

# Candidate application pack



**Colne Park  
High School**

**Teaching Assistant**

# A message from the headteacher



**Colne Park High School is a happy and successful community where every student is recognised as an individual and where we all aim to be the best we can be.**

We believe that every child has talents and strengths and that they can experience success as they develop into young adults through the supportive and caring environment we provide.

We are proud of the reputation Colne Park High School has earned within the local community for providing a nurturing ethos in which our children can thrive. We are driven by an unassuming yet unwavering determination that no child in our school will be left behind.

The School is first and foremost a place of learning where students feel safe and enjoy their educational journey. Learning is at the centre of everything we do both in and out of the classroom and with so many opportunities at Park we feel your child will grow and flourish with the Park family.

At Colne Park High School we respect the traditional values of hard work, good manners, and self-discipline, whilst also preparing our students for their future lives in an ever changing world. We benefit from a dedicated and well qualified staff who bring 21st century learning alive for each individual.

We pride ourselves on our family atmosphere, the fact that students feel safe and cared for and that, by surveying our pupils, we know that they continue to feel supported.

**Cathy Eulert**  
**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.

I hope this website gives you a flavour of our Trust and each of our schools, as well as details of how to contact me or other members of our team should you wish to know more or are interested in collaborating with us in any capacity.

## Staff benefits



**Bike 2 work  
scheme**



**CPD  
opportunities**



**Employee  
assistance  
programme**



**Local  
discounts**



**Occupational  
health support**



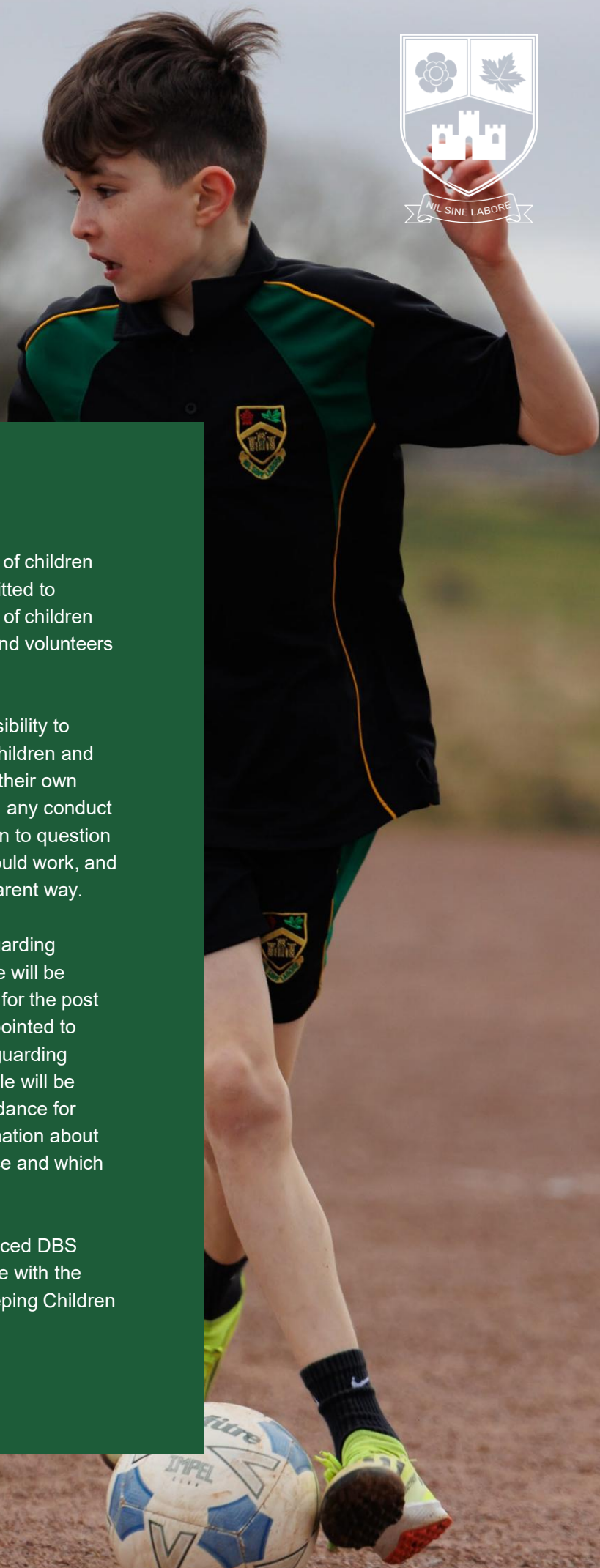
# Safeguarding statement

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 Level 3

|                       |                                                         |
|-----------------------|---------------------------------------------------------|
| <b>Salary Range:</b>  | <b>Grade 6 (SCP 11 £28,142 – 19 £32,061)</b>            |
| <b>Contract Type:</b> | <b>Term time plus 1 week (39 Weeks @ 28.83 hrs p/w)</b> |
| <b>Contract Term:</b> | <b>Permanent/Parttime</b>                               |
| <b>Start Date:</b>    | <b>September 2026</b>                                   |
| <b>Closing Date:</b>  | <b>19<sup>th</sup> August 2026</b>                      |



We are seeking to appoint an experienced and enthusiastic Teaching Assistant with an outstanding track record, to work in our Learning Support department.

## Apex Collaborative Trust

### Apex Collaborative Trust offers:

- A **strong culture driven by values**, where **Ambition, Collaboration and Trust** are at the heart of everything we do.
- A **supportive Central Trust team** committed to improving outcomes for all children through meaningful **collaboration**.
- Access to **cutting-edge professional development opportunities** to help you grow.

### Why Choose Park High School

- A culture where individuals can thrive - where innovation is encouraged and there is no fear of failure.
- 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

### The ideal candidate will:

- **Align with our culture and values**, contributing positively to our team dynamic.
- **Demonstrate strong written, numerical, and verbal communication skills**, with the ability to convey information clearly and effectively.
- **Be an experienced professional** with a strong track record of success.
- **Have in depth knowledge of school data and Management Information Systems (MIS)**, to understand and monitor compliance across all areas of school
- **Exhibit exceptional organisational skills**, with a keen eye for detail and a commitment to accuracy.
- **Be self-motivated and proactive**, showing initiative and a strong sense of ownership in their work.



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|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POST:</b>                                    | <b>Teaching Assistant Level 3 Job Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>GRADE:</b>                                   | Grade 6 (SCP11-19)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>CONTRACT TYPE:</b>                           | Permanent/Parttime                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>HOURS PER WEEK:</b>                          | 28.83 hours per week                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>WORKING WEEKS:</b>                           | Term time plus one week (39 weeks)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>RESPONSIBLE TO:</b>                          | SENDCo / Headteacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>JOB PURPOSE:</b>                             | To work, under the direction of the class teacher and other appropriate staff, in assisting in and contributing to the planning, delivery and evaluation of the learning process. The post holder will work in classes, or other appropriate locations with access to support and guidance, supervising groups and /or individual pupils.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>JOB CONTEXT:</b>                             | <p>To work collaboratively with teachers and others to meet the personal, social and curriculum related needs of pupils, including those with special educational needs and/or bilingual needs. To assist with the planning, delivery and evaluation of the curriculum plan to:</p> <ul style="list-style-type: none"> <li>• implement teaching and learning activities to individuals and groups of students</li> <li>• undertake supervisory cover for classes as appropriate</li> <li>• establish - supportive and constructive relationships with pupils, parents, carers and the wider school community</li> </ul> <p>The Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have robust Child Protection and Safeguarding Policies and all staff will receive training relevant to their role at induction and throughout employment and we expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Supporting Learning &amp; Development</b>    | <ul style="list-style-type: none"> <li>• Assist in the planning and evaluation of learning activities with the teacher. Deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to support the needs of allocated pupils</li> <li>• With the class/subject teacher, plan and deliver small group interventions, with clear objectives and appropriate learning outcomes</li> <li>• Monitor and record pupil responses and learning achievements and give appropriate feedback to teachers towards the overall assessment of pupil progress and attainment made by the teacher and other professionals</li> <li>• Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning</li> <li>• Support and assist in the development and implementation of appropriate behaviour management strategies</li> <li>• Take account of the effects of different parenting approaches, backgrounds and routines, and be involved in home school liaison, as directed by the class/subject teacher</li> <li>• Support pupils in their social and emotional wellbeing in implementing relevant social, health, and physical programmes, including for those with health, social and physical needs</li> <li>• Escort and supervise pupils on educational visits and out of school activities under the supervision of a teacher</li> <li>• Undertake lunch / break duties to support the behaviour and welfare of pupils during social time</li> <li>• Invigilate exams and tests, including individual support for those with additional needs</li> <li>• Be responsible for the preparation, maintenance and control of stocks of materials and resources</li> <li>• Provide short term cover supervision of classes</li> </ul> |

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| <b>Communication</b>                                                         | <ul style="list-style-type: none"> <li>• Establish rapport and respectful, trusting relationships and communicate effectively with pupils, their families and carers, and other agencies / professionals</li> <li>• Initiate appropriate and effective communication with the class teacher, and other professionals, forging and sustaining relationships across agencies</li> </ul>                                                                                                                                                                                                                                                                                                                                                |
| <b>Sharing Information</b>                                                   | <ul style="list-style-type: none"> <li>• Assess, record and report on pupils' attainment and progress within assessment and reporting processes</li> <li>• Participate in meetings with other staff, external professionals and parents regarding pupils, in a support capacity to the teacher, who will normally lead on such matters</li> <li>• Assist in the induction and development of classroom support staff, cascading information and good practice</li> <li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</li> <li>• Participate in staff meetings</li> <li>• Share information confidentially about pupils with teachers and other professionals as required</li> </ul> |
| <b>Safeguarding and Promoting the Welfare of Children &amp; Young People</b> | <ul style="list-style-type: none"> <li>• Carry out tasks associated with pupil's personal hygiene and welfare, including personal intimate care, physical and medical needs, whilst encouraging independence</li> <li>• Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate</li> </ul>                                                                                                                                                                                                                                                                                                                                                          |
| <b>Administration / other</b>                                                | <ul style="list-style-type: none"> <li>• Assist the teacher and work as directed in preparation of the classroom and resources for planned work to take place</li> <li>• Undertake routine clerical duties as required</li> <li>• Support the use of ICT and adhere to relevant policies</li> <li>• Supervise and provide access arrangement for pupils sitting internal and external examinations and tests, ensuring that examinations comply with Examination Board Regulations</li> <li>• Participate in appraisal, training and other learning activities</li> </ul>                                                                                                                                                            |
| <b>Data Protection</b>                                                       | <ul style="list-style-type: none"> <li>• To comply with the Trust's policies and supporting documentation in relation to GDPR, Data Protection, Information Security and Confidentiality</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Health and Safety</b>                                                     | <ul style="list-style-type: none"> <li>• 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</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment</li> </ul>                                                                                                                                                                                                                                                                                                                   |
| <b>Equalities</b>                                                            | <ul style="list-style-type: none"> <li>• Promote inclusion and acceptance of all pupils</li> <li>• 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</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Flexibility</b>                                                           | <ul style="list-style-type: none"> <li>• Whilst this job outline provides a summary of the post, this 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.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Customer Service</b>                                                      | <ul style="list-style-type: none"> <li>• 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.</li> <li>• The Pennine Trust requires a commitment to its mission, vision and values and to always have due regard to equality, diversity, dignity and respect.</li> </ul>                                                                                                                                                                                                                                                  |



# Person Specification

| Role: Level 3 Teaching Assistant |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                       |                                                                               |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
|                                  | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Desirable                                                                                                                                                                                                             | How measured                                                                  |
| <b>Qualifications</b>            | <ul style="list-style-type: none"> <li>5 GCSE's grades A-C (or equivalent), including Maths and English</li> <li>Relevant Level 3 qualification and/or A level qualifications</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>First aid certificate</li> </ul>                                                                                                                                               | A/C<br><br>A/C                                                                |
| <b>Experience</b>                | <ul style="list-style-type: none"> <li>Experience of working within young people in an educational setting</li> <li>Experience and suitability to work in classroom settings, manage pupils and support the learning process</li> <li>Experience of effectively dealing with challenging behaviour</li> </ul>                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Experience of delivering evidence based interventions that accelerate learning</li> </ul>                                                                                      | A / R<br><br>A/R/I<br><br>A/R/I                                               |
| <b>Attributes</b>                | <ul style="list-style-type: none"> <li>Ambitious and reflective of own strengths and areas for development</li> <li>Respectful of others</li> <li>Collaborative with school and wider community and commitment to the school's ethos</li> <li>Resilient</li> <li>Shows initiative and good judgement skills</li> <li>Ability to work successfully in a team</li> <li>Maintains confidentiality</li> <li>A good attendance and punctuality record</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>Motivation to work with children and young people</li> </ul> |                                                                                                                                                                                                                       | I/R<br><br>I/R<br>I/R<br><br>I/R<br>I/R<br>I/R<br>I/R<br><br>A/I/R<br><br>I/R |
| <b>Knowledge &amp; Skills</b>    | <ul style="list-style-type: none"> <li>Good communication skills, both written and verbal.</li> <li>Knowledge of Behaviour Management techniques</li> <li>Ability to use ICT as part of the learning process</li> <li>Good understanding of child/ young people's development and learning processes</li> <li>An understanding that children/Young people have differing needs and knowledge of inclusive practice</li> <li>Ability to communicate effectively with all children, young people, families and carers</li> </ul>                                                                                                                | <ul style="list-style-type: none"> <li>Understanding of classroom roles and responsibilities</li> <li>Working knowledge of relevant policies and legislation e.g. child protection and health &amp; safety</li> </ul> | A/I/R<br><br>A/I/R<br><br>I/R<br><br>A/I/R<br><br>A/I/R                       |

Key

A – Application

R – Reference

I – Interview

C – Certificate

# How to Apply

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

Complete and return the application form via the follow link:

[Colne Park High School - Vacancies](#)

## Support Staff

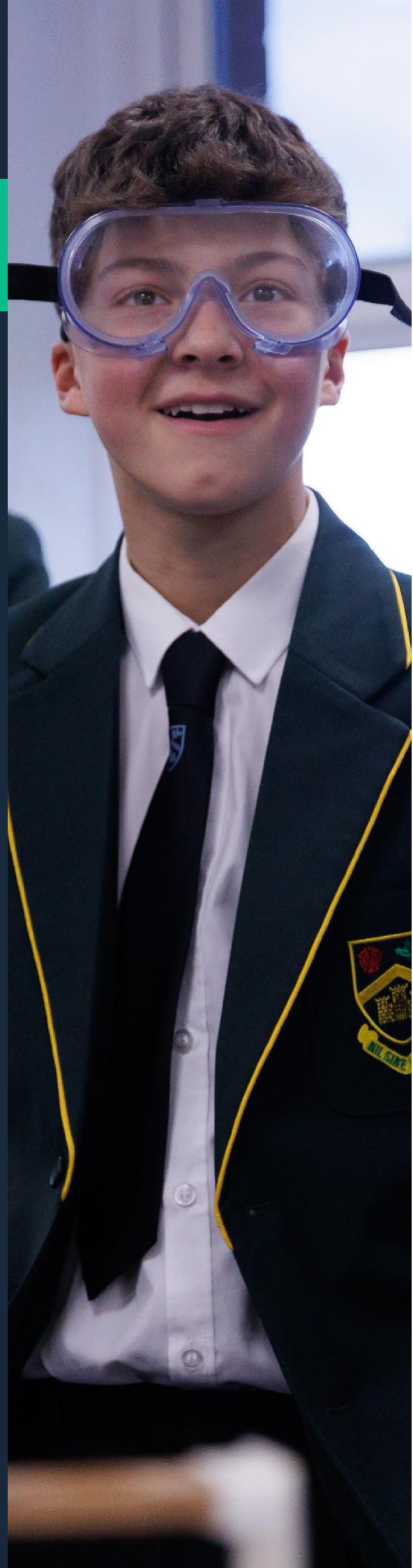
- how your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst writing your letter with a focus on your suitability for the post gained from past experiences.

**Closing date for applications is noon on:  
Wednesday 19<sup>th</sup> August 2026**

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.

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'.*





Colne Park High School, Park High School,  
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01282 865200