PENDLE COMMUNITY HIGH SCHOOL & COLLEGE

APPLICATION PACK

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APPLICATION PACK – TEACHING ASSISTANT LEVEL 1

Pendle Community High School and College (PCHS&C) is an outstanding community special school for students with generic learning difficulties. We currently have 163 students on roll (ages 11 -19), with a variety of special educational needs including autistic spectrum disorders, speech, language and communication needs, and physical, medical and/or sensory needs.

PCHS&C moved into our purpose-built accommodation in 2008, where it is co-located with a mainstream secondary school. Our school and college provide an exciting and enriching environment, with a range of opportunities for social and educational inclusion.

Dear Candidate,

Thank you for requesting more information about the permanent vacancy of **Teaching Assistant Level 1** at Pendle Community High School & College (PCHSC). At PCHSC our core values are at the HEART of everything we do:

Honesty
Embrace diversity
Ambition
Respect
Togetherness

We are delighted that you have shown an interest in joining our thriving community. If you decide to pursue your application and are successful in securing a job with us, you will be joining a highly committed and dynamic staff team who all play a part in making a real difference to the lives of families, carers and young people with special educational needs.

In addition to this, we also offer a number of staff benefits which includes but is not limited to:

- Enrolment into the Local Government Pension Scheme
- Access to Employee Assistance Program
- Free use of our on-site gym
- Free on-site parking
- Access to the National College and regular CPD opportunities
- Term time only working *(pay pro rata to reflect this)*

For more information about our school & college, please visit our website www.pchs.lancs.sch.uk.

The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful, you will be required to apply to the Disclosure and Barring Service for an enhanced disclosure. Please note that if shortlisted, we will seek references before you attend the interview.

Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.

We wish you all the best with your application.

D Grogan,
Head Teacher

IMPORTANT INFORMATION

SAFEGUARDING

In this 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.

The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful, you will be required to apply to the Disclosure and Barring Service for an enhanced disclosure.

Please note that in line with Keeping Children Safe in Education statutory guidance; an online search will be carried out as part of our due diligence on shortlisted candidates. Please note that if shortlisted, we will seek references **before** you attend the interview.

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 & 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. Lancashire County Council operates a smoke and vape free policy on all sites.

ATTENDANCE

This school is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. The School Leadership Team will monitor overall levels of sickness absences regularly, will support employees during periods of sickness and will arrange for confidential reports to be submitted to Governors. Action will be taken in accordance with the guidelines and procedures adopted by the school to deal with unacceptable levels and frequency of sickness absence. All employees must understand the importance of good attendance and ensure that any sickness absence is kept to a minimum and that during any such absence they do not undertake any activity which is incompatible with the illness or which may delay recovery.

SUBMITTING YOUR APPLICATION

Please complete the application form enclosed and submit electronically to Debbie Saxton, HR Administrator, via email at dsaxton@pchs.lancs.sch.uk.

TEACHING ASSISTANT LEVEL 1 – JOB DESCRIPTION

JOB TITLE:	Teaching Assistant Level 1
GRADE:	Grade 3
CAR USER:	N/A
LOCATION:	Pendle Community High School & College
RESPONSIBLE TO:	Teacher
STAFF RESPONSIBLE FOR:	N/A
JOB PURPOSE:	**The main objectives to be achieved by the Post holder**

Under direction, to support the classroom teacher, mainly concerned with the physical needs of pupils, will have a limited involvement in the supervision of directed set tasks, and care of pupils including those with special needs and in the preparation of resources and classroom organisation but will have greater involvement in the preparation of resources, basic record keeping and supporting the teacher with classroom organisation. It is envisaged that their contribution to the curriculum would be limited to ensuring the availability of resources, aids and materials.

MAIN ACTIVITIES:	**What the post holder will actually do** **What prescribed duties the post holder will have**

Support for pupils – TA1

- To meet the needs of pupil(s) in relation to welfare, hygiene, toileting, dressing, feeding and mobility
- To assist with movement around the school environment and during school activities
- To assist in the development of independent social skills.
- To assist in the proper use of specialist aids and equipment
- To assist in the supervision of set tasks and integrated therapy for an individual/small group of pupils
- To accompany pupils on visits
- To administer basic first aid where appropriately trained
- To assist in the specific medical/care needs of pupils when specific training has been undertaken

Support for the teacher – TA1

- To assist in preparation of resources and tidying away
- To assist with the maintenance of classroom equipment ensuring it is kept in a clean and tidy condition and reporting damages
- To assist in monitoring, displaying and the removal of work displays
- To report pupils' problems/achievements to the teacher as necessary
- To undertake photocopying and routine clerical duties
- To report pupil absence to the school's nominated person
- To report information from parents/carer as directed

Support for the school -TA1

- To assist in providing an atmosphere in which effective learning can take place
- To attend staff training/meetings where appropriate
- To work within school policies and procedures
- 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.
- To assist with the supervision of pupils out of lesson times, including before and after school

Support for the curriculum – TA1

- Ensure the availability of appropriate learning aids, materials and equipment

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

AGREED BY:	Head Teacher October 2026

TEACHING ASSISTANT LEVEL 1 – PERSON SPECIFICATION

REQUIREMENTS (based on the job description)	Essential (E) or Desirable (D)	Identified by: Application form (A), Interview (I), Test (T), References (R) or other (give details)
QUALIFICATIONS		
GCSE grade 4 /C English (or equivalent L2-L3 qual)	**E**	**A**
GCSE grade 4 /C Maths (or equivalent L2-L3 qual)	**D**	**A**
Relevant Child Care qualification (or equivalent)	**D**	**A**
EXPERIENCE		
Experience of working with young people with special needs	**E**	**A/I**
Experience in a school setting	**D**	**A/I**
Experience of supporting pupils with challenging behaviour	**D**	**A/I**
KNOWLEDGE, SKILLS & ABILITIES		
Ability to relate well to children	**E**	**A/I/R**
Ability to work as part of a team	**E**	**A/I/R**
Ability to organise classroom resources	**E**	**A/I/R**
Good communication skills (oral and written)	**E**	**A/I/R**
Knowledge of classroom roles and responsibilities	**D**	**A/I/R**
Knowledge of the concept of confidentiality	**E**	**A/I/R**
Basic knowledge of First Aid	**D**	**A/I/R**
Ability to use relevant technology (e.g. video, photocopier)	**E**	**A/I/R**
Flexible attitude to work	**E**	**A/I/R**
Proficiency in a second language	**D**	**A/I/R**
OTHER (including special requirements)		
Commitment to undertake training for Team Teach at earliest convenience	**E**	**I**
Commitment to safeguarding and protecting the welfare of children and young people	**E**	**I**
Commitment to equality and diversity	**E**	**I**
Commitment to health and safety	**E**	**I**
Commitment to attendance at work	**E**	**I**
Commitment to undertake professional development / INSET	**E**	**I**
Please be aware we will always consider your references before confirming a job offer in writing		
PREPARED BY:	Head Teacher October 2026	

CLOSING DATE:	Friday 6th November 2026 12noon
SHORTLISTING DATE:	Friday 6th November 2026
INTERVIEW DATE:	Friday 20th November 2026 - TBC