

Sir John Thursby Community College



Candidate Information Pack

Teaching Assistant 2

Teaching Assistant 3

Dear Applicant,

Thank you for your interest in the post of Teaching Assistant at Sir John Thursby Community College, full details of the position are included in this pack.

Sir John Thursby Community College is a mixed 11-16, multi-cultural, fully inclusive school which values all students, staff and our community partners. We have over 1,100 students on roll and over 150 staff enjoying working together to provide the best for everyone. We are also fortunate to work in a fantastic building that was one of five community high schools within the Building Schools for the Future project in Burnley.

Everything we do is driven by our strategic vision and our ambition to be a truly great school. Three words are central to what we do: Belong, Believe and Achieve. We are committed to ensuring that all our students have bright futures and collectively, as a staff, we commit to our beliefs which are set out in our Strategic Vision (included in this pack).

In our latest Ofsted report in April 2023, the school was graded 'good' in every area and inspectors commented that the pupils *'enjoy attending this thriving and popular school'* and that they *'feel a strong sense of belonging to the school community.'* The report also identified that students *'achieve well'* and that *'almost all pupils successfully move on to apprenticeships, A levels or other forms of education, employment or training'*.

People and relationships are at the heart of what we do. One of our key values is that all members of our school community are known, valued and loved and we work hard to ensure this happens. We were delighted that Ofsted saw this in our relationships with our young people when they commented that *'staff know pupils very well'*. We work hard to create an environment in which staff feel a strong sense of belonging to our school, our students and our families. We are firmly committed to ensuring that all our staff have a positive work/life balance and as a result we give all our teaching staff a minimum of 20% non-contact time and staff have excellent CPD opportunities.

In our 2023 staff survey, 97% of staff were proud to be a member of our school community and 95% said that they enjoyed working at the school. Staff commented that:

- *'Leaders care and lead by example'*
- *'SJT is a great place to work'*
- *'I love being part of the SJT team and appreciate the opportunities that the school provides for its staff and pupils'*
- *'The staff are extremely positive and supportive of each other and value relationships with their students'*
- *'I do believe this is a great place to work, and I feel lucky to have this opportunity'*

We have a highly ambitious curriculum with over 70% of students following the EBacc subjects. Our results are consistently strong with students Attainment 8 and Progress 8 in line with other schools nationally.

We have a positive behaviour system which has '*high expectations of pupil's behaviour*' (Ofsted 2023).

We are proud of our achievements and continue to go from strength to strength. I would encourage you to come and visit SJT to see why we all believe that it is a special place to work and make a difference. Please contact Leanne Barwell, Headteacher's PA (l.barwell@sirjohnthursby.lancs.sch.uk) to arrange an appointment. We look forward to receiving your application and please contact us if you would like any further information.

Yours sincerely,

R Browning

Rob Browning
Headteacher

Sir John Thursby Community College
Eastern Avenue, Burnley BB10 2AT
Tel: 01282 682313

Email: recruitment@sirjohnthursby.lancs.sch.uk

Website: www.sirjohnthursby.lancs.sch.uk

Headteacher: Mr R Browning / Mr M Renshaw (HT designate)

Teaching Assistant 2 / Teaching Assistant 3 (with intimate care duties) 32.5 hours per week / Term-time only + 1 week To start as soon as possible

We are characterised by how we treat our people

“Pupils enjoy attending this thriving and popular school. They feel a strong sense of belonging to the school community. Pupils achieve well and almost all successfully move on to apprenticeships, A levels or other forms of education, employment or training. Staff have high expectations of behaviour and know pupils very well.” Ofsted April 2023

We wish to appoint an enthusiastic person, with the skills and ability to support students and establish positive relationships to promote excellent learning. This is an exciting opportunity to become part of a supportive team, committed to ensuring our young people are safe, healthy and supported to achieve.

It is an exciting opportunity for the right candidate to contribute to our work and benefit from an excellent environment, where all staff are encouraged to progress their careers with us. We have great facilities ensuring that our students and staff have the best learning environment in which to achieve. SJT is a very positive community, with our recent staff survey showing that over 95% of our staff enjoy coming to work and are proud to be part of our school. At SJT we view the professional development of all staff as a priority and you will be joining successful and committed team.

We are looking for a Teaching Assistant who will:

- Develop positive relationships with students to assist their progress and attainment.
- Model commitment, resilience, patience, hard work and a good sense of humour
- Implement structured learning activities, monitor and review pupil achievements relating to their targets
- May assist in the specific medical / care needs of pupils, including intimate personal care such as toileting / changing

The successful candidate will fully embrace our ethos of ‘Belong, Believe Achieve’ whilst bringing fresh ideas that will build on current strengths and achievements.

Salary will be dependent on experience:

TA2a Grade 4 pt 4-6, Actual Annual Salary £17,647 - 18,212 pa

TA2b Grade 5 pt 6-11, Actual Annual Salary £18,212 - £19,802 pa

TA3 Grade 6 pt 11-19, Actual Annual Salary £19,802 - £22,697 pa

Further details and application form are available from the college website as detailed below.

For an application pack please:

- download from the college website: www.sirjohnthursby.lancs.sch.uk
- or telephone 01282 682313
- or email recruitment@sirjohnthursby.lancs.sch.uk

Send your completed Application form (only the version attached) stating which post you wish to apply for to: recruitment@sirjohnthursby.lancs.sch.uk

Closing date: 9am Tuesday 3rd September 2024

Shortlisting: Wednesday 4th September 2024

Interviews: Week commencing 9th September 2024

The college is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and other recruitment checks. Please note that in line with Keeping Children Safe in Education 2023 an online search will be carried out as part of our due diligence on shortlisted candidates.

Lancashire County Council

Role Profile – Operational Context Form

Post title: Teaching Assistant 2(a)					
Grade:	Grade 4 Point:4-6	Staff responsibility:	No	Essential Car user:	No
Location:	Sir John Thursby Community College		Team:	Student Support/Inclusion/SEND	
<p>Scope of role: 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 needs and/or bilingual 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.</p>					
<p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</p> <p>Accountabilities/Responsibilities – appropriate for this post:</p> <p>Support for Pupils</p> <ul style="list-style-type: none"> - Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks. - To undertake activities to assist in monitoring the personal social and emotional needs of pupils. - To develop positive relationships with pupils to assist 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 assist in the development of varying skills that support pupils' learning. - To ensure that the students are able to use specific equipment appropriate to their needs. - To assist in the specific medical/care needs of pupils. This will include supporting students with intimate personal care, including toileting/changing. <p>Support for the Teacher</p> <ul style="list-style-type: none"> - To assist in the monitoring/recording of pupil progress, problems and developmental needs. - To assist in the production of learning resources. - To undertake routine classroom administrative tasks including the maintenance of records. - To assist in pupil supervision and assist in the management of pupil behaviour. - 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 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.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities
- **Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

Agreed by:	N Tregay	Date:	July 2024
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Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Person Specification

Post Title - Teaching Assistant - Level 2(a)

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
Qualifications		
NVQ level 2 or above qualification –appropriate to the post (or equivalent)	D	A
Experience		
Experience of working with or caring for children of relevant age	E	A, I
Experience of working in a relevant classroom/service environment	D	A, I
Experience of Administrative work	D	A, I
Experience of supporting pupils with challenging behaviour	D	A, I
Knowledge/skills/abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	A, I
Ability to relate well to children	E	A, I
Ability to work as part of a team	E	A, I
Good communication skills	E	A, I
Ability to supervise and assist pupils	E	A, I
Time management skills	D	A, I
Organisational skills	D	A, I
Knowledge of classroom roles and responsibilities	D	A, I
Knowledge of the concept of confidentiality	E	A, I
First Aid Certificate (or willingness to undertake training)	D	A
Administrative skills		A, I
Knowledge of National Curriculum	D	A, I
Good numeracy and literacy skills	D	A
Ability to make effective use of ICT	E	A, I
Flexible attitude to work	D	A, I
	E	
Other		
Commitment to undertake in –service development	E	A
Commitment to safeguarding and protecting the welfare of children and young people	E	A, I
Satisfactory attendance record/commitment to regular attendance at work	E	R

Note: We will always consider your references before confirming a job offer in writing

Date created: July 2024

Lancashire County Council

Role Profile – Operational Context Form

Post title: Teaching Assistant 2(b)					
Grade:	Grade 5 Point: 6-11	Staff responsibility:	No	Essential Car user:	No
Location:	Sir John Thursby Community College	Team:	Student Support/Inclusion/SEND		
<p>Scope of role: 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.</p>					
<p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</p>					
<p>Accountabilities/Responsibilities – appropriate for this post:</p>					
<p>Support for Pupils</p> <ul style="list-style-type: none"> - 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 ensure that the students are able to use specific equipment appropriate to their needs. - To assist in the specific medical/care needs of pupils. This will include supporting students with intimate person care, including toileting/changing. 					
<p>Support for the Teacher</p> <ul style="list-style-type: none"> - 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 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.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities
- **Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

Agreed by:	N Tregay	Date:	July 2024
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Equal opportunities

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Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Person Specification
Post Title - Teaching Assistant - Level 2(b)

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
Qualifications		
NVQ level 2 or above qualification –appropriate to the post (or equivalent)	D	A
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	D	A
Experience		
Experience of working with or caring for children of relevant age	E	A, I
Experience of working in a relevant classroom/service environment	D	A, I
Experience of Administrative work	D	
Experience of supporting pupils with challenging behaviour	D	A, I
Knowledge/skills/abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	A, I
Ability to relate well to children	E	A, I
Ability to work as part of a team	E	A, I
Good communication skills	E	A, I
Ability to supervise and assist pupils	E	A, I
Time management skills	D	A, I
Organisational skills	D	A, I
Knowledge of classroom roles and responsibilities	D	A, I
Knowledge of the concept of confidentiality	E	A, I
First Aid Certificate (or willingness to undertake training)	E	A
Moving & Handling (people) Certificate (or willingness to undertake training)	D	A, I
Administrative skills	D	A
Knowledge of National Curriculum	D	A, I
Good numeracy and literacy skills	E	A, I
Ability to make effective use of ICT	D	
Flexible attitude to work	E	

<p>Other</p> <p>Commitment to undertake in –service development Commitment to safeguarding and protecting the welfare of children and young people Satisfactory attendance record/commitment to regular attendance at work</p>	<p>E E E</p>	<p>A A, I R</p>
<p>Note: We will always consider your references before confirming a job offer in writing</p>		

Date created: July 2024

Lancashire County Council

Role Profile – Operational Context Form

Post title: Teaching Assistant 3					
Grade:	Grade 6	Staff responsibility:	No	Essential Car user:	No
Location	Sir John Thursby Community College	Team:	Student Support/Inclusion/SEND		

Scope of role:

Expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and it's differentiation amongst pupils. Would be expected to:

- Plan and implement teaching and learning activities to individuals and groups
- Undertake supervisory cover for classes as appropriate.
- Establish supportive and constructive relationships with pupils, parents, carers and the wider community

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

Accountabilities/Responsibilities – appropriate for this post:

Support for Pupils

- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).
- To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- 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 pupil(s).
- To assist in the devising of pupil's individual targets, Individual Education Plans (IEPs) and their monitoring and review.
- To support pupils as part of a planned inclusion programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and record pupil progress on a regular basis and to prepare reports as required.
- To assist in the specific medical/care needs of pupils. This will include supporting students with intimate personal care, including toileting/changing.

Support for the Teacher

- To monitor individual pupils' progress and to report on pupils needs, achievements and concerns.
- To assist in pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks including the maintenance of records.

- To provide ideas, resources and learning strategies for lessons
- To liaise with parents, carers and outside agencies, where appropriate.
- To undertake arrangements for out of school learning activities, for example, pupil work experience.
- Undertake marking of pupils work and recording of achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits.

Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
 - To assist in the delivery of appropriate programmes of work.
 - To support the use of ICT in learning activities
- Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

Agreed by:

N Tregay

Date:

July 2024

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Person Specification

Post Title - Teaching Assistant - Level 3

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
Qualifications		
NVQ level 3 or above qualification (or equivalent) - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable	E	A
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	D	A
Experience		
Experience of working with children	E	A, I
Experience of working in a relevant classroom/service environment	E	A, I
Experience of Administrative work	D	A, I
Experience of supporting pupils with challenging behaviour	D/E	A, I
Knowledge/skills/abilities		
Ability to relate well to children	E	A, I
Ability to work as part of a team	E	A, I
Good communication skills	E	A, I
Ability to relate well to parents/carers	E	A, I
Ability to supervise and assist pupils	E	A, I
Time management skills	D	A, I
Organisational skills	E	A, I
Knowledge of classroom roles and responsibilities	E	A, I
Knowledge of the concept of confidentiality	D	A, I
First Aid/Paediatric First Aid Certificate	D	A
Administrative skills	E	A, I
Knowledge of Early Years Foundation Stage Knowledge of strategies, for example numeracy and literacy	E	A, I
Ability to make effective use of ICT	E	A, I
Ability to assess children's development	E	A, I
Ability to plan and deliver work programmes	E	A, I
Flexible attitude to work	E	A, I
Other		
Commitment to undertake in –service development	E	A
Commitment to safeguarding and protecting the welfare of children and young people	E	A, I
Satisfactory attendance record/commitment to regular attendance at work	E	R
Note: We will always consider your references before confirming a job offer in writing		

SIR JOHN THURSBY COMMUNITY COLLEGE STRATEGIC VISION AND VALUES 2022-2025

Being a truly great school through..

OUR CORE PURPOSE

- To be a community-centred school, where all students achieve the academic & creative success needed for further study and employment
- To support social mobility and to make a positive difference in the lives of our students and their families
- To enable our young people to become confident, resilient, informed, adaptable and caring members of society

MEASURING IMPACT

- Our students' outcomes place our school in the top 10% of similar schools
- Our teachers consistently deliver our curriculum effectively
- Our attendance will be at least 97%



OUR VALUES

- We are ambitious for our students
- We value and invest in our staff
- Our students deserve great teaching every lesson
- Strong positive relationships make a great school
- We treat each other with care, respect and kindness
- All members of our school community are known, valued and loved
- We are inclusive & support diversity
- Our families play a key role in supporting our students to be successful
- A great education includes learning & experiences beyond the classroom
- All of us at SJT have the capacity to improve what we do

OUR STRATEGIC PRIORITIES

1. To deliver a well-structured, knowledge-rich curriculum that enables our students to be successful in their next stages in learning and development
2. To ensure that all our students have the literacy skills needed to access the curriculum effectively
3. To ensure that our teaching is engaging and is responsive to the needs of all students
4. To ensure that the assessment of our students is accurate and enables gaps in learning to be addressed
5. To ensure that all our learners are 'Ready, Respectful and Safe'
6. To stop doing anything that prevents us from delivering great lessons and that creates unnecessary workload
7. To support the emotional well-being of our school community
8. To ensure that Leadership at all levels is highly effective



BELONG BELIEVE ACHIEVE

Further Information

Thank you for your interest in joining our fantastic team here at Sir John Thursby Community College.

Application forms can be found on our website: www.sirjohnthursby.lancs.sch.uk

Completed application forms should be returned by the closing date to recruitment@sirjohnthursby.lancs.sch.uk

CVs will not be accepted. Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. Please note that we will seek references for shortlisted candidates prior to interview.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. If appointed you will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2023 an online search will be carried out as part of our due diligence on shortlisted candidates.

Follow the link to watch 'Burnley By Drone' to see a beautiful area in which to live and work - [Burnley by Drone - YouTube](#)

For an interactive tour of SJT follow this link - [Sir John Thursby Community College - Interactive Tour of SJT](#)

If you have any questions please do not hesitate to get in touch.



Sir John Thursby Community College, Eastern Avenue, Burnley, BB10 2AT, 01282 682313
www.sirjohnthursby.lancs.sch.uk