



Teaching Assistant 3

Permanent

Closing Date 9.00am, Monday 17 November 2025



Dear Candidate

I am delighted that you have requested further information regarding the position of **Teaching Assistant 3** at Unity College. This is a permanent, non-teaching role.

I have been the Headteacher at Unity College since September 2022. Unity College has a very positive, friendly atmosphere. Staff care passionately about the well-being of our children and students are vibrant, enthusiastic and affable. Although Unity College is a large school, we strive to maintain a 'family feel' and a powerful sense of community in which every member of our community feels that they belong, are valued, and contributes positively to College life.



At Unity College, we are committed to improving every student's potential to succeed, both academically and socially. The successful candidate is likely to have experience of working successfully with young people. They will be aware of some of the challenges facing young people yet hold the highest aspirations for Unity College students. Above all, the successful candidate will model and maintain the highest of standards at all times. We are looking for an empathetic Teaching Assistant to join our supportive team.

We appoint on potential as well as experience, and we are committed to nurturing staff development. In return, we offer you a friendly and supportive environment and the chance to make a genuine difference to the amazing young people that make up our college community.

Working at Unity College is tremendously rewarding and this role is a fantastic opportunity to make a real difference to young people's lives as well as offering abundant prospects for professional development. As a College we are firmly committed to continuous professional development for all and we invest heavily in developing our staff at all levels.

You are very welcome to visit Unity College to help you decide if this is the school and the role for you; I'd be delighted to meet you. Please contact the College's HR Manager for an appointment.

I look forward to hearing from you.

With best wishes

A handwritten signature in black ink, which appears to read 'J. Richardson'. The signature is fluid and cursive.

Jane Richardson
Headteacher

The College

Unity College is a co-educational, 11-16 college. With 1500 students on roll, we are one of the largest secondary schools in Lancashire. The College's intake is diverse.

Unity College lies within the beautiful grounds of Towneley Park with breath taking views of the local countryside. The College was part of the Building Schools for the Future project. Our main building opened in September 2010. Due to the huge demand for places at Unity College there has been a large expansion programme which has included a new build of 19 classrooms and some internal structural changes. The new building opened in April 2022.

The College's roll has grown significantly in recent years. In January 2021, there were 1244 students on roll; in January 2022 there were 1299 students; in January 2023 there were 1380 students and in January 2024 there were 1432 students on roll. The College roll has continued to grow and there are now 1500 students on roll. This is a very exciting, but challenging, time for the College as we work hard to ensure that such rapid expansion does not detract from our core business of offering the very best possible education for every student at the same time as knowing our children and families really well.

Burnley is an area with significant levels of social deprivation. In 2023/2024, 66.3% of Unity College students came from areas with E/E* overall multiple deprivation indices; 68.5% of student came from IDACI Bands A-F. The school location deprivation indicator is 'above average' and the pupil deprivation base is 'well above average' (IDSR). The percentage of students in receipt of Free School Meals is 'above average' (IDSR). The challenges of this context are manifest in the College and this is one of the reasons that we place such emphasis on excellent teaching and high levels of pastoral care to remove barriers to achievement for all students.

The percentage of SEND support students is 'well above average' (IDSR). The percentage of students with an EHC Plan is 'close to average' (IDSR), having historically being been 'below average'. The number and percentage of students identified as having Social, Emotional and Mental Health needs is above that of other Lancashire secondary schools and is increasing rapidly.

The percentage of students classified as White British (82.6%) is 'well above national average' (61.4%). The percentage of students classified as Asian or Asian British – Pakistani (6%) is 'slightly above national average' (4.5%). The increase in the College roll to accommodate 'new to country' families has resulted in a significant increase in the numbers of students who speak English as an additional language. Whilst the percentage of EAL students (8.0%) is now close to average (IDSR) it has, historically been below average.

The percentage of children who are looked after (CLA) at Unity College (1.0%) is above the local authority average (0.8%). The percentage of children who are looked after (CLA) with SEN Support (66.7%) is above the local authority average (29.6%).

At Unity College, we are united by a desire for our students to be happy. Academic progress is obviously vital, but we also place a high value on the provision of enrichment opportunities that help our students to grow into responsible, confident, considerate, happy young adults. Underpinning all of this are excellent standards of pastoral support and care that enable children to feel safe and valued. At Unity College, we are proud of the extensive and expert support systems that we have in place for our students. These comprise a wide range of people

and processes (both within college and involving outside agencies). We currently have 11 DSLs trained and operational at Unity College.

We believe that our children need to be challenged to think hard, work hard and behave well but we always seek to challenge with compassion: every student will be given the opportunity to achieve academic success in an inclusive, supportive, creative environment. We are committed to ensuring that every student at Unity College experiences a sense of belonging at the same time as creating a culture and ethos that is utterly committed to achievement.

Why work at Unity College?

Every Headteacher will say good things about their own school and so we asked our staff to contribute to this brochure to give you an honest view 'from the chalkface'. Furthermore, interviews always provide opportunities for candidates to talk frankly with a range of staff.

"I feel so proud and privileged to have worked with so many amazing children over the years. There is nothing more satisfying than seeing children who deserve to achieve great results do so. The fact that we, at Unity College in Burnley, can help students achieve high grades of 8s and 9s shows the true value and quality of our teaching and curriculum. It gives me joy to know our students from Burnley can not only rival the grades achieved by children at grammar schools/private schools but beat them too. (It also makes me feel quietly smug!) We have, and continue to have, a positive impact on the life chances of young people across our community in Burnley."

"I genuinely enjoy coming to work and love what I do. I enjoy teaching and being part of such an amazing team who are more than just work colleagues but are genuine friends. I have worked in a few schools but none of them have ever felt like home in the way that this school does. Here are just a few reasons why I love teaching at Unity College.

1. Many students here at Unity College come from challenging backgrounds, but I feel that I make a difference in their lives by working here. I love working with the dedicated team of staff in our department.
 2. This school has a sense of community where students, staff and our parents and carers work together to look after each other.
 3. We have access to incredible facilities that allow us to offer our students a broad curriculum that is not only engaging but also provides fun experiences that no other local school can genuinely match. As a result, we can offer students of all abilities access to opportunities to lead an active, healthy lifestyle.
 4. I feel proud to be a member of the Unity College family because we have an excellent reputation for the quality of our teaching and excellent behaviour of our students."
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"I believe that Unity College has a genuine desire to do the best for all the students. The staff within the department are a good team who work together and the staff have an excellent spirit. When I first came to the school, the staff and pupils were warm and welcoming and accepting of new staff and pupils. I feel as I can discuss any issues with any other member of staff (SLT or class teacher) and will not be judged or questioned but supported to find a solution that is best for everyone."

"I have worked at Unity for six years now and commute here every day from Yorkshire. One of the many reasons I am still here is the excellent working relationships I have with other members of the mathematics department. There is a very friendly feel to the department, and everyone just "gets on" with each other. I have worked in several other schools where there was not the same cordial atmosphere in the staffroom. As for the students I have found that they take a little bit of getting used to but once you have gained their respect, they are a great bunch of young people to work with. The diverse range of student backgrounds makes it a very rewarding job where you can feel that you are really making a difference to the lives of the students in your care."

"Unity College is a modern, successful, and well-respected school with great facilities based in beautiful surroundings – but none of that to me is truly important. The reason I work at Unity College is because I love the great team dynamic in the supportive, professional department that I'm part of; it was also immediately obvious when I interviewed here that the whole of the college really cares about the future of our children. The fact that the school is within easy reach of a variety of vibrant places to live doesn't hurt matters either!"

"There are so many reasons why I love working at Unity College. Here are just a few:

1. There is a whole school approach to behaviour management: staff are supported by Heads of Department and SLT to maintain a positive learning environment.
2. Teachers are respected as professionals.
3. Although some students face real challenges outside of school, when they see that you as a teacher are staying here and not giving up on them, they behave well and work hard. I find this one of the most rewarding things about working here.
4. We have such a range of students from different backgrounds.

There is never, ever a dull day!"

"You really should choose to work at Unity College because it is a school where staff are valued and made to feel welcome, truly act as part of a team, and are encouraged to develop themselves as practitioners. As the College expands and grows, it is an exciting time to join to help shape the future of more young people in Burnley and make a difference to their lives every day."

"I have travelled 6121 miles from my home town and have taught for half my life at Unity College. I absolutely love being part of the 'Unity' family. It is one of the most rewarding experiences playing a part in educating young people in Burnley, watching them grow in confidence, develop a love for Mathematics and achieve success."

Why work in Burnley?

A big warm Northern welcome to Burnley. After all, we weren't voted the friendliest town in Britain without good reason! From world-renowned, cutting-edge brands to affordable living and housing and spectacular countryside to explore, we truly believe we have it all in Burnley.

Burnley is conveniently located on the uncongested M65, providing easy access to the M62, M66, M6 and beyond. There are three international airports within an hour's drive, as well as Manchester, Leeds, Preston, Blackpool, The Lake District and Liverpool being a short drive away.



Burnley offers affordable housing: the mean house price in Burnley is £106,199, which is 36% of the national average. Not only does your money go further when you live in Burnley, but there is a wide-range of properties at your fingertips. From quality modern newbuilds and contemporary apartments to quaint cottages and impressive Victorian terraces, there's something for everyone's budget and taste. 80% of Burnley rural, making it the ideal place to wind down and explore.



Job Description

Dates	Apply by Monday 17 November 2025 - To start ASAP
Accountable to	SENCO
Salary	Grade 6 SCP 11 – 19 £28,142 - £32,062 FTE Pro rata salary £20,076 – £22,872
Contract Type	Permanent
Hours	30 hours and 25 mins per week; 39 weeks per year Monday – Friday 8.20am – 2.55pm (including a 30-minute unpaid lunch break) As the rate of pay notified above will be enhanced by payment in lieu of leave entitlement, public holidays and locally scheduled holidays, under normal circumstances you are not entitled to any leave during term-time. If the duties of this post require work in excess of 38 weeks, due to exceptional circumstances, then you would be entitled to additional payments in line with your normal rate of pay.

Introduction

This job description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties / specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder.

Overall Purpose and Accountability

To work with the teacher in a collaborative way to meet the personal, social and curriculum related needs of students and to establish positive, supportive and constructive relationships with students, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and its differentiation for students. Will 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 students, parents, carers and the wider community

Post-Specific Responsibilities

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.

Support for Students

- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for students and to differentiate curriculum content according to the needs of students
- To plan and implement specific programmes with individual students 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 students
- To assist in the devising of students' individual targets and their monitoring and review
- To support students as part of a planned inclusion programme
- To develop positive relationships with students and staff to assist student progress and attainment
- To monitor and record student progress on a regular basis and to prepare reports as required
- To assist in the specific medical/care needs of students when specific training has been undertaken

Support for the Teacher

- To monitor individual students' progress and to report on students' needs, achievements and concerns
- To assist in student supervision and the management of student 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, student work experience
- Undertake marking of students' 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 College

- 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 college 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 College'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/student/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 College curriculum
- To assist in the delivery of appropriate programmes of work
- To support the use of ICT in learning activities

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

Unity College 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 College. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

**This post is subject to satisfactory enhanced level verification by the
Disclosure and Barring Service**

Person Specification

		Essential	Desirable
Qualification	NVQ Level 3 or above qualification (or equivalent)		✓
	Level 2 or equivalent qualifications in English and Mathematics		✓
Experience	Experience of working with or caring for children of relevant age	✓	
	Experience of working in a relevant classroom environment	✓	
	Experience of administrative work		✓
Knowledge and Skills	Ability to relate well to children and young people	✓	
	Ability to work as part of a team	✓	
	Good communication skills	✓	
	Ability to relate well to parents/carers	✓	
	Ability to supervise and assist students	✓	
	Time management skills	✓	
	Organisational skills	✓	
	Knowledge of classroom roles and responsibilities	✓	
	Knowledge of the concept of confidentiality	✓	
	Ability to plan and deliver work programmes	✓	
	Administrative skills	✓	
	Knowledge of strategies, for example numeracy and literacy	✓	
	Ability to make effective use of ICT	✓	
Other	Flexible attitude to work	✓	

	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	✓	
Beliefs	You believe inclusivity and equality	✓	
	You are committed to raising aspirations in the College and believe in the potential of all young people to achieve highly	✓	

How to apply



Please complete an application form. The application form can be downloaded from our website and should be returned to Joanne Lever, HR Manager, **by 9.00am on Monday 17 November 2025**, preferably by email to hr@unity.lancs.sch.uk.

If you do not receive an acknowledgement of your application by the deadline, please contact the College.

Interviews will be held on a date to be confirmed during w/c 17 November 2025.

If you would like to arrange a visit or have an informal, confidential discussion, please contact the College's HR Manager via the email above or telephone number below.

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