



## **APPLICATION PACK**

### **Teaching Assistant (Literacy/Reading)**

Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



**Simon Ward**  
Headteacher

# Making your application

I hope that when you read this pack you are inspired to apply for the post.

## Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than one side of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to [recruitment@altusep.com](mailto:recruitment@altusep.com)

## Deadline

The deadline for the post is **Sunday 5<sup>th</sup> July 2026** (to arrive no later than 12.00 midnight).  
Interviews are expected to take place on **Thursday 9<sup>th</sup> July 2026**.

## Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

## Salary

School Support Scale 7 – 11 (FTE £25,584 - £27,269). **Actual Salary - £19,416 - £20,695**

## Start Date

Dependant on notice period

## Further Information

1. Visit [www.altusep.com](http://www.altusep.com)
2. Contact Caroline Sullivan – HR Officer: [recruitment@altusep.com](mailto:recruitment@altusep.com)
3. Telephone 01706 769999

## Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support, and counselling on a range of subjects.
- Generous holiday entitlement

*Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.*

# Background Information

## Kingsway Park High School

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

## Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Edgar Wood Academy** opened in 2021 under Wave 13 of the Free Schools Programme. While the school was judged Requires Improvement at its first inspection, Ofsted has since recognised that the school is improving, and we are confident in the direction of travel. The Academy is building a strong reputation locally and benefits from a committed staff and leadership team focused on rapid progress.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

<b>Job Title:</b>	Teaching Assistant (Literacy/Reading)
<b>Reports to:</b>	SENDCo
<b>Contract:</b>	Permanent – 32.5 hours per week – TTO only
<b>Salary:</b>	School Support Scale 7 – 11 (FTE £25,584 - £27,269) <b>Actual Salary - £19,416 - £20,695</b>
<b>Start Date:</b>	Dependant on notice period

## Role Description

### Overall Purpose of the Post

We are seeking to appoint a Teaching Assistant with a passion for reading and literacy to support students in developing the core skills needed to access the curriculum and achieve their full potential.

The postholder will play a key role in improving literacy outcomes across the school, working with students who have lower reading ages, including those with Special Educational Needs and Disabilities (SEND). They will deliver targeted interventions, support students in lessons, and contribute to the wider whole-school literacy strategy.

This role is ideal for someone who is committed to inclusion and understands the vital role that reading plays in unlocking learning, confidence and future opportunities for young people.

### Key Responsibilities

#### Literacy & Reading Intervention

- Deliver targeted literacy interventions to individuals and small groups, focusing on reading fluency, comprehension, and vocabulary development
- Support students with lower reading ages to close gaps and make sustained progress
- Assist with the assessment and monitoring of students' reading ability and literacy development
- Use structured approaches to reading support (e.g. phonics, guided reading, reciprocal reading or similar strategies)
- Pre-teach key vocabulary and concepts to support access to lessons across the curriculum
- Promote a positive reading culture and encourage engagement with reading

#### Classroom Support

- Support students in lessons to access learning, with a particular focus on literacy barriers
- Work with teachers to adapt resources and materials to meet the needs of learners
- Provide in-class support for students where reading is identified as a barrier to learning
- Promote students' independence, confidence and engagement in learning
- Support the effective management of behaviour in line with school policies
- Contribute to maintaining a safe, purposeful and inclusive learning environment

#### Assessment, Monitoring and Reporting

- Monitor student progress within interventions and in lessons, feeding back to teaching staff and leaders

- Maintain accurate records of intervention work and student progress
- Contribute to the evaluation of the impact of literacy support strategies

#### **Working with Colleagues and Professionals**

- Work collaboratively with teachers, support staff, SENDCo and Literacy Lead
- Communicate effectively with staff, students and, where appropriate, parents/carers
- Contribute to meetings and discussions relating to student progress and provision
- Work with external professionals where required to support student needs

#### **Wider School Contribution**

- Contribute to the wider life of the school, including extracurricular activities where appropriate
- Participate in the whole duty rota
- Attend meetings, training and professional development activities as required
- Support the school's ethos and values: *We Cooperate. We Pioneer. We Belong.*

#### **General Responsibilities**

- Uphold high standards of professional conduct, attendance and punctuality
- Maintain confidentiality and adhere to data protection requirements
- Act as an ambassador for the school at all times
- Undertake any other reasonable duties as directed by the Line Manager or Senior Leadership Team

#### **Health and Safety**

- Promote a safe working environment for students and staff
- Follow all health and safety procedures
- Undertake first aid training as required and provide first aid support in line with school procedures

#### **Professional Development**

- Engage in ongoing professional development and training
- Reflect on practice and seek to continually improve
- Participate fully in the school's appraisal process

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

# Person Specification

No.	CATEGORIES	Assessed by:		
		Essential/ Desirable	App Form	Interview
1	GCSE (or equivalent) in English and Maths at Grade C/4 or above	E	√	√
2	Relevant qualification in education, childcare, SEND or literacy support	D	√	√
<b>EXPERIENCE</b>				
3	Experience of working with children or young people (11–16)	D	√	√
4	Experience of supporting students with SEND, SEMH or additional needs	E	√	√
5	Experience of delivering small group or 1:1 interventions	D	√	√
6	Experience of supporting reading, literacy or language development	D	√	
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
7	A strong understanding of the importance of reading and literacy in supporting student progress	E	√	√
8	Ability to support students in developing reading fluency, comprehension and vocabulary	E	√	√
9	Ability to adapt resources and approaches to meet the needs of learners	E	√	√
10	Effective communication and interpersonal skills, with the ability to build positive relationships with students	E	√	√
11	Ability to motivate, engage and support students who may have low confidence or barriers to learning	E	√	√
12	Strong organisational skills and attention to detail, including record-keeping and monitoring progress	E	√	√
13	Ability to work effectively as part of a team and contribute to a collaborative environment	E	√	
14	An understanding of safeguarding and child protection responsibilities in a school setting	D	√	√
15	Knowledge of literacy strategies (e.g. phonics, guided reading, vocabulary development)	D	√	√
16	Ability to use ICT to support learning and record student progress	D	√	√
<b>PERSONAL CHARACTERISTICS</b>				
17	A commitment to inclusion and equality of opportunity for all students	E	√	√
18	Patience, resilience and a calm, supportive approach when working with young people	E	√	√
19	A willingness to reflect, learn and engage in ongoing	E	√	√

	professional development			
20	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
21	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
22	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√



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