



South Craven School



Candidate Application Pack

Teaching Assistant (Learning Support)



A Message from the Headteacher

I am delighted to welcome you to South Craven School, a large, thriving and successful comprehensive school situated in Cross Hills.

Learning is placed firmly at the heart of the South Craven School community. Our main priority is to ensure our students have the best opportunities for success and the highest possible aspirations for the future. We are proud of our excellent reputation in our local community and aspire to provide the highest quality of education for all of our students.

We recognise our responsibility to provide young people with the skills and qualities they need to respond to the challenges of a fast-changing world. We do this by promoting our South Craven Learner principles of Courage, Enquiry and Growth and focusing on preparing our students for life as active and productive citizens. We value each and every one of our students and aspire for them to achieve academically, socially and personally. Our formula for success is built on partnership between home and school, teacher and student, school and community. We are also part of the Red Kite Teaching School Alliance, where we work alongside a number of schools.

I hope you will want to visit us and meet the people that make South Craven a success: our students, staff and trustees. We welcome your interest and invite you to come and see the school for yourselves.

Martyn Hill
Headteacher



A Message from the Chief Executive Officer

I am both proud and excited to have been given the opportunity to lead the Trust in this next stage of its development, and to work with other school and trust leaders locally to ensure the very best education for young people in Craven, Pendle and across the wider region.

Apex Collaborative Trust is a vibrant, cross phase multi-academy trust formed by the merger of the Pennine Trust and South Craven Academy Trust.

Our trust consists of two secondary schools and three primary schools. South Craven School also has a large Sixth Form.

We are delighted that Pendle Vale College, in Nelson, will be an associate member of the Trust and has indicated an intention to join fully within the next 12 months.

John Tarbox

Chief Executive Officer



Apex Collaborative Trust

Apex Collaborative Trust is a values-led organisation. Our core values of Ambition, Collaboration and Trust are fundamental to our approach and shape our culture. We believe establishing a strong culture is the most important ingredient for our success, so that we create an ideal environment for learning where all members of our trust community can flourish. We are also committed to providing fantastic opportunities for our young people, so that they can fulfil their aspirations now and in the future.

Our Trust and schools must be rooted in our community. Many local families have an association with our schools across many years, and even generations. Deep relationships help us to develop knowledge and understanding of the community and to form effective partnerships with other institutions. These partnerships support holistic development of young people.

Staff benefits



Bike2work
scheme



CPD
opportunities



Employee
assistance
programme



Local
discounts



Occupational
health
support



Ambition

Inspiring excellence and growth

- We set high expectations for our students, staff, and leadership.
- We challenge the status quo, encouraging innovation and creativity in education.
- We believe in potential empowering individuals to reach new heights in their learning and careers.
- We celebrate success, recognising achievements at every level.

In Action: We provide cutting-edge professional development, encourage students to dream bigger, and support schools in raising academic and personal aspirations.



Collaboration

Stronger together

- We share best practices, creating a network where knowledge flows freely.
- We support and challenge each other, working together to find solutions.
- We listen and respect diverse perspectives, ensuring every voice matters.
- We value teamwork, building relationships that foster trust and openness.

In Action: Schools under the trust work as partners, not competitors, pooling resources and expertise to deliver the best education possible.



Trust

Integrity, transparency and accountability

- We do what we say we will do, building confidence in our leadership.
- We communicate openly and honestly, ensuring transparency in decision-making.
- We hold ourselves accountable, measuring success by our impact.
- We foster a culture of psychological safety, where staff and students can thrive without fear of failure.

In Action: We ensure clear communication with parents, staff, and students, always acting with honesty, fairness, and responsibility.

Safeguarding Statement

At Apex Collaborative Trust, the welfare of children is paramount and all schools are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

All staff will be expected to take responsibility to safeguard and promote 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 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 behaviour constitute safe practice and which behaviours should be avoided.

All post holders are subject to an enhanced DBC check. Our policy and practice are in line with the current Department for Education's *Keeping Children Safe in Education* statutory guidance.



Role Specification

- Post:** Teaching Assistant (Learning Support)
- Hours:** Permanent, Full Time, Term Time Only (37 hours per week)
Part-time will be considered for the right candidate
- Salary:** Grade F scp 9 (scp 9-13) plus SEN Allowance (£24,848-£26,410)
- Start Date:** September 2026

An exciting opportunity has arisen within the school for an inspiring, enthusiastic and talented Teaching Assistant, assigned to the Learning Support Faculty.

It is desirable that the successful candidate has significant experience of working with students with Autism, Dyslexia or delivering ASDAN in a secondary school environment.

Main Duties and Responsibilities

- Supporting students in class.
- Delivering interventions to small groups of students or 1-1.
- Using appropriate teaching and learning strategies to motivate students and enable their progress.
- To meet the needs of particular students enabling them to reach their full potential.
- Contributing actively to the policies and aspirations of the school.
- Covering for staff absence.

The successful candidate should be able to demonstrate:

- An ability to support students with a variety of different Special Educational Needs.
- Experience of delivering small group interventions.
- Ability to work as part of a team.
- An ability to form positive relationships with students.
- Sensitivity and the ability to deal with challenging situations.
- Personal ambition and the capacity for hard work.

Job Description

Post: Teaching Assistant

Grade: Grade F (scp 9-13) plus SEN Allowance

Responsible To: Assigned Line Manager

Responsible For: Supporting the learning process for students or groups of students as directed by Head of Faculty.

Job Purpose

- Compliment the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- Advance students' learning in a range of classroom settings, including working with individuals, small groups and in whole classes, where the assigned teacher or other appropriate member of staff are present. This may involve planning, preparing and delivering individual activities or a programme of learning activities, as well as monitoring students, assessing recording and reporting on students' achievement, progress and development.
- Devise and deliver an individualised programme for a student or groups of students.
- Take responsibility for other agreed tasks within the Faculty.

Accountabilities and Main Responsibilities

As a Teaching Assistant - Supporting and Delivering Learning

- Within an agreed system of supervision, plan teaching and learning objectives. Evaluate and adjust lesson plans as appropriate,
- Deliver learning activities to students within an agreed system of supervision, adjusting activities according to pupil responses and needs.

- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined assessment objectives.
- Manage the learning of groups of students. Evaluate and adjust lesson plans as appropriate.
- Organise and manage appropriate learning environment and resources.
- Provide objective accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate records.
- Challenge and motivate students, promote and reinforce self esteem.
- Use ICT to advance students' learning, use common ICT tools for own and students' learning.
- Deliver learning activities for individuals or groups or for a whole class in the absence of the regular class teacher for periods of short-term absence.

Behaviour, Guidance and Support

- Work with the school's agreed behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Take an appropriate role in the development and implementation of appropriate behaviour management strategies.
- Provide advice and guidance as required and appropriate.
- As required take an appropriate role in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy pastoral systems etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Take part in establishing constructive relationships with parents/carers, facilitating their support for their child's access and learning and supporting home to school and community links.
- As required assist with administrative support e.g. dealing with correspondence, making phone calls etc.
- Play an appropriate part in establishing constructive relationships and communicate with other agencies and professionals, in liaison with the Head of Learning Support, to support achievement and progress of individuals.

Whole School Community

- A clear understanding of safeguarding & the protection of students and young people of the school.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security.
- Participate in training and other learning activities and performance development as required.
- Attend meeting as directed by the Headteacher.
- To undertake any other such duties commensurate with the grading of the post.

While this job outline provides a summary of the post, it may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation.

South Craven School reserve the right to amend this document as necessary, after consultation with the individual concerned in order to reflect changes in organisational requirements and to ensure that the future goals of the school are successfully achieved. Please also note that it is the individual's responsibility to make sure that their job description is accurate and up to date.

South Craven School is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager. South Craven School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment.

At South Craven School we are committed to a high quality induction programme for all staff including ECTs.

This job description should be discussed and any amendments made annually via the appraisal process.

Person Specification

Essential	Desirable	Identified
<ul style="list-style-type: none"> • Good health and attendance records. • Energy, resilience and enthusiasm. • Good organisational skills. • Calm, tolerant approach. • Smart appearance. 		<ul style="list-style-type: none"> • Application • References • Interview
<ul style="list-style-type: none"> • Experience and knowledge of mainstream education, and working knowledge of current systems and practices including assessment, feedback and reporting on student progress, record keeping. • Experience of working with parents/carers to facilitate access to learning for students. • Good general education at level 2 or above to include Maths and English. • Experience of working flexibly with young people, especially those with special education needs. • Knowledge of SEN Code of Practice. • Experience and a working knowledge of a range of ICT applications. • Experience of successful undertaking of a variety of administrative tasks as directed by line management. • Experience in devising and delivering an individualised programme for a student or group of students. • Evidence of having taken responsibility for agreed tasks as directed by line management. • Experience of managing the learning of small groups of students. Experience of evaluating and adjusting lesson plans as appropriate. • Experience of managing appropriate learning environments and resources. • Suitability to work with children. 	<ul style="list-style-type: none"> • Experience of working with students with Autism. • Possession of level 3 qualifications. • Experience of working with ethnic minority students. • Experience of working with SEMH. • Experience of working with students with Dyslexia. • Experience of working with students with physical or learning disabilities. • Experience and a working knowledge of data logging and analysis. 	<ul style="list-style-type: none"> • Application • References • Interview

Person Specification

Essential	Desirable	Identified
<ul style="list-style-type: none">• Excellent communication and inter-personal skills, and the ability to work with a wide range of people e.g. outside agencies, staff, students and parents.• Ability to manage time flexibly and effectively, and to cope with school life and to prioritise conflicting demands and pressures.• Flexibility and ability to work as a member of a team.• Confident, proactive approach to developing new systems and procedures.• Ability to act on initiative and to work both within a team and to work independently when required.		<ul style="list-style-type: none">• References• Interview
<ul style="list-style-type: none">• Evidence of commitment to personal professional development.		<ul style="list-style-type: none">• Application• References• Interview

How to Apply

If you wish to know more about this vacancy, please contact Martyn Hill (Headteacher) via Jess Robinson (Headteacher's PA).

Jess Robinson

- 01535 632 861
- J.Robinson@southcraven.org

To apply for this vacancy, please submit your application via MyNewTerm: **mynewterm.com**.

The closing date for applications is noon on Friday 26th June 2026.

This post is subject to satisfactory reference and enhanced Disclosure and Barring Service criminal records check for work with children.

An online search may be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain.

Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.



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