experience of working with children in KS2 / KS3 / KS4 and relevant qualifications **Desirable**
- Understanding of classroom roles and responsibilities of Teaching Assistants **Essential**
- Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum **Essential**
- Experience of basic administrative tasks **Desirable**
- Experienced/trained first aider, or willing to complete training in first aid **Desirable**
- Experience as a cover supervisor or similar role **Desirable**
- Experience of exams invigilation **Desirable**

Personal Skills and Attitudes

- Have strong behaviour management skills specific for SEND children **Essential**
- Display initiative, be positive and enthusiastic **Essential**
- Demonstrate a commitment to equality and diversity **Essential**
- Possess excellent communication and relationship building skills **Essential**
- Be a team player with the ability to work independently **Essential**
- Demonstrate a flexible, adaptable, resilient and results orientated approach **Essential**
- Ability to lead and manage own workload effectively, and be willing to undertake CPD relevant to the post **Essential**
- Suitability to work with children and young people **Essential**
- Ability to use computers and educational software packages **Essential**

ABOUT THE INCLUSION TEAM



Fiona Murgatroyd
SENDCo



Elinor Whitlock
Assistant SENDCo



Catherine Whittaker
Specialist Teacher

Our Inclusion team includes Fiona Murgatroyd, SENDCo and Elinor Whitlock, Assistant SENDCo. They are supported by Catherine Whittaker, a Specialist Teacher, and a Teaching Assistant team which consists of both TA3 and TA2 roles, with a well-established team as well as some who have joined more recently. The team is also supported by a SEND Administrator.

This is an exciting opportunity to be a part of this team and make a real difference to our children.



#PROUDTOBEPRIMET

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 2026, 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

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 or alternatively a copy is available on request.





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Company Registration Number
08263591

Place of Registration
England and Wales