



Teaching Assistant APPLICATION PACK

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.

This role offers a unique opportunity to be at the heart of our school's daily operations. Alongside developing your administrative skills, you'll play a key role in supporting our busy print services —helping to produce high-quality printed materials that support both staff and students. It's a hands-on, fast-paced environment where attention to detail and organisation really make a difference. You'll work closely with a range of colleagues, gaining valuable experience in meeting deadlines, managing resources, and providing an essential service that underpins teaching and learning across the school. As part of an apprenticeship, you'll also benefit from dedicated time to focus on your professional development—something we value highly as a school committed to supporting staff at every stage of their career.

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

School Support Scale 7 – 11 (FTE £25,584 - £27,269) 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

Deadline

The deadline for the post is **17th July 2025** (to arrive no later than 12.00 midday).

Interviews are expected to take place week commencing **21st July 2025**.

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

September 2025

For an Application Pack

1. Visit www.altusep.com
2. Contact Caroline Sullivan – HR Officer: 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 four academies, including ourselves. The other three academies are:

- **Rochdale Sixth Form College** which opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables.
- **Edgar Wood Academy** is a secondary school which opened in a new build in 2021 under Wave 13 of the Free Schools' programme. The Academy has already established a strong reputation in the local community and is significantly over-subscribed for 2024-25
- **Bamford Academy** is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community

We are delighted that **Caldershaw Primary School** will join Altus Education Partnership on 1st July 2025.

Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 500 staff over 4 academies, within three years this could easily increase to around 10,000 students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

Role Description

Job Title:	Teaching Assistant
Reports to:	Assistant Head Teacher (Additional Needs) / SENDCo
Staff Responsibility for:	N/a
Contract:	Permanent – Term Time Only (39 weeks)
Salary:	School Support Scale 7 – 11 (FTE £25,584 - £27,269) Actual Salary - £19,416 - £20,695
Start Date:	September 2025

Overall Purpose of the Post

We are looking to appoint teaching assistants, with a passion for supporting and empowering SEN students and those with SEMH needs. You will work predominantly in classrooms working with children identified as SEND, including students with EHCPs. Other times you may be required to provide some additional intervention to support individualised needs, including pre learning, over learning, social and communication intervention, co regulation techniques and SEMH intervention.

This role is open to someone with a passion for inclusion and may be a primary colleague looking for a new challenge, or someone in the care profession looking to explore what mainstream high school can offer for students with a range of SEND needs, or a youth worker with an interest in developing SEND provision, or even someone with a passion for equality and equity who feel you can make a difference to the achievement and progress to the young people at KPHS.

The successful candidate will:

- support the vision and strategic direction of Kingsway Park High School (KPHS).
- enable outstanding progress and attainment by ensuring that reasonable adjustments are made for children where necessary.
- work in partnership with the AHT and SENCO to develop the best provision for SEND learners within the school.
- work with teachers and support staff to raise the learning, engagement and progress of students.
- promote students' independence, self-esteem and social inclusion.
- support students, individually or in groups, so that they can access the curriculum, take part in learning and experience a sense of achievement.

Key Duties

The role has a strong emphasis on print services. The successful candidate will take responsibility for supporting staff with timely, accurate, and high-volume print and copy tasks, contributing to the efficient running of the school.

- Promote, support and facilitate inclusion by supporting participation of all students in learning and extracurricular activities.
- In conjunction with the teacher, prepare the classroom and resources for teaching, to help maintain an engaging and safe learning environment.
- Work with the teacher to deliver differentiated resources and utilize a variety of strategies to meet the individual needs of students.
- Work with others to actively to create an ethos that promotes equality, celebrates cultural and academic diversity, and ensures the inclusion of students of all abilities, including those with special educational needs.
- Promote positive student behaviour in line with school policies.
- Support class teachers with maintaining good order among students, managing behaviour effectively to ensure a good and safe learning environment.
- Monitor student performance and pass observations on to the class teacher.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons.
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning.
- Use allocated time to record and update monitoring and tracking systems.
- Plan how to support the inclusion of students in the learning activities.
- Actively support the development and implementation of Individual SEND Passports for students.
- To attend and contribute to SEND reviews, including EHC annual reviews.
- Supervise a class if the teacher is temporarily unavailable.
- Use ICT skills to advance students' learning.
- Undertake any other relevant duties given by the class teacher, that supports students learning and progress

Working with Colleagues and other Relevant Professionals

- Communicate effectively with other staff members and students, and with parents /carers under the direction of the class teacher or AHT/SENCO.
- Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the students they work with.
- Understand their role in order to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Develop effective professional relationships with colleagues.

- Support transition, particularly for those students on the SEN list or with an Education and Health Care Plan (EHCP).
- Lead on small group intervention sessions, Such as Lego therapy, social stories. (Once training has been provided)
- Support the role of parents /carers in students' learning and contribute to meetings.
- Participate in KPHS SEND daily duty rota.
- Promote the safety and wellbeing of students and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and the school's child protection policy.
- Provide care for children who are upset, including taking them to relevant staff in school.
- Keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the college and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.
- Contribute to meetings and pedagogical discussions in order to maximise the benefit of the students.

Other Responsibilities

- Contribute to regular department meetings and actively take part, as required, in meetings in relation to the learning and organisation of the school.
- Participate in arrangements for professional development as outlined in the school development plan or identified through the appraisal process and take responsibility for own development.
- Ensure the activities in which students are engaged are conducted in a disciplined, safe and healthy environment and in line with school policy.
informed about their progress.

General Responsibilities

- To be an ambassador for the school and consistently embody the school intent of 'We Cooperate. We Pioneer. We Belong.'
- To model the core values of the school in your professional life and to promote and develop the school's vision, ethos, aims and objectives.
- To establish a culture that promotes excellence, equality, and high expectations for all students.
- To respond professionally to unplanned situations, crises, and emergencies whenever they arise to ensure the safety and

efficiency of staff and students of the school and to maintain good discipline.

- To attend meetings with external agencies and organisations.
- To foster and support extra-curricular activities in the interest of the school community e.g. school productions, concerts, sports activities, trips, and excursions.

Whole-School Organisation, Strategy and Development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the schools' values and vision.
- Make a positive contribution to the wider life and ethos of the school.
- Participate in KPHS SEND daily duty rota.

Health and Safety

- Promote the safety and wellbeing of students and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.
- Look after children who are upset or have had accidents.

Professional Development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Personal and Professional Conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that are not specified in this job description.
- Respect individual differences and cultural diversity.

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

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
1.	A*- C GCSE or equivalent in English and Maths.	E	√	√
EXPERIENCE				
2.	Experience of working with children or vulnerable people with SEND / Behaviour / Social Emotional / Mental Health issues	D	√	√
3.	Experience or passion for working with children aged 11-16. Ability to engage students, inspiring learning & promoting success	E	√	√
4.	Strong organisational skills and attention to details	D	√	
ABILITIES, SKILLS AND KNOWLEDGE				
5.	Evidence of dynamic and creative practice	E	√	√
6.	Ability to contribute positively to teams, share ideas & develop resources cooperatively	E	√	√
7.	Ability to be adaptable & flexible	E	√	√
8.	Effective inter-personal & communication skills with the ability to motivate and encourage.	E	√	√
9.	Commitment to professional learning & institutional improvement	E	√	√
10.	Determination to promote equality of opportunity	E	√	√
11.	Understanding of school environments and the importance of safeguarding	E	√	
12.	Knowledge of active learning and teaching styles and support mechanisms	D	√	√
13.	Able to use interactive ICT systems for learning and teaching	D	√	√
14.	Experience of examination access arrangements	D	√	√
15.	Further relevant qualifications in working with children with SEND, counselling, mentoring, mental health etc	D	√	√
16.	Good practitioner of 'in classroom support' as well as wider student mentoring and emotional support	D	√	√
PERSONAL CHARACTERISTICS				
17.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
18.	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
19.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√



Kingsway Park High School
Turf Hill Road
Rochdale OL16 4XA

Tel: 01706 716761
Email: info@kingswaypark.org

www.kingswaypark.org

Altus Education Partnership
Suite F4, No.2 The Esplanade,
Rochdale OL16 1AE

Tel: 01706 769999
Email: info@alltusep.com

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