

# Applicant Pack



Higher Level Teaching

Assistant - PE Lead



# Welcome from the HR Central Services Team

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

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

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

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

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

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

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

Best regards,  
HR Team

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



# Job Description & Person Specification

## **JOB SUMMARY**

Under the direction of the Senior Leadership Team, the post holder will complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development.

The post holder will also be responsible for the management and development of the specialist area of PE (Physical Education) within the school and/or the supervision of other teaching assistants including allocation and monitoring of work, mentoring and training.

## **MAIN DUTIES AND KEY RESPONSIBILITIES**

### **Support for Pupils**

- Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
- Promote inclusion and acceptance of all pupils, and encourage pupils to interact and to work co-operatively with others and to engage in activities led by yourself and/or the teacher.
- To assess, assist and support pupils, including those with special needs, to access a range of learning activities, through specialist skills, in-depth knowledge of the National Curriculum and theoretical knowledge of how pupils learn.
- The role will include ensuring that children with an EHC Plan receive the legally required provision. Following appropriate training and in line with school procedures, to administer basic first aid and/or medication as required.
- Make effective use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help to develop and implement Individual Education Plans and Behaviour Plans.
- Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide specific feedback in discussion with pupils on their progress and achievement, in line with school policy.

### **Support for Teachers**

- Within an established discipline policy, to anticipate and manage behaviour constructively, promoting self-control and independence.
- Support the role of parents in pupil learning and contribute to /lead meetings with parents to provide constructive feedback on pupil progress, achievement, barriers etc.

## TEACHING ASSISTANCE

- Within an agreed system of supervision, plan and prepare creative and challenging teaching and learning objectives. Produce, evaluate and adjust lesson plans and learning resources, such as worksheets, as appropriate.
- Deliver learning activities, including those developed by self, which are part of local and national learning strategies, e.g. literacy, numeracy, KS2 to pupils within an agreed system of supervision. To take into account individual pupil learning styles and needs to make adjustments to activities so pupils can engage with the subjects/topics being delivered. This will involve individual, group and whole class work and may take place when the teacher is not present.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, both in lessons and other activities. Systematically record pupils' progress and achievements, ensuring availability of appropriate evidence
- Administer and undertake routine marking of pupils' work using an explicit mark scheme that does not require interpretation. Invigilate tests / examinations as required.
- Organise and manage an appropriate learning environment and resources.
- Select and prepare resources necessary to lead/support learning activities, taking account of pupils' interests, language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid, resources and equipment.
- Assist with the display of children's work as required.
- Provide clerical support for teachers; e.g. photocopying, filing, record-keeping, collecting money, checking of deliveries and placing goods in stock and. maintaining records of stock; administering coursework, production of work sheets for agreed activities.

### **Support for the School**

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of pupils. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Organise and deliver out-of-school learning activities within guidelines established by the school.
- Contribute to the identification and implementation of appropriate out of school learning activities, which consolidate and extend the school activities.
- Provide cover for classes within the agreed system of supervision. This could be regular planned cover for the teacher, i.e. for PPA time (Planning, Preparation and Assessment) or could be for the short-term absence of teachers. This will include arranging cover for TAs with the year groups.
- To order stock as required by using the appropriate procedures.

### **Support to PE (Physical Education)**

- Lead and deliver high-quality PE lessons across the junior school, ensuring an engaging, inclusive and progressive curriculum for all pupils.
- Plan, prepare and teach PE lessons that meet the needs of all learners and support pupil progress and achievement.

- Coordinate and develop PE provision across the school, ensuring alignment with curriculum requirements and school priorities.
- Coach, mentor and support teachers to improve their confidence, subject knowledge and effectiveness in delivering PE.
- Model excellent PE practice and provide guidance, resources and training to colleagues.
- Monitor and evaluate the quality and effectiveness of PE teaching and learning across the school, identifying areas for improvement.
- Establish, oversee and monitor assessment systems to ensure accurate tracking, recording and reporting of pupil progress in PE.
- Analyse pupil attainment and participation data to inform planning and drive continuous improvement.
- Coordinate and manage extracurricular sports provision, including after-school clubs, competitions and sporting events.
- Organise and oversee the school's breakfast club provision, ensuring a safe, engaging and well-managed environment.
- Promote participation, physical activity, healthy lifestyles and positive attitudes towards sport among all pupils.
- Ensure compliance with safeguarding, health and safety and risk assessment requirements, while contributing to school development priorities relating to PE and sport.

#### **Welfare**

- To undertake pupil first aid/welfare duties, administering medicine, looking after sick pupils, liaising with parents/staff in accordance with School Procedure.

#### **Requirements of all Staff:**

- Promote and uphold the School Mission Statement, values and strategic aims and objectives.
- Comply with the School's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- Work positively and inclusively with colleagues, pupils, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- Attend briefings and staff meetings as required.
- Participate in the School's Performance Management Review scheme and undertake professional development and training as required.
- Be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- Participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
- Undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or designated alternate.

#### **Disclaimer**

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Pinnacle Learning Trust reserves the right to revise this job description at any time.

	Essential	Desirable	Method of Assessment
<b>Education and Qualifications</b>			
A diploma in Childcare and Education; NVQ4 in Children's Care, Learning Development (CCLD); NVQ4 in Supporting Teaching and Learning; Foundation degree in supporting Teaching and Learning, or an equivalent qualification	✓		Application/Interview
Strong academic record including Maths and English GCSE at least grade C (or equivalent)	✓		Application/Interview
Evidence of continuous professional development	✓		Application/Presentation/Interview
First Aid Certificate		✓	Application
<b>Experience</b>			
Working with children at KS2 in a mainstream school.	✓		Application/Presentation/Interview
Experience of working with children with SEND	✓		Application/Presentation/Interview
Experience and understanding of safeguarding and procedures	✓		Application/Presentation/Interview
Experience of PE teaching		✓	Application/Presentation/Interview
Experience of a range of interventions and in class support.	✓		Application/Presentation/Interview
Experience of leading an area or other people.	✓		Application/Presentation/Interview
<b>Skills, Abilities and Knowledge</b>			
Ability to maintain positive relationships with pupils and other adults.	✓		Application/presentation/ Interview
Ability to work with pupils on a one to one, small groups and whole class.	✓		Application/presentation/ Interview
Ability to contribute effectively to teachers' planning and preparation for lessons.	✓		Application/presentation/ Interview
Ability to support teachers in evaluating pupils' progress through a range of assessment activities.	✓		Application/presentation/ Interview
Ability to work effectively within a team.	✓		Application/presentation/ Interview
Effective classroom and behaviour management skills.	✓		Application/presentation/ Interview
Good ICT skills for word-processing and use of learning software, including online resources.	✓		Application/presentation/ Interview
Knowledge of the national curriculum.	✓		Application/presentation/ Interview

Attitude and Personal Qualities			
A passionate belief in the school's mission statement.	✓		Application/presentation/ Interview
Highest levels of professional and personal integrity.	✓		Application/presentation/ Interview
Suitability to work with children	✓		Application/presentation/ Interview
Sensitivity to community issues	✓		Application/presentation/ Interview
A strong commitment to inclusion and overcoming barriers to learning and achievement.	✓		Application/presentation/ Interview
Personal resilience, persistence and perseverance.	✓		Application/presentation/ Interview
Commitment to undertaking additional training where required.	✓		Application/presentation/ Interview
Clear understanding of, and respect for, confidentiality	✓		Application/presentation/ Interview
A passionate belief in the Trust's vision for a high-quality education for all of the children in our schools.	✓		Application/presentation/ Interview
To work flexibly as the workload demands	✓		Application/presentation/ Interview
Occasional out of hours working to support school functions		✓	Application/presentation/ Interview

# How To Apply

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

Additional Reasons to Join Us:

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

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

## **Commitment to Safeguarding**

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

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

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

PROUD  
TO BE  
PART OF





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

[pinnaclelearningtrust.org.uk](http://pinnaclelearningtrust.org.uk)  
[hr@pinnaclelearningtrust.org.uk](mailto:hr@pinnaclelearningtrust.org.uk)

**0161 287 8001**

