



Blacko Primary School

Application Pack

SEND Support
Teaching Assistant
Level 2B
Fixed Term
2023



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School Vision and Ethos

Be Respectful. Be Collaborative. Be Ambitious.

From tiny seeds, mighty trees will grow

Blacko Primary School strives to provide a vibrant, nurturing and aspiring environment where individually our children can thrive both academically and personally. An educational family whereby children's imaginations are ignited and opportunities stretch, develop and inspire a life-long thirst for learning.

Aims

At Blacko, we endeavour to provide this by:

- Ensuring a safe learning environment
- Providing a high-quality, broad and balanced curriculum
- Upholding outstanding standards of behaviour
- Providing a family-feel nurturing and caring environment
- Develop self-belief, resilience and determination to succeed
- Creating opportunities for all abilities to try new things and make discoveries
- Embracing new technology
- Promoting logical and creative thinking skills
- Encouraging independence, democracy and responsibility
- Promoting curiosity and enthusiasm
- Encouraging mutual respect for others
- Working with and learning from others

All of this is achieved while working in collaboration to fully develop strong and positive partnerships with parents and the wider community.

'Like branches on a tree, we all grow in different directions yet our roots remain the same'

<https://www.blacko.lancsngfl.ac.uk/school-information>



Safeguarding Statement

At Blacko Primary School, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure. Our policy and practice are in line with the Department for Education's 'Keeping Children Safe in Education' Guidance 2022.

We recommend that you read and understand our schools Safeguarding Policy before applying to this post.

Attendance Policy Statement

This school is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the Guidelines adopted by the school to deal with unacceptable levels and frequency of sickness. Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures the best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.



Pennine Trust

The Pennine Trust is a young, vibrant, cross phase multi academy trust which was jointly established by three primary schools and one secondary school in 2018.

I am both proud and excited to have been given the opportunity to lead the Pennine Trust in this next stage of its development, and to work with other school and trust leaders locally to ensure the very best education for young people in Pendle and across the wider region.

In the first half of 2022, we dedicated a lot of time to clarification of our mission, vision and values. We believe the culture and health of our trust are the most important ingredients for success. Selection of our 3 core values of ambition, respect and collaboration was the result of a thorough consultation involving key stakeholders across the Trust. Our chosen values and associated behaviours underpin all of our decision-making and policies as well as daily life in our schools.

I am privileged to work with a very dedicated and talented team of professionals. This team has high aspirations both for this trust and for what can be achieved in partnership with all other organisations who are determined to improve the life chances of all young people locally.

<https://www.penninetrust.org/>





WELCOME LETTER

Dear Applicant,

Thank you for your interest in our advertised temporary post.

We are looking to appoint a highly motivated, enthusiastic SEND Support Teaching Assistant, Level 2B to work at our school to support a pupil 1:1 with an EHCP in place providing interventions and support. We are looking for a candidate with excellent practice and a strong commitment to working as part of a team who are keen to support the development of our pupil's education.

The post is fixed term and will begin as soon as possible or by Monday 17th April running up to 31st August 2024. The position is Monday to Friday and for 30 hours per week. The role will be reviewed at the end of the fixed term based on funding and pupil needs.

Blacko Primary School is a good school with an excellent local reputation. We are set in a rural position in East Lancashire. From all directions, we have views of rolling countryside, with Pendle Hill in the distance. The village of Blacko is well known throughout Lancashire because of Blacko Tower. It was built at around the same time as the school and is a focal point for miles around.

We are proud of our dedicated and committed staff who strive to: provide excellent teaching and learning for all children; pastoral care second to none; a calm happy atmosphere; standards that are above average at the end of both key stages.

All staff voluntarily undertake additional duties such as coaching school teams, organising clubs and running a wide variety of after school activities. We are looking to appoint a teaching assistant who shares this willingness to contribute to the extra-curricular life of school. We would welcome interest and willingness to lead an aspect of school life. We are, of course, interested in the talents and specialisms you can offer us, please state these within your application.

Teaching Assistants have a very important role in supporting and nurturing the high expectations for our children throughout the school. We are looking for a colleague who will contribute to our excellent standards and will form high quality relationships for learning with staff, parents and children

We look forward to receiving your application.

Yours faithfully

Kate Richards
Headteacher



ADVERT

Job Title:	SEND Support Teaching Assistant Level 2b
Grade:	Grade 5 (SCP 6 – 11)
Accountable to:	Headteacher / Deputy Headteacher
Hours:	30
Salary Range:	£21,968 - £24,054 (pro-rata £15,388 - £16,850)

The Headteacher and Governors of Blacko Primary School, are seeking to appoint a highly motivated, enthusiastic SEND Support Teaching Assistant, Level 2B who will work 1:1 with a pupil with an EHCP in place and to provide support based upon pupil needs either individually or small group interventions. We are looking for a candidate with excellent practice and a strong commitment to working as part of a team who are keen to support the development of our pupil's education across the school.

The hours of work will require flexibility by the individual but it is proposed Monday to Friday, 9:00am-3:30 pm with half an hour lunch break.

We are seeking to appoint pro-active and dynamic person who are committed to playing an active role in the life and continued development of our school and to motivate and inspire our eager and enthusiastic pupils. The successful candidate will have the opportunity to work alongside a committed and highly skilled team. The age groups the successful candidate will be working with will depend on their skills and experience.

The applicant needs to be able to work using their own initiative as 1:1 support providing small group and 1:1 interventions, have a flexible approach as well as being an effective team member. The successful applicant will have a positive attitude and a good sense of humour. We have a great staff team who work positively with each other and engage well with parents. They will need to be adaptable and self-motivated with an outgoing, cooperative and pleasant manner. The role holder must be physically fit, able to undertake the relevant duties with competence.

The applicant will support pupils with SEND and assisting in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them. Under the teachers clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special educational needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the teacher.

Experience is ideal although it is more important that we employ someone who is keen to listen, learn and commit to the needs of our young children with empathy and kindness.



JOB DESCRIPTION

JOB TITLE Teaching Assistant Level 2B

ACCOUNTABLE TO: The Headteacher

Job purpose

Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils' parents and carers. To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable. To provide 1:1 and small group support to pupils and pupils with SEND under the direction for the class teacher and in line with individual education plans and/or EHCPs and targets.

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a Teaching Assistant post

Support for Pupils

- Under the guidance of the class teacher, support a pupil with SEND and their specific needs and EHCP targets.
- To provide 1:1 support and small group interventions inline with specific targets and strategies.
- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils.
- To undertake activities in order to monitor the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to promote pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme
- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

Support for the Teacher

- To monitor and record pupil progress and developmental needs.
- To produce relevant classroom resources.
- To undertake classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work



Support for the School

- To uphold and support the school vision, values and ethos at all times.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- 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.

General

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessment;
- To fully participate in the School's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher to meet changed circumstances in a manner compatible with the post held.

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.



PERSON SPECIFICATION/SELECTION CRITERIA

Job title: Teaching Assistant Level 2B	Grade: 5
Specification related to role Essential (E) /Desirable (D) – or experience and enthusiasm / willingness to develop in the areas not meeting the criteria (eg. Apprentices). Such standards will be assessed in the application form and letter of application / references and / or at interview.	
Qualifications	
GCSE Grade C or equivalent in English & Maths	E
NVQ level 2 or equivalent qualification	E
NVQ level 3 or equivalent qualification	D
Teaching Assistant Level 2 Qualification	D
Experience	
Experience of working with or caring for children with SEND	E
Experience of working with or caring for children of relevant age	E
Experience of working in a relevant classroom/service environment	E
Experience of Administrative work	D
Experience of supporting pupils with challenging behaviour and / or SEND	D
Knowledge & Understanding	
Ability to work as part of a team	E
Good communication skills	E
Flexible attitude to work	E
Strong Numeracy & Literacy skills	E
Appropriate level of understanding and competence equivalent to job role	E
Ability to relate well to children	E
Ability and understanding of how to supervise and assist pupils	E
Time management skills	E
Ability to manage own workload and prioritise effectively	E
Organisational skills	E
Knowledge and understanding of classroom roles and responsibilities	E
Knowledge of the concept of confidentiality	E
First Aid Certificate	D



Administrative skills	D
Knowledge of Early Years Foundation Stage	D
Knowledge of the National Curriculum	D
Ability to make effective use of ICT	D
Good interpersonal skills	E
Commitment to undertaking relevant training and development	E
Personal Qualities	
Dedicated to promoting the ethos and values of the Trust and School	E
Be a positive role model at all times	E
Ability and willingness to work effectively as part of a team, learning with and from colleagues	E
To be calm and enthusiastic	E
Commitment to safeguarding and protecting the welfare of children and young people	E
<p>In addition, it is expected that employees will have a:</p> <ol style="list-style-type: none">1. Commitment to equality and diversity2. Commitment to health and safety3. Commitment to good attendance at work	
<p>It is essential that to have positive references, including current employer. Note: We will contact your current employer at interview stage unless you give reason not to. We will always consider your references before confirming a job offer in writing.</p>	
Prepared by:	Blacko Primary School



Blacko Primary School

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How to Apply

If you do decide to apply, please complete and return the application form, together with a letter of application or CV of not more than two sides of A4 in font size 11/12, noting the closing date of **noon on Tuesday 23rd February 2023.**

Proposed Interview Date: Wednesday 8th March 2023

Proposed Induction Days: TBC

Start Date: ASAP or by Monday 17th April 2023

In your letter of application please include:

How your skills and experiences have prepared you for this post.

Concise information about the contribution you have made to your current school/academy to date and an assessment of the impact of your work on raising standards.

What you personally would bring to the Blacko Primary School.

How you would contribute to the wider life of the school.

Please note we accept electronic applications via head@blacko.penninetrust.org Please be aware we cannot accept responsibility for missent or late applications.

If you are called for interview, you will be asked to sign a paper copy of your application to ensure the declaration requirements are complete.

We are happy to discuss the role over the telephone and/or organise a visit to the school before you make an application. If you require any further information, please do not hesitate to contact the school at bursar@blacko.penninetrust.org or telephone on **01282 616669**



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Contact Information:

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Gisburn Road
Blacko
Lancashire
BB9 6LS

Headteacher: Kate Richards

Telephone: 01282 616669

Enquiries and electronic forms returned to: bursar@blacko.penninetrust.org