

# Park High School

Raising Aspirations



## Teaching Assistant - Level 3 (Part-time)

Intervention based with a focus on Speech and Language.

Application Pack 2022

No one gets left behind



# Contents

- Introduction (School Information)
- Trust Information and Safeguarding Statement
- Headteacher Letter
- Advertisement
- Job Description
- Selection Criteria
- Faculty Information
- How to Apply



### Park High School

Park High School is a vibrant, successful 11-16 school situated in the heart of the town of Colne. Over the years we have become the school of choice for our community. We are consistently oversubscribed and have strong partnerships with our local schools enabling us to be outward facing in our teaching and learning and innovative in offering a wide range of professional opportunities for our staff.

*As a result of being oversubscribed, we are embarking on the next wave of recruitment for the highest calibre of staff who can help us make sure no one is left behind.*

### So why work at Park High School?

#### Teaching and Learning

At Park High School we believe in life long learning; learning that is an enjoyable experience for all. Quality first teaching is at the core of everything we do. Every student is entitled to experience a variety of teaching and learning styles which enable them to achieve their full potential and be the best they can be. We aim, through successful teaching and learning underpinned by researching practice, to develop the whole child and to enable our students to become life long learners. Leaders consistently evaluate the effectiveness of teaching and learning within their departments and seek opportunities for regular developmental feedback and training, which creates the strong, supportive and vibrant culture at Park High School.

#### Expectations

There is a firm and fair approach to behaviour, underpinned by an ethos of positive relationships. Students and staff strive to be the best they can be. Teachers pass on a love of their subject and prioritise the planning and teaching of their lessons. School leaders walk the talk: they all teach, love their subjects, understand the importance of avoiding workload pressures and are highly visible around the school. We have invested in a comprehensive pastoral system in order to support the well-being of all. Each form has two form tutors to allow for wrap around care and support the independent studies of our children in our innovative Prep sessions at the end of the day. We also have a specialist well-being team who work with students and staff to create a nurturing environment in which no one gets left behind. Park High School whole heartedly promotes the raising aspirations of young people and subscribe to our strap line of **'Nil Sine Labore' – which is nothing without work.**

We are delighted to have developed our own bespoke RQT programme 'spotting early leadership' with our university partners Liverpool John Hope University. This programme is now offered Pendle wide and provides participants with the skills required for early leadership. We also offer the NPQML and NPQSL programme with Star Academies Trust (in partnership with Chester University). In addition, we are the lead school within the Pennine Teaching Alliance working with Manchester University on the recruitment of ITT students.



### 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. Our family of schools have an unswerving determination to provide every child in our care with a high quality education, offering the best possible start in life. Innovation, inclusion and inspiration are at the heart of our ethos.

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.

Trust leaders adopt an evidence-informed approach to developing all aspects of school provision and are committed to high quality professional development of staff, so that we have an exceptional curriculum and pedagogy in all our schools. We are confident that our shared ethos and collective sense of purpose will lead to exemplary collaboration and sustained improvement.

### Safeguarding Statement

At Park High 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 they have applied for. If you are appointed to this post, the 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 Disclosure Barring Service disclosure. Our policy and practice are in line with the Department for Education's 'Keeping Children Safe in Education' Guidance 2021.

## Headteacher's Letter

**Teaching Assistant Level 3 (Speech & Language Intervention Specialist)**

**12 months contact**

**Part-time (3 Days per week— term time only)**

**Grade 6 (Scale 11 - 19 £24,054 - £27,852 (pro-rata))**

**Closing Date: Thursday 8 December 2022**



Dear Applicant,

I am delighted you have expressed an interest in the post of Teaching Assistant (Speech & Language Intervention Specialist) at Park High School, and I hope that after considering all the information provided you will decide to make an application.

The Teaching Assistant role is an important role in the school by assisting SENDCO in ensuring that every student achieves their full potential through the provision of support and intervention and the creation of a positive, engaging and safe learning environment. The successful candidate will support students with barriers to learning, including working with students and their families and external agencies. It is essential that the person for this role is organised, confident in working with children, be able to multitask, work flexibly and has a 'can do' approach to work, as no two days are the same.

It is hard to encapsulate in words the full dynamism and vibrancy of our school. We are hugely proud of our students and privileged to serve them and this community. We see it as our professional and moral duty to prepare them as individuals to play their part as active citizens – rounded and centred and aware of all they might contribute to the world. In practical terms, this commitment is manifested in the lessons we deliver, the extra-curricular opportunities we offer and in the wider opportunities we promote. Our school mantra is 'no one gets left behind'.

We are a very special learning community filled with talented and creative staff, all of whom share our vision for excellence in teaching and learning. Speech and language is a department focus this year, and is an area of focus within our intervention programme. The last four years have seen a positive transformation of every aspect of our work. With rapidly rising results, a collective drive for improvement and a nurturing ethos that creates an environment in which students can thrive, this is exactly the right time to join our family. Our mission is to develop young people with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs. We stress the total development of each young person and are driven by an unswerving determination that no one in our school will be left behind.

We hope you can see that this is an excellent time to join Park High School and our Pennine Trust. If successful you will join a staff team of wonderful professionals who have ambition for our students and for themselves. We take pride in ensuring colleagues receive opportunities to develop their skills and experiences – and we have an enviable reputation for delivering high quality professional development.



We hope that you will take the time to come and see and experience for yourself the warm and welcoming family atmosphere which makes our vision a reality.

In the meantime, we very much look forward to hearing from you. We appreciate the amount of time that goes into an application, so thank you in advance.

Yours sincerely

A handwritten signature in black ink that reads "C Eulert".

Mrs C Eulert  
Headteacher

No one gets left behind

## Advertisement



### Teaching Assistant Level 3 (Speech & Language Intervention Specialist)

**12 months contact**

**Part-time (3 Days per week— term time only)**

**Grade 6 (Scale 11 - 19 £24,054 - £27,852 (pro-rata))**

**Start Date: As soon as possible**

The Teaching Assistant role is an important role in the school by assisting the SENDCO by ensuring that every student achieves their full potential through the provision of support and intervention and the creation of a positive, engaging and safe learning environment. The successful candidate will support students with barriers to learning, including working with students and their families and external agencies. It is essential that the person for this role is organised, confident in working with children, be able to multitask, work flexibly and has a 'can do' approach to work, as no two days are the same.

Park High School is a successful 11-16 comprehensive school situated on the edge of Colne and close to the Yorkshire Dales National Park. There are over 1091 students on roll and we are pleased to be oversubscribed. Our mission is to develop young people with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs. We stress the total development of each young person and are driven by an unswerving determination that no pupil in our school will be left behind.

Further details and application packs are available from our website at [www.park-high.co.uk](http://www.park-high.co.uk) or contact the school by email at [supportstaffapplications@park-high.co.uk](mailto:supportstaffapplications@park-high.co.uk). CVs will not be accepted.

Park High School College is committed to safeguarding and promoting the welfare of children.

### Application Pack Information

- Closing date for applications is **noon on Thursday 8 December 2022**
- Application packs can be downloaded from [www.park-high.co.uk](http://www.park-high.co.uk) or for further information email [avickery@park-high.co.uk](mailto:avickery@park-high.co.uk)
- Electronic applications should be emailed to [teacherapplications@park-high.co.uk](mailto:teacherapplications@park-high.co.uk) - further information about the application process is in the application advice section of this booklet.

**Park High School is committed to the welfare and safeguarding of children.**

## Job Description



### Teaching Assistant Level 3 (Speech & Language Intervention Specialist)

**Accountable to: SENDCO**

#### **Job Purpose: the main objectives of the post:**

To work with teaching staff in a collaborative way to meet the personal, social curriculum related needs of pupils, including those with special educational 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 its differentiation amongst pupils. Would be expected to:

- plan and implement teaching and learning activities to individuals and groups of students;
- undertake supervisory cover for classes as appropriate;
- establish - supportive and constructive relationships with pupils, parents, carers and the wider community.

#### **Support for Students:**

- 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 intervention programmes with individual pupils or groups appropriate to the developmental needs of individual children. Speech and language is a department focus this year, and is an area of focus within our intervention programme.
- 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 setting of pupil's individual targets and supporting the monitoring and review process by being a 'keyworker' to a small selection of students.
- 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.

#### **Support for the Teacher**

- To monitor individual pupils' progress and to report on pupil needs, achievements and concerns.
- To assist in pupil supervision and the management of pupil behaviour.
- 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.
- Administer tests and assist in the invigilation of exams.





### Whole School Support

- Effectively undertake the role of form tutor within the house system, including mentoring. Delivery of Prep and PD sessions.
- 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.

### Teaching Assistant Level 3 (Speech & Language Intervention Specialist)

- **Whole School Support continued ....**
- 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.
- A willingness to undertake First Aid Training to carry out first aid duties in school.
- 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.

In addition other duties at no higher level of responsibility may be interchanged with/added to this list as required.

## Selection Criteria

Selection Criteria	Essential	Desirable
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent in English and Mathematics at Grade C or above</li> <li>• NVQ level 3 or above qualification-appropriate to the post (or equivalent)</li> </ul>	Teaching Assistant qualification
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children</li> <li>• Ability to work as part of a team</li> <li>• Good communication skills</li> <li>• Ability to relate well to parents/carers</li> <li>• Ability to supervise and assist pupils</li> <li>• Time management skills</li> <li>• Organisational skills</li> <li>• Ability to make effective use of ICT</li> <li>• Ability to assess children's development</li> <li>• Ability to plan and deliver work programmes</li> <li>• Flexible attitude to work</li> <li>• Knowledge and understanding of strategies improving numeracy skills</li> <li>• Knowledge of classroom roles and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of special educational needs</li> <li>• First Aid Certificate</li> <li>• Administrative skills</li> <li>• Knowledge of the concept of confidentiality</li> <li>• Sound subject specific knowledge of at least one subject area.</li> </ul>
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with or caring for children of relevant age</li> <li>• Experience of working in a relevant classroom/service environment</li> <li>• Experience of supporting pupils with challenging behaviour</li> <li>• Experience or good knowledge of supporting children with speech and language needs</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting students with SEN</li> <li>• Experience of delivering literacy and / or numeracy interventions</li> <li>• Experience of supporting students within a specific subject area.</li> </ul>
<b>Qualities</b>	<p>Commitment to undertake in –service development</p> <p>Commitment to safeguarding and protecting the welfare of children and young people</p>	



### Learning Support

The Learning Support Department has highly-qualified and experienced staff that are enthusiastic about their role in supporting the teaching staff ,in all areas of the school.

SEND Coordinator	Mrs C O'Brien
Assistant SENDCO	Miss J Clegg
Teaching Assistant 3/Coordinator	Mrs J Barrett
Teaching Assistant 3	Mrs A Ingham
Teaching Assistant 3	Miss D Johnson
Teaching Assistant 3	Mr D Lowden
Teaching Assistant 3	Mrs D Maylett
Teaching Assistant 3	Miss C Solis
Teaching Assistant 3	Mrs R Beebe
Teaching Assistant 2	Mrs M Baldocke
Teaching Assistant 2	Mr J Goodall

No one gets left behind

## How to Apply



### How to Apply

If you do decide to apply, and I do hope you will, I would be grateful if you would complete and return the application form, together with a letter of application of not more than two sides of A4 in font size 11/12, noting the closing date of **noon on Thursday 8 December 2022**

#### In your letter of application please include:

- Your philosophy on the role of a Teaching Assistant Level 3
- How your experience has prepared you for this post.
- How you would contribute to the wider life of the school.

Please note we accept electronic applications via **supportstaffapplications@park-high.co.uk**. An automatic confirmation email will be sent once the application has arrived. Please be aware we cannot accept responsibility for mis-sent 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 **avickery@park-high.co.uk** or telephone on 01282 865200.

Park High School is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education'.



No one gets left behind

**Contact Information:**

Park High School  
Venables Avenue  
Colne  
Lancashire  
BB8 7DP

Headteacher: Mrs C Eulert

Telephone: 01282865200  
Enquiries: [enquiries@park-high.co.uk](mailto:enquiries@park-high.co.uk)