



**CANDIDATE INFORMATION**

**STUDENT SUPPORT WORKER &  
INTERNAL RESET CO-ORDINATOR**



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# HEADTEACHER WELCOME

## Dear Candidate

Welcome to Pendle Vale College. I am delighted that you are considering our College as a new career opportunity.

We are fortunate to have a modern, innovative, and fantastically well-equipped College; a £32million new build project in 2008, the facilities at Pendle Vale College are second to none. The building remains modern and innovative in design and is an exciting environment in which to work, however the College is more than bricks and mortar – our school is made up of over 1000 students and over 100 colleagues who all attend school each day to learn, grow and improve. Our facilities provide first rate teaching and learning opportunities that give our students and teachers a clear advantage and that results in consistently good outcomes.

Our college is made up of a team of highly committed, motivated, dedicated and professional colleagues both teaching and non-teaching, who each individually make a significant and positive difference to the lives of our students. As Headteacher, I am extremely proud of our college and the colleagues and students with who I share the vision to make this a special place for adults and young people to teach and learn in.

Colleagues at Pendle Vale benefit hugely from working in an environment that is supportive, challenging and rewarding. We pride ourselves on welcoming new staff with an excellent induction programme whether you are joining us as a newly qualified or experienced candidate.

Whilst recognising that the College exists for the benefit of the students, we aim to be a place where staff can also realise their ambitions and potential and further develop their careers. We aim to be at the cutting edge of change and engage in high profile projects and developments that enable our students, and staff, to achieve the most that they possibly can while working or studying here. We are outward facing and strive to learn from and assimilate the very best practice and research. We really want to hear from those colleagues who are exceptional in what they do and who truly believe that they can make a positive difference to our college.

We know that Pendle Vale College is and will continue to transform the education and life chances of our young people. By working together as a team, we aim to develop happy, confident and independent learners ready to take their place in the modern world.

We have a modern, flexible, and responsive curriculum, which actively encourages our students to be responsible for their own learning and ensures that they are being stretched and challenged and appropriately prepared for their future learning. We know our students very well indeed and strongly and confidently believe that we are meeting their current and future needs.

As Headteacher, I believe that a team of people work best when they are working together towards a common goal. Pendle Vale College is an enjoyable and rewarding environment in which to work. There are significant career opportunities for colleagues and promotion is actively supported and encouraged. Our team ranges from early career teachers to experienced candidates who have reaped the benefits of working at our college.

We are a modern and contemporary College that wants to attract colleagues who have ideas, who are inspirational, innovative and who are truly dedicated to the development of our young people. If you have what it takes to take a forward-thinking College to the next level, then we look forward to reading your application and hopefully from there calling you to interview.

Our story is one of continued and improving success. We pride ourselves on being a strong, vibrant, and confident community. Don't just take our word for it, we warmly welcome visitors and prospective applicants to arrange a visit, meet with significant colleagues and see for yourself.

## Ofsted

Ofsted last visited us in November 2021 and confirmed that Pendle Vale remains a Good school. A copy of this Ofsted Report can be found on our college website.

## Community and Surrounding Areas

Pendle Vale College has a good location, situated just five minutes from the M65. Easily accessible from larger towns and cities of Manchester, Preston, Bradford, and Huddersfield, it is also in close proximity to the smaller rural communities for Pendle, Colne and Skipton. Nelson is under an hour away from the Lake District and North Yorkshire Moors.

If you are interested in moving the College forward within a focussed team who are highly committed to serving its students, staff, and community, then I welcome your application. Please submit the Teaching Staff application form, available on our website or from Hays, along with a letter of application of not more than two A4 sides, detailing how your experiences and impact to date qualify you for the post and how you see the role developing.

I look forward to receiving your application.

Mr Oliver Handley

Headteacher

## Student Support Worker/Internal Reset Coordinator

**GRADE 6 (SCP11 TO SCP19) £24,423- £27,825 (actual pro-rata salary)  
37 hours per week, term time only (39 weeks)**

**Start Date: ASAP**

We are seeking to appoint an enthusiastic innovative and committed member of staff to join our Pastoral student support team. Part of the role involves managing our Internal RESET room, this will require you to organise resources and maintain a calm and productive environment.

You will be working at times directly with students to provide mentoring and/or support around identified barriers to learning, ensuring impactful interventions are in place to improve outcomes for students in relation to behaviour, emotional wellbeing and attendance. You will work as part of the wider pastoral team within school.

You will have:

- The ability to motivate and inspire students
- High expectations of students
- The determination to support students in improving their behaviour.
- Team skills

We can offer you:

- Excellent resources
- Excellent support and professional development opportunities
- Friendly staff
- Excellent IT facilities.

For an informal discussion on this post, please contact Ms. S Williams – Deputy Headteacher & DSL on 01282 682240 or [s.williams@pendlevale.lancs.sch.uk](mailto:s.williams@pendlevale.lancs.sch.uk).

**Closing date for applications – Tuesday 05 May 2026**

**Interviews – TBC**

*Pendle Vale College is committed to the health, safety, and welfare of its students.*

*All posts are subject to an Enhanced DBS disclosure. Please note that in line with Keeping Children Safe in Education 2025 an online search will be carried out as part of our due diligence on shortlisted candidates.*

# JOB DESCRIPTION

<b>JOB TITLE:</b>	Student Support Worker/Internal RESET Co-Ordinator
<b>GRADE:</b>	Grade 6
<b>CAR USER:</b>	N/A
<b>LOCATION:</b>	Pendle Vale College
<b>RESPONSIBLE TO:</b>	Deputy Headteacher
<b>STAFF RESPONSIBLE FOR:</b>	None
<b>JOB PURPOSE:</b>	<b>The main objectives to be achieved by the Postholder</b>
	Work in partnership with school colleagues to provide a personalised, whole family focused response to meeting the needs of identified children, young people and families. Undertake direct work with children, young people and their families to overcome particular obstacles to learning.
<b>IN ACTIVITIES:</b>	<b>What the Postholder will do and what prescribed duties the Postholder will have:</b>
	<ol style="list-style-type: none"> <li>1. Liaise with staff to assess and provide support and intervention to targeted pupils to raise achievement and enable them to overcome barriers to learning</li> <li>2. Undertake home visits to keep parents/carers informed and secure positive family support</li> <li>3. Monitor the implementation of plans and report on progress achieved, support the re-integration of pupils excluded from school or following an alternative timetable</li> <li>4. Provide extra support to pupils through knowledge of a range of activities and opportunities available to them</li> <li>5. Support the development of partnerships with internal and external agencies/organisations to set up resources/initiatives to help address barriers to learning</li> <li>6. Undertake support activities to respond to the unmet needs of families. Including undertaking/supporting early help assessments, developing smart action plans and delivering evidence based direct work interventions, to improve outcomes for children, young people and their families, working alongside other key partner agencies.</li> <li>7. Work independently in response to the needs of families, and seeking guidance and support when unsure, and/or to improve the quality of their interventions.</li> <li>8. Identify opportunities for improving day to day procedures and processes, and discuss these with the Deputy Headteacher.</li> <li>9. Maintain accurate records, presenting and accounting for their work with children, young people and families as required, in term of quality assurance, audit and inspection processes.</li> <li>10. To work within school policies and procedures.</li> <li>11. To take care of their own and other's Health and Safety.</li> </ol> <p>Individuals in this role may also:</p> <ul style="list-style-type: none"> <li>▪ Be required to work with small groups of students on our Character Curriculum</li> <li>▪ Undertake Duties</li> <li>▪ Develop a range of study support activities</li> <li>▪ Supervise students excluded from class or those following alternative timetables</li> <li>▪ Contribute to the development of activities to encourage family involvement in the College</li> </ul>

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**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 and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services always.

**Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

# PERSON SPECIFICATION

Requirements	Essential (E) or Desirable (D)	Identified by Application Form (A), Reference (R), Interview (I)
<p><b>Qualifications</b> Professional/academic level 3 qualification or equivalent or substantial experience in a relevant technical, specialised or operational field</p> <p>Working at national occupational standards (NOS) for learning, and knowledge / skills equivalent to current national qualifications in learning, development and support services for children, young people and those who care for them at level 3</p>	<p>E</p> <p>D</p>	<p>A</p> <p>A</p>
<p><b>Experience</b> Experience of, or the ability to demonstrate the competence to work directly with individual children, young people and families to identify and assess their needs and make appropriate planned responses to improve outcomes</p> <p>Experience of working with a wide range of other professionals to develop and deliver shared initiatives for children, young people and families</p>	<p>E</p> <p>D</p>	<p>A, I</p> <p>A, I</p>
<p><b>Knowledge and Skills</b> Working knowledge and understanding of the work practices, processes and procedures relevant to Early Help</p> <p>Empathy and sensitivity to the needs arising from a wide range of family dynamics</p> <p>Good understanding of the developmental milestones of children and young people and the issues that affect them</p> <p>Good analytical, assessment and critical reflection skills</p> <p>Good written and verbal communication skills</p> <p>Ability to influence others practice based on technical or professional expertise</p> <p>Ability to build and maintain effective networks and relationships</p> <p>Ability to work as member of a team</p> <p>Ability to work without close supervision</p> <p>Ability to interpret management information systems to ensure ongoing review of performance of teams and progress towards targets and objectives within the service</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
<p><b>Other</b> Commitment to equality and diversity</p> <p>Commitment to health and safety</p> <p>Satisfactory attendance record/commitment to regular attendance at work</p> <p>Commitment to safeguarding and protecting the welfare of children and young people</p> <p>Commitment to undertake in-service development</p> <p>To be aware of the confidential nature of issues related to home/pupil/teacher/school work.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>R</p> <p>A, I</p> <p>A</p> <p>A, I</p>

# PENDLE VALE BENEFITS

We recognise that people are our most valuable resource and we support them in being effective in their role by providing the following benefits:

- **Professional Development** – Pendle Vale is committed to developing staff within their roles and creating continued fantastic opportunities for further career progression through our weekly CPD sessions as well as access to NPOs and other professional qualifications.
- **Pension Scheme** – Every employee here at Pendle Vale has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Well-being Benefits** – Through our wellbeing provider, staff can access a number of generous well-being benefits including Physiotherapy, 24-hour GP Helpline, Cancer Support, Stress counselling support and Weight management
- **Cycle to Work Scheme** – Pendle Vale has joined this scheme to provide staff with the opportunity to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details on how to apply, please contact the central HR Team
- **Annual Flu Vaccinations** - Annual Flu Vaccinations offered for free to all members of staff.
- **Gym Facilities** - Staff here are able to access the Gym facilities before and after school free of charge.



# How to Apply

To apply for this vacancy, please submit your application via MyNewTerm:  
[Education Job Search | Find Teaching, Leadership & School Support Jobs](#)

Completed application forms and associated documentation should be returned to My New Term' website: [Education Job Search | Find Teaching, Leadership & School Support Jobs](#)

*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*

PENDLE VALE COLLEGE  
OXFORD ROAD, NELSON  
LANCS, BB9 8LF

T: (01282) 682240

Headteacher: Mr. O Handley

<https://pendlevale.lancs.sch.uk>