



**Crosshill**  
School



# Teaching Assistant Level 3

## Candidate Pack



Part of the

**Oak**   
Learning Partnership

# Teaching Assistant Level 3

## Welcome from the Headteacher

Dear Candidate,

Thank you for expressing an interest in joining our wonderful community at Crosshill School. We are a forward-thinking, inclusive, and successful school dedicated to supporting children with special educational needs. Our school is a place where every child is valued, supported, and empowered to achieve their full potential, and we are looking for a passionate and committed Teaching Assistant Level 3 to help us continue this work.

You will join a dedicated team in a specialist environment tailor-made to suit the needs of our pupils. You will support the class teacher and deliver interventions to help our students make the best progress they can, accessing a curriculum which meets their needs. If you are creative, resilient and looking for your next opportunity, we would love you to apply to work with us.

At Crosshill the 'family' feel of the school is vital to our success and lies at the heart of all we do. We pride ourselves on creating a supportive and inclusive environment where each student can thrive. Our dedicated staff work collaboratively to deliver individualised education plans tailored to the unique needs of every child.





# Teaching Assistant Level 3

## Welcome from the Headteacher

At Crosshill, we deeply value the positive relationships between staff, students, parents, and carers. Our welcoming environment ensures that students feel valued and trusted as individuals, fostering mutual respect throughout our community. We are committed to offering outstanding opportunities for all our students, empowering them to reach their full potential. Through excellent teaching, personalised support, and an inspiring curriculum enriched with the latest technology, our students overcome diverse learning difficulties and additional challenges, growing in confidence to become successful, caring individuals ready for adulthood.

Our mission is to enhance the life chances of every young person at our school, providing opportunities for achievement beyond expectations, regardless of background, need, or prior attainment. By joining our team, you will become part of a supportive team of professionals dedicated to making a positive difference in the lives of our students and their families.


If you have any questions or would like to arrange a visit to our school, please do not hesitate to contact us on 01254 667713 or by e-mailing [info@crosshill.blackburn.sch.uk](mailto:info@crosshill.blackburn.sch.uk) to arrange an appointment.

As you consider this exciting opportunity, I invite you to explore our website and learn more about our ethos, values, and the wonderful work we do here at Crosshill. [www.crosshillblackburn.co.uk](http://www.crosshillblackburn.co.uk)

**We ask that you do not send CV's, please complete and send your application form and a personal statement to [hr@oaklp.co.uk](mailto:hr@oaklp.co.uk)**

We look forward to receiving your application and learning more about how you can contribute to our school community.

**Miss Nicola Pemberton**  
**Headteacher at Crosshill School**



**"Pupils love coming to Crosshill Special School. They smile as they arrive in the morning and they are eager to start their lessons. Pupils behave exceptionally well throughout the day. They are highly respectful to one another, staff and visitors."**

Ofsted Report, November 2021

**Inclusion** is at the  
**heart** of our trust

## Introduction to Our Trust

**Dear Candidate,**

Thank you for your interest in this post at Crosshill School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

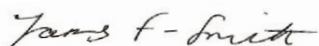
Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:  
**[www.oaklp.co.uk](http://www.oaklp.co.uk)**



**James Franklin-Smith**  
**CEO of Oak Learning Partnership**

**Oak**   
Learning Partnership

[oaklp.co.uk](http://oaklp.co.uk)





**"Pupils and students said that the school is a happy and safe place because staff work hard to make it that way."**

Ofsted Inspection,  
November 2021.



# Teaching Assistant Level 3

**Salary:** Grade E, SCP 9 – 15, actual salary £20,362 - £22,432 per annum

**Hours:** 32.5 hours per week, term time only plus 5 additional days

## Job Description

**Normal place of work:** Crosshill School, although you may be asked to contribute towards trust wide projects.

**Normal working hours:** 32.5 hours per week, term time only plus 5 additional days to be worked during school closure.

**Responsible to:** Class Teacher

### PURPOSE OF THE POST

- To assist the teacher in the whole planning cycle and the management/preparation of resources, to work both in and out of school hours to enrich curriculum learning, both in and out of school to enrich curriculum learning.
- To undertake work, care or support programmes, inclusive of special / individual learning needs, to enable access to learning for all pupils as directed by the class teacher, SENDco or external professional.
- To assist the teacher in the management of pupils and the classroom.

### DUTIES AND RESPONSIBILITIES

#### Support for Pupils

- Build and maintain successful relationships with pupils, acting as a role model and encouraging their development as learners.
- To set high expectations for pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds.
- Using specialist skills (curricular / learning), training and experience to provide support to pupils with SEND, ensuring their safety and access to learning activities. This may include toileting and changing children where appropriate.
- To assist with the development and implementation of EHCPs, personal care programmes and behaviour plans.
- To promote independence and employ strategies to recognise and reward achievement within established school procedures.
- To promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- To provide feedback to pupils on their progress and achievement under the guidance of a teacher.

- To be involved in the process of differentiating activities to match pupil needs.

### **Support for Teachers**

- To promote positive values, attitude and good pupil behaviour, dealing promptly with conflicts / issues and encouraging pupils to take responsibility for their own behaviour, in line with the school behaviour policy.
- To liaise sensitively and effectively with parents and carers as agreed with the teacher and participate in feedback sessions/meetings with parents under the teacher's supervision.
- To work with the teacher to plan lessons. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement, adjusting lessons and work plans as appropriate.
- To implement agreed learning activities / teaching programmes with advice from a teacher, adjusting activities according to pupil's needs. Occasional supervision of classes during short term absence of teachers.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning outcomes.
- To provide objective and accurate feedback to the teacher and reports as required on pupil progress, ensuring availability of appropriate evidence.
- Undertake marking of pupils' work and accurately record achievement / progress against an agreed marking scheme under the guidance of a teacher.
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of records and systems as requested.
- To be responsible for the planning, mounting and displaying of pupils' work in the classroom, under the guidance of a teacher.
- Within the context of the role, to determine the need for, prepare and maintain general and specialist equipment and resources.
- To provide minimal clerical support for teachers e.g. photocopying, filing, collecting money, checking deliveries, administering coursework, production of work sheets for agreed activities.
- To administer and assess / mark routine primary tests and contribute to the invigilation of tests / examinations as required.



# Teaching Assistant Level 3 Person Specification

CRITERIA		Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE	
<ul style="list-style-type: none"><li>• A good standard of education including English &amp; Maths (GCSE/Level 2 at Grade 4/C)</li><li>• Recent participation in relevant professional development</li></ul>		<ul style="list-style-type: none"><li>• Further academic qualifications</li><li>• Experience of working in schools for a minimum of 2 terms</li><li>• Working with a range of professional agencies and colleagues</li></ul>	
CRITERIA		Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		DESIRABLE	
<ul style="list-style-type: none"><li>• A working knowledge and experience of dealing with young people</li><li>• Ability to prioritise tasks, work quickly, particularly under pressure and to deadlines</li><li>• Good communication skills in a variety of contexts in a sensitive and confidential manner with a wide range of people &amp; groups</li><li>• Good time management skills</li><li>• A good understanding of Safeguarding and Child Protection issues</li><li>• Excellent interpersonal &amp; organisational skills</li></ul>		<ul style="list-style-type: none"><li>• Thinking creatively &amp; imaginatively to anticipate and solve problems and identify opportunities</li><li>• Working knowledge of Makaton</li><li>• Strong team building skills</li></ul>	
CRITERIA		Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL			
<ul style="list-style-type: none"><li>• Excellent health &amp; attendance record</li><li>• Willingness to undertake personal care</li><li>• A caring approach and an ability to handle difficult situations in a sensitive and confidential manner</li></ul>			



**Crosshill**  
School

Prepare and flourish

**Crosshill School**

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[www.crosshillblackburn.co.uk](http://www.crosshillblackburn.co.uk)



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