

Penketh High School

POST TITLE – Teaching Assistant Level 3
Required September 2025

Salary Details – Grade 5 point 8-14 £21,452 – £24,157 (actual salary)
Hours of work –Part Time 35.5 hours per week, Term Time Only plus 5 days
Monday to Thursday 8.15am – 4.00pm*
Friday 8.30am – 3.30pm*
*Flexibility can be offered around start and finish times

We are seeking to appoint a Teaching Assistant, to work across school, within classrooms and our SEND area supporting pupils with an EHCP or those placed in our Designated Provision. The successful candidate will understand the needs of individual pupils and support them in lessons and through the delivery of interventions. The successful candidate will be expected to plan, deliver, and track the impact of interventions. They will meet with parents / carers and liaise, where necessary with external agencies. The successful candidate will need a good knowledge of supporting the SEMH needs of pupils and will be directed to support individuals and groups within our 'soft landing' area.

Penketh High School is an oversubscribed community facing school that is determined to support the academic and holistic development of pupils in order that they leave the school with a strong skillset and positive life chances.

The school is focused on providing the very best provision for pupils by supporting the professional development of staff, offering a comprehensive and focused CPD programme and encouraging staff to engage with external, nationally recognised professional qualifications. This provision of professional development includes a comprehensive programme to support teachers new to the profession.

Penketh High School is a proud member of The Challenge Academy Trust (TCAT), sharing its mission to 'serve, challenge and empower the educational community.'



Continuing Professional Development
Join us at Education Connect to access high-quality CPD that is rooted in the latest research, promotes innovation, and fosters a culture of collaboration.



TCAT Plus (Health and Wellbeing and Staff Discounts)
TCAT Plus is an online hub for all staff that offers wellbeing support and financial discounts at hundreds of big brand online and high street retailers.



Hub Support Model
Strength through interdependence and collective accountability in our working practices. Much of this is achieved via our extensive professional hub network.



Maternity, Paternity, Adoption and Shared Parental leave
Enhanced maternity and adoption pay for eligible employees.



Cycle to Work Scheme
Save 23-39% on a new bike for work. TCAT have teamed up with BHN Extras to offer a Cycle to work salary sacrifice scheme.



Smart Tech
A chance to get the latest tech at the best price and spread the payments over your salary, interest-free.



Pension
A career within TCAT will provide you with access to the Teachers Pension or Local Government Pension scheme.



Workload Strategy
We have carefully examined and implemented the recommendations outlined in the DfE Workload Reduction Toolkit across the Trust. We are committed to aligning and integrating our approach to workload management for all our staff.



Car Benefit Scheme
A salary sacrifice car lease scheme in partnership with Tusker. Access an electric or hybrid vehicle that will be fully serviced, insured, vehicle tax paid and recovery assistance.



Enhanced annual leave for support staff
8 bank holidays plus up to 31 days annual leave.



Entitlement to occupational sick pay
Up to six months full pay and six months half pay in the event of being unable to work.

At The Challenge Academy Trust, we are building a culture that champions better work and working lives across the Trust; a framework to support and develop our workforce from 'hire to retire'. We are committed to providing a workload that is fair and reasonable, work environment where employee health and wellbeing are actively supported and promoted and structured personal and professional development.

Join The Challenge Academy Trust and be part of a supportive community that values deep connections with students, parents, and staff. Thrive in a role where teamwork, professional growth, and job satisfaction are paramount, and enjoy the flexibility and diversity of our engaging activities. Join us to make a lasting impact on the lives of students.

The Challenge Academy Trust is committed to promoting the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are made subject to an Enhanced DBS check. We are an Equal Opportunities Employer, and our employment policies, procedures and practices are regularly reviewed to ensure compliance with legislation. We are committed to creating a workplace culture that is inclusive, positive, and fair with opportunity for all.

All details and an application form can be found at www.penkethhigh.org For any further details please contact HR on 01925 722298 or email hr@penkethhigh.org

Closing Date: Wednesday 2nd July 2025 (noon)

Job Title: Teaching Assistant

Responsible to: Associate Assistant Principal SENDCO/ Deputy SENDCO

Key Role: To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques and providing specialist support in a specific curricular/resource area

Main Responsibilities:

Support for the Pupil:

- Establish good working relationships with pupils, acting as a role model and setting high expectations
- Provide consistent support to all pupils, responding appropriately to individual pupil needs
- Be aware of and respond appropriately to individual student needs ensuring effective interaction and intervention
- Provide specific support to students dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- To use a variety of approaches, tailored to meet each group, to develop a trusting relationship and construct a support network wherever possible.
- Assist with the development and implementation of EHCP and individual targets
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedures
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- Use specialist (curricular/learning) skills/training/experience to support pupils.

Support for the Teacher:

- Establish and maintain an appropriate learning environment under the supervision of the teacher
- Contribute to lesson planning, evaluation and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records in an agreed format with the teacher, contributing to review of systems/records as requested
- Under the direction of the teacher, withdraw small groups of students for specific help.
- Administer and assess routine tests and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under a teacher's supervision.

Support for the Curriculum:

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs
- Support the delivery of literacy/numeracy & intervention programmes, effectively utilising all alternative learning opportunities to support extended development
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Assist pupils to access learning activities through specialist support e.g. curriculum/SEN specialism
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- To train in all aspects of access arrangements in order to support our students in internal and external examinations.

Support for the School:

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required
- Establish own best practice and use to support others
- Assist in the supervision, training and development of classroom support staff

- Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- First Aid Support Required

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Teaching Assistant Level 3 – Grade 5 Person Specification

	Attributes	Essential	Desirable	How Assessed
Qualifications	Minimum 2 years experience of working with &/or caring for children or NVQ or equivalent in teaching assistance		√	A/R
	Above within an educational setting		√	A/R
	Ongoing record of professional development		√	A/R
	Willingness to participate in relevant training and development	√		A/I
	Willingness to undertake appointed person certificate in first aid		√	I
Experience	Understanding of inclusion, especially within a school setting	√		A/I
	Experience of resources preparation to support learning programmes		√	I/R
	Effective use of ICT to support learning	√		I/R
	Experience of working with pupils with cognition and learning difficulties.		√	A/I
Professional Knowledge & Skills	Ability to work with and support the learning needs of individual and/or	√		A/I
	Ability to work effectively within a team environment,	√		A/I/R

	General understanding of national curriculum and other learning programmes within specified age	√		I
	Ability to build effective working relationships with all pupils and colleagues	√		A/I/R
	Ability to promote a positive ethos and role model positive attributes	√		I/R
	Ability to work with children at all levels regardless of specific individual needs and	√		A/I/R
	Excellent personal numeracy and literacy	√		A/R
	Understanding of other basic technology – video, photocopier, etc		√	I
Personal Qualities	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	√		A/I/R
	Ability to build and maintain successful relationships with pupils, and a total commitment to safeguarding	√		
	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	√		A/I/R
	Ability to work with collaboratively with colleagues, and carry out the role effectively,	√		A/I/R
	Able to liaise sensitively and effectively with parents and carers, recognising the role in	√		I/R

	Able to improve their own practice through observations, evaluation and discussion with	√		I/R
	Very good record of attendance and punctuality	√		R
KEY ;A=Application, I = Interview, R=Reference				