

Applicant Pack



Faculty Support
Assistant



Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Please take the time to read the 'Join the Pinnacle Learning Trust' booklet available from our website, in order to understand the benefits of working for our trust and how you might support us in achieving our vision and values.

Should you have any questions regarding the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

Please ensure you submit your application by the closing date stated in the advert.

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements. The job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing during that time.

For teaching roles, please provide your results from the last three academic years, where available, together with your application form.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Team

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



About Hathershaw College

'Together we Succeed'

The Hathershaw college, based in Oldham , serves more than 1,000 pupils aged 11-16 years across 5 year groups. We are a founding member of The Pinnacle Learning Trust, established in September 2017, and a key driver in the Trust's mission to improve the lives and chances of young people in the local area.

We are an Ofsted recognised 'good' school, committed to high standards, and celebrating the diversity and uniqueness of everyone within our community. Our inclusive environment is built upon our core values, The Three Rs: Responsible, Respectful, and Ready to Learn.

Ofsted recognises that 'leaders have developed a broad and rich curriculum' for all pupils at The Hathershaw College. Our curriculum is designed to be challenging and diverse, ensuring students leave us with a wide range of knowledge. As a former technology college, most of our students take a technology subject for GCSE and this is a very successful area of the school.

The school has a successful personal development offer and is focused on developing the character of our students. We place high value on preparing our students for future success through a comprehensive Careers Education Package that meets all the Gatsby Benchmarks. Pinnacle Learning Trust also includes the successful Oldham Sixth Form College and we benefit enormously from this link.

We are committed to the success of our staff as much as our students. As part of The Pinnacle Learning Trust, our colleagues benefit from extensive support and high quality Professional Development with the support of the **Pinnacle Research School**. Access to INSET days, weekly in-house CPD sessions, and Trust-wide training ensures that you will be learning and developing throughout your career with us. We are also an executive partner in the East Manchester Teaching School Hub, which provides access to sector-leading, evidence-based training for both teaching and support staff.

We actively seek staff feedback to ensure The Hatherhaw College remains a place where our team feels valued and supported. We are delighted that the Pinnacle Learning Trust was winner of the **MAT Excellence Award for Wellbeing Trust of the Year 2025**, and has been recognised by **EduRio for a Trust Value Award** in 2025 for the second year running.

If you are looking to make an impact on the life chances of young people, we invite you to join our team at The Hathershaw College.

Job Description & Person Specification

Job Title: Faculty Support Assistant

Main Purpose of the job:

To provide continuity of education for pupils whose lessons are affected by staff absence.

Key responsibilities:

- To provide classroom-based supervision of students in the absence of their usual teacher.
- To undertake the role of form tutor in the absence of a teacher.
- To undertake activities as directed by the teacher, with whole classes, individuals or small groups of students giving constructive support to students as they learn.
- Communicate work set by the teacher to the students, responding to any questions from them, about process and procedures.
- To use ICT effectively to support and deliver learning activities.
- Assist with the supervision of students out of lesson times when required.
- Communicate feedback from the covered lesson and ensure all completed work and resources are returned to the teacher.
- To support students by responding to their individual needs and promote the inclusion of all students in the classroom.
- Manage the behaviour of students, in line with school expectations whilst they are undertaking work, in order to ensure a constructive climate for learning
- To assist in classroom maintenance, setting out, clearing away and care of resources to create a purposeful and productive learning environment.

Additional Responsibilities:

- Ensure observation of Health & Safety regulations.
- Uphold the academy's ethos, rules and regulations.
- Where applicable, follow the Academy's safeguarding protocols to ensure the safety and welfare of students.
- Work as a member of a team in the day to day organisation of the whole learning environment in the Academy to ensure good practices are developed and maintained.
- Participate in extracurricular activities, staff meetings and training as required.
- Undertake other associated duties as required, including lunch and break duty.
- Invigilate internal and external examinations, as required.
- Maintain all equipment used to the required standards.
- Take part in performance management procedures.
- Provide administrative support as required.
- Be aware of and comply with policies and procedures relating to Child Protection, Safeguarding, Health Safety & Security, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Please note: This job description provides an overview and may not cover all aspects of the job. The role may involve other responsibilities as reasonably expected from the Principal at short notice.

	Essential	Desirable	Method of Assessment
Education and Qualifications			
GCSE grade C/grade 4 or above in English and Maths	✓		Application
Good numeracy and literacy skills	✓		Application
Degree in a subject relating to the school curriculum		✓	Application
Experience			
Experience of supervision staff or young people	✓		Application
Experience of working in an educational setting	✓		Application
Experience of working in a school		✓	Application
Skills and Attributes			
Willingness to participate in development and training opportunities	✓		Application
Ability to work constructively as part of a team	✓		Application
Ability of offer a firm but friendly approach and confident in dealing with young people	✓		Application
Excellent written and oral communication skills	✓		Application
Ability to use IT effectively		✓	
Attitude and Personal Qualities			
Achieving the highest standards of teaching and learning for all students	✓		Application/Interview/References
Motivate others and adopt a positive approach to education	✓		Application/Interview/References
Equality of opportunity for staff, students and all members of the school and wider community	✓		Application/Interview/References
Promoting College's vision and ethos	✓		Application/Interview/References
Establishing a high quality, stimulating learning environment	✓		Application/Interview/References
Ongoing relevant professional self-development	✓		Application/Interview/References
Safeguarding and child protection	✓		Application/Interview/References

How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Employee Assistance Programme, offering health and wellbeing services
- Laptop/Chromebook allocated to teachers and support staff (if required)
- Cycle to work schemes available
- Free on-site parking
- Excellent opportunities for CPD and career development

Please see our Join The Pinnacle Learning Trust booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

PROUD
TO BE
PART OF





THE
Pinnacle
LEARNING TRUST

**To find out
more or to
apply:**

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