



Haslingden High School and Sixth Form

Teaching Assistant Level 2b

# APPLICATION PACK





# VACANCY INFORMATION

## Teaching Assistant Level 2b

Required ASAP

Grade 5, Point 6-11

Actual salary: £19,605 - £21,229 less than 5 years' service (£20,143 - £21,812 5 years' service and over)

32½ hours per week (Monday – Friday 8.30 am – 3.30 pm with ½ hour lunch)

Term-time only + 3 Inset days

Required ASAP

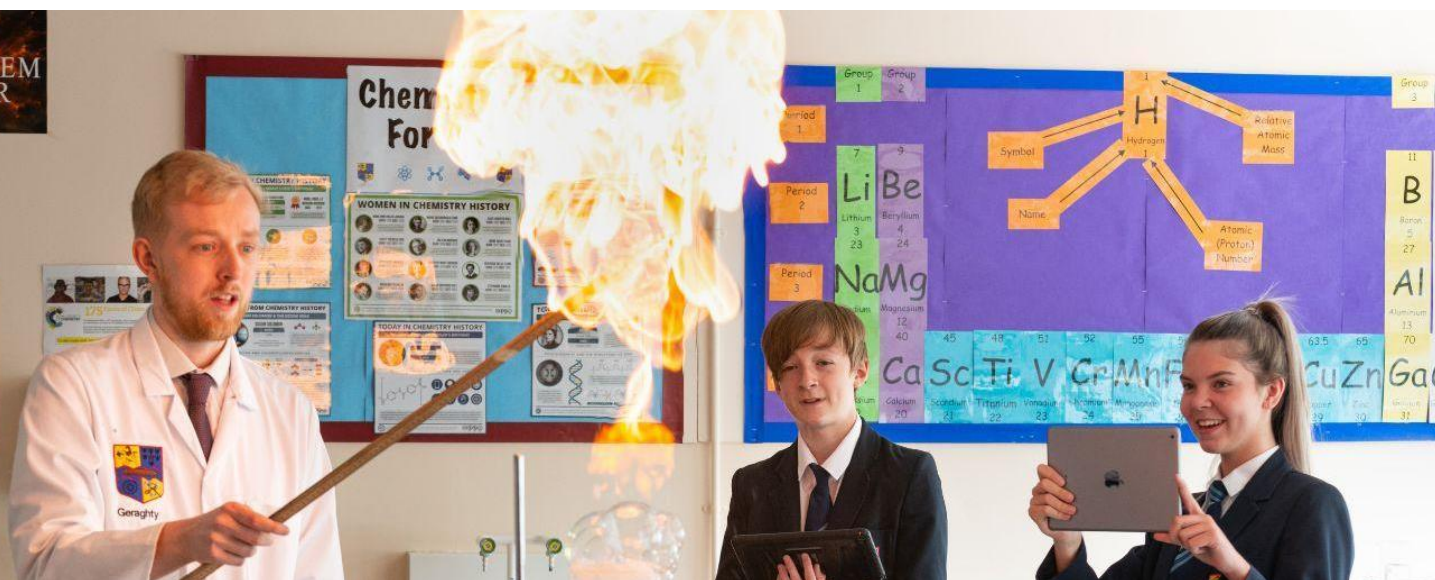
We are currently seeking to appoint a hardworking, committed and enthusiastic individual to work within our learning support faculty. We are looking for someone who would describe themselves as a team player, as possessing a positive mindset and someone who will maintain a solution focussed approach. A sense of humour, a smile and empathy for young people and colleagues are all essential characteristics needed to be successful in this post. If this sounds like you, we look forward to reading your application.

In addition, the successful applicant will be required to work in the Learning Support Faculty as well as supporting other students during lessons.

Haslingden High School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or behalf of the school to share our commitment. As such, this post is subject to satisfactory DBS clearance and references.

Applications close: 9am Thursday 9 July 2026

Interview date: Thursday 16 July 2026



# Haslingden High School and Sixth Form

Headteacher: Russell Clarke (BA Hons)



Dear Applicant,

**Post: Teaching Assistant Level 2b**

I am delighted that you are interested in the post of **Teaching Assistant Level 2b** at Haslingden High School and Sixth Form.

The successful candidate will play a key role within the school and we are seeking hard-working, committed and enthusiastic applicants. The main aspects of the role include working with small groups of students to support their learning and completing any necessary paperwork. We would be willing to offer training to the right candidate if they are not currently qualified to 2b standard.

This is a permanent position, term-time only plus 3 Inset days and with a 32½ hour working week, starting at 8.30am until 3.30pm Monday to Friday, with ½ hour for lunch.

Haslingden High School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or on behalf of the school to share our commitment. As such, this post is subject to satisfactory DBS clearance and reference.

If you are interested in this post, please complete an application form, together with a letter which outlines your relevant experience, the reason you have applied for the post and why you feel you are a strong candidate. Please limit your letter to no more than two sides of A4 paper, size 11 font.

Closing date for applications is **Thursday 9 July 2026 at 9.00 am**, with interviews scheduled for **Thursday 16 July**.

I look forward to receiving your application for this post.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Russell Clarke'. The signature is fluid and cursive, written over a light blue horizontal line.

Russell Clarke  
Headteacher



## OUR SCHOOL AIMS

Achievement for All: for all our students to be safe, happy and successful, developing as individuals into caring, responsible citizens equipped for life in the 21st century

### We strive to:

**Create successful learners**, who achieve the best possible qualifications, alongside equipping them with the skills and motivation to overcome future challenges

**Ensure all students experience an exciting, ambitious and inclusive curriculum** that is well-planned, broad, diverse and expertly delivered. Our curriculum will inspire and motivate all students to want to know and remember more, allowing them to become lifelong learners

**Provide access to a wide range of opportunities** and experiences beyond the taught curriculum, enabling all our students to leave our school with high aspirations

**Work in partnership to offer a personalised approach to care, guidance and support** that will ensure all students feel and know how to keep themselves safe and happy. Students' physical, mental and emotional wellbeing is at the forefront of everything we do, empowering them to make informed choices

**Guide students, helping them to become kind, resilient and ethical individuals** who will make a positive contribution to their local community and beyond. They will embrace change and leave as well-rounded individuals with a strong set of values and beliefs

# JOB DESCRIPTION



<b>POST TITLE:</b>	Teaching Assistant 2(b)
<b>GRADE:</b>	Grade 5
<b>CAR USER:</b>	N/A
<b>LOCATION:</b>	Haslingden High School
<b>RESPONSIBLE TO:</b>	SENCO and HLTA
<b>STAFF RESPONSIBLE FOR:</b>	
<b>JOB PURPOSE:</b>	<b>The main objectives to be achieved by the Postholder</b>
<p>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.</p>	
<b>MAIN ACTIVITIES</b>	<p><b>What the Postholder will actually do</b>  <b>What prescribed duties the postholder will have</b></p>
<p><b>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</b></p> <p><b>Support for Pupils</b></p> <ul style="list-style-type: none"> <li>- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils.</li> <li>- To undertake activities in order to monitor the personal social and emotional needs of pupils.</li> <li>- To develop positive relationships with pupils to promote pupil progress and attainment.</li> <li>- To assist in the devising of pupil's individual targets and their monitoring and review.</li> <li>- Support pupils as part of a planned inclusion programme.</li> <li>- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.</li> <li>- To assist in the development of varying skills that support pupils' learning.</li> <li>- To assist in the specific medical/care needs of pupils and to act as a first aider in school (training provided).</li> </ul>	

### **Support for the Teacher**

- To monitor and record pupil progress and developmental needs.
- To produce relevant classroom resources.
- To undertake classroom administrative tasks including the maintenance of 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.

### **Support for the School**

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

### **Support for the Curriculum**

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities.

#### **Note:**

**In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

#### Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

#### Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.



## Teaching Assistant 2(b)

Personal Attributes required (on the basis of the job description)	Essential	Desirable
<b>Qualifications</b>		
NVQ level 2 or above qualification – appropriate to the post (or equivalent)		✓
Level 2 or equivalent qualification English / Literacy and Mathematics / Numeracy		✓
<b>Experience</b>		
Experience of working with or caring for children of relevant age	✓	
Experience of working in a relevant classroom/service environment		✓
Experience of Administrative work		✓
Experience of supporting students with challenging behaviour		✓
<b>Knowledge / skills / abilities</b>		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	✓	
Ability to relate well to children	✓	
Ability to work as part of a team	✓	
Good communication skills	✓	
Ability to supervise and assist students	✓	
Time management skills		✓
Organisational skills		✓
Knowledge of the concept of confidentiality	✓	
First Aid Certificate		✓
Administrative skills		✓
Knowledge of Early Years Foundation Stage		✓
Good numeracy and literacy skills	✓	
Ability to make effective use of ICT		✓
Flexible attitude to work	✓	
<b>Other</b>		
Commitment to undertake in-service development	✓	
Commitment to safeguarding and protecting the welfare of children and young people A sense of humour and the ability to keep things in perspective	✓	
The ability to prioritise and organise time effectively, working independently where required	✓	
The ability to remain calm and controlled under the pressures of working in a demanding and changing environment	✓	

➤ Possess, personal characteristics:

- Approachable
- Empathetic
- Committed
- Enthusiastic
- Ethical
- Honest
- Organised
- Patient
- Resourceful
- Resilient

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# WELLBEING & MENTAL HEALTH

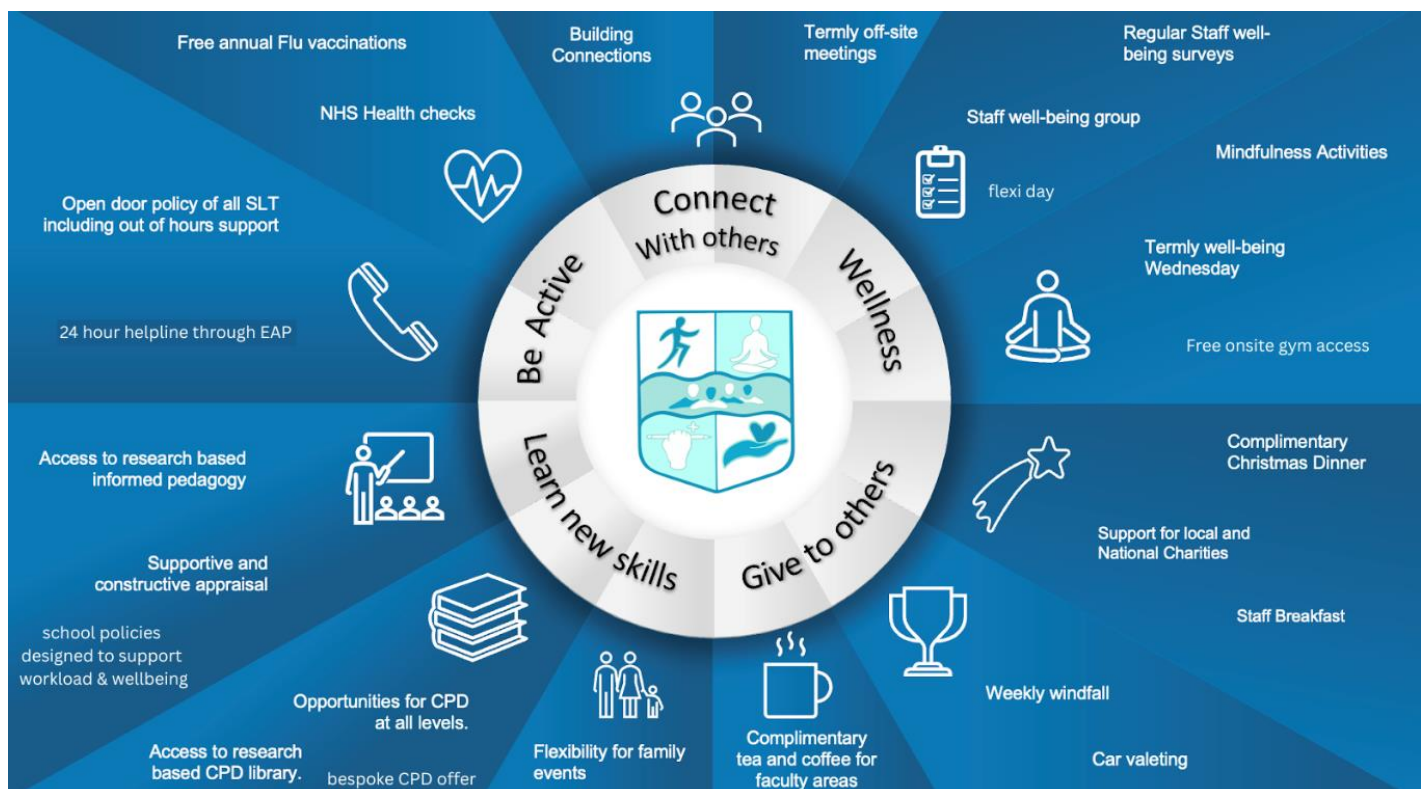
## OUR SCHOOL COMMUNITY STRATEGY



At Haslingden High School and Sixth Form we are committed to supporting the mental health and wellbeing of our students and staff through our proactive approach in advocating positive mental health.

### Our long term strategy:

- Prioritise staff mental health
- Support staff to take responsibility for their own and others wellbeing
- Give leaders access to the tools and resources to support wellbeing
- Revisit the communications policy
- Ensure staff have a voice in decision making
- Drive down unnecessary workload
- Champion flexible working and diversity
- Create a good behaviour culture
- Support staff to progress in their careers
- Protect leaders' wellbeing and mental health
- Hold ourselves accountable for measuring staff wellbeing through the Positive Workplace Survey



# "Haslingden High School continues to be a 'good' school"



Ofsted report 2022

"Pupils behave well...they are keen to learn"

"Staff provide a wide range of enrichment activities"

"Pupils told inspectors that they feel safe...Pupils enjoy strong relationships with one another and with staff"

'Leaders, governors and staff have high expectations of what pupils and students should achieve'

"There is a strong safeguarding culture throughout the school"

"Pupils and students in the sixth form are proud to be part of Haslingden High School and Sixth Form. Pupils told inspectors that this is because it is friendly and welcoming. They enjoy coming to school."



## Useful Information

Thank you for your interest in joining our incredible team of staff here at Haslingden High School and Sixth Form.

Application forms can be found at the bottom of the [vacancies section](#) of our website.

Please email your application to [vacancies@haslingdenhigh.com](mailto:vacancies@haslingdenhigh.com)

If you have any questions, please do not hesitate to get in touch.



**Haslingden High School and Sixth Form**

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 [HaslingdenHigh](#)