

Candidate application pack



**Lord Street
Primary School**

Teaching Assistant 2b

A message from the Headteacher



We are a school in the heart of Colne who strive to ensure our pupils receive an excellent educational experience.

Our mission is for our children to leave as well-rounded, confident individuals. By promoting our school values of Ambition, Respect and Collaboration, we promote a learning environment where our children are happy and safe. Our role is to shape every child and fill them with ambition and resilience so that they can succeed in later life.

Our teaching methods are evidence based, giving each child the tools needed to become the very best version of themselves. We, as a dedicated staff team, aim to Inspire, Include and Innovate each child and thrive on those lightbulb moments, giving them confidence to release their potential.

Whilst this application pack provides a lot of interesting information, it is no substitute for a visit to our school. We welcome you to talk with our pupils and the staff, to walk around our exceptional school, and to get a feeling for what it would be like to be a member of the community at Lord Street Primary School.

Gaynor Canty
Headteacher

A message from the **Chief Executive**



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 2 secondary schools and 3 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.

Ambition

Inspiring excellence & 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, & 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.

Our trust and our 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

All non-teaching employees will be enrolled into the Local government Pension Scheme which:

- is a secure pension that will keep up with the cost of living,
- provides life cover for your family and loved ones in the event of your death
- provides tax relief on any contributions deducted from your salary
- offers the option to decrease or increase your pension contributions
- offers the option to transfer in any previous pensions you hold within 12 months of joining.



Bike 2 work scheme



CPD opportunities



Employee assistance programme



Local discounts



Occupational health support

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.

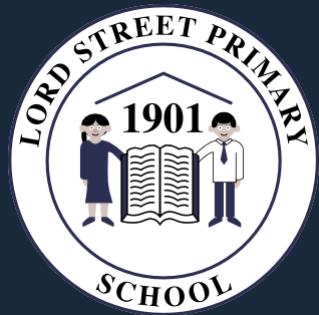
Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

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



Teaching Assistant 2b

Salary Range:	Grade 5 (SCP 6-£25,989- SCP 11 £28,142 FTE)
Part-time Salary:	£21,975 to £23,795
Contract Type:	Part Time/ Term Time Plus Two Weeks (Monday- Friday -08:30am-16:00pm)
Contract Term:	Permanent
Start Date:	ASAP
Closing Date:	noon on 06/03/2026



We are seeking to appoint a highly motivated, enthusiastic Teaching Assistant, Level 2b. We are looking for a candidate with excellent practice and a strong commitment to working as part of a team who are keen to support the development of our pupil's education across the school.

Responsibilities will include assisting with lesson preparation, providing one-on-one or small group support, and helping to monitor student progress and behaviour. The role also involves maintaining classroom organization, preparing learning materials, and fostering a safe, inclusive, and supportive atmosphere.

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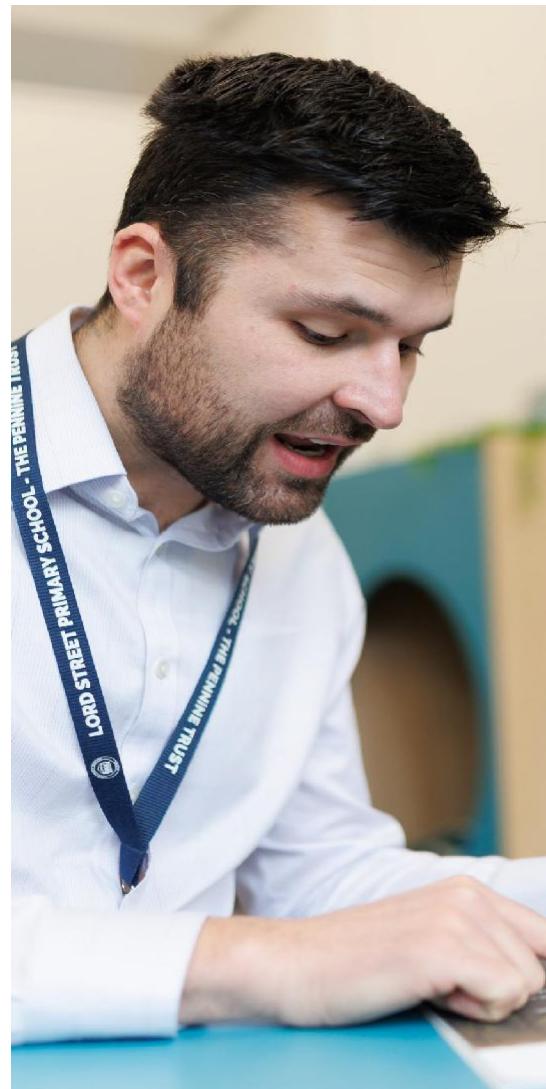
Why choose Lord Street Primary School?

An ambitious, happy and vibrant place to work with a family of supporting colleagues who are committed to promoting a warm and friendly atmosphere.

- A strong team of staff who work together with a common goal
- A supportive Central Trust Team who believe that through strong collaboration, all children within our trust will have better outcomes.
- Excellent professional development opportunities.

We are looking to recruit an individual:

with excellent practice and a strong commitment to working as part of a team, who are keen to support the development of our pupils' education across the school.



Job Description

POST:	Teaching Assistant Level 2b
GRADE:	Grade 5 (SCP 6-11) Actual Salary £21,975 to £23,795
TERM TIME/FULL YEAR	Term time only plus 2 weeks
HOURS / DAYS	35.15 hours per week Monday – Friday
RESPONSIBLE TO:	The Headteacher
JOB PURPOSE:	Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils parents and carers. To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.
MAIN RESPONSIBILITIES:	
In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post	
<ul style="list-style-type: none">Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils.To undertake activities in order to monitor the personal social and emotional needs of pupils.To develop positive relationships with pupils to promote pupil progress and attainment.To assist in the devising of pupil's individual targets and their monitoring and review.Support pupils as part of a planned inclusion programmeTo implement specific programmes with individual pupils or groups of pupils appropriate to their developmental needs in a range of primary or secondary curriculum areas.To work with individual pupils with special educational needs.To work with pupils for whom English is not their first languageAssist in the development of individual development plans for pupils (such as Individual educational plans).Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.Assist in escorting and supervising pupils on educational visits and out of school activities.To assist in the specific medical/care needs of pupils when specific training has been undertaken.To support the teacher in monitoring and recording pupil progress and developmental needs.To assist in producing relevant classroom resources and ICT in the curriculum.To undertake classroom administrative tasks including the maintenance of pupil records.To assist in pupil supervision and assist in the management of pupil behaviour.To provide short-term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.To provide information to the class teacher to assist in the planning of work programmes.To liaise with the school's nominated person in respect of pupil absence.To assist with the arrangements for out-of-school learning activities including the administration of work experience.To provide clerical and administrative support including the collection and recording of money.Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work	

Communication	<ul style="list-style-type: none"> Under the general supervision of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals Communicate effectively with all pupils, families, carers and other agencies / professionals
Safeguarding	<ul style="list-style-type: none"> Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence Be responsible for promoting and safeguarding the welfare of children and young people in line with policy and legislation, raising concerns as appropriate. Have good working knowledge and understanding of the most recent safeguarding legislation.
Administration / Other	<ul style="list-style-type: none"> Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work Support the use of ICT and adhere to relevant policies Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations Participate in appraisal, training and other learning activities
Sharing Information	<ul style="list-style-type: none"> Share information confidentially about pupils with teachers and other professional as required Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality Participate in staff meetings
Health and Safety	<ul style="list-style-type: none"> Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. Work with colleagues and others to maintain health, safety and welfare within the working environment
Data Protection	<ul style="list-style-type: none"> To comply with the Trust's policies and supporting documentation in relation to GDPR, Data Protection, Information Security and Confidentiality.
Equalities	<ul style="list-style-type: none"> Promote inclusion and acceptance of all pupils. Within own area of responsibility work in accordance with the aims of the equality statement, treating individuals with respect for their diversity, culture and values.
Flexibility	<ul style="list-style-type: none"> This job description contains the key areas of responsibility and accountability, the expectations specific to the grade, example duties / tasks, the pay range and the line manager / reports to. Specific tasks do not form part of the contractual element of the job description and may change (in discussion with the employee) in line with the needs of the school / Trust. Any duties carried out at a higher grade will be appropriately remunerated and will be on a short-term basis.

Customer Service

- The Pennine Trust requires that all employees offer the best level of service to customers and behave in a way that inspires excellence and enthuse confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
- The Pennine Trust requires a commitment to its mission, vision and values and to always have due regard to equality, diversity, dignity and respect.

Person Specification

Role: Teaching Assistant 2B

	Essential	Desirable	How measured
Experience/ Qualifications	<ul style="list-style-type: none"> GCSE qualifications at Grade A-C or equivalent experience NVQ level 2 or equivalent qualification 	<ul style="list-style-type: none"> NVQ level 3 or equivalent qualification Teaching Assistant Level 2 Qualification First aid training 	A/C/I
Experience	<ul style="list-style-type: none"> Experience of working with children in a learning environment Experience of supporting pupils with challenging behaviour and / or SEND 	<ul style="list-style-type: none"> Experience of working with or caring for children with SEND Experience of supporting pupils with challenging behaviour and / or SEND 	A/R/I A/I/R
Attributes	<ul style="list-style-type: none"> Ambitious and reflective of own strengths and areas for development Respectful of others Collaborative with own team members and wider school community Shows initiative Ability to work successfully in a team Understanding of confidentiality in a school setting Commitment to safeguarding and protecting the welfare of children and young people 		I/R I/R I/R I/R I/R I/R I/R
Knowledge & Skills	<ul style="list-style-type: none"> Ability to work as part of a team Good written and verbal communication skills Flexible attitude to work Strong Numeracy & literacy skills Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	<ul style="list-style-type: none"> Administrative skills Knowledge of Early Years Foundation Stage Knowledge of the National Curriculum Good interpersonal skills 	I/R I/R I/R A/I/R I/R

	<ul style="list-style-type: none"> • Emotional resilience in working with challenging behaviours and attitudes • Ability to use authority and maintaining discipline • Knowledge and understanding of classroom roles and responsibilities • Ability to manage own workload and priorities effectively 		I/R
Key			I/R
A – Application, R – Reference, I – Interview, C – Certificate			I/R

How to Apply

If you share our core values and meet the criteria for the role, please apply by following the process below.

Follow the link to complete an application form:

<https://mynewterm.com/jobs/145818/EDV-2026-CLSS-37365>

- In your personal statement, please include how your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst completing this section with a focus on your suitability for the post gained from past experiences.

**Closing date for applications is noon on:
06/03/2026**

CVs will not be accepted. It is standard practice in the education sector to seek references for shortlisted candidates prior to interview.

The Apex Collaborative Trust 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' Guidance'.





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