



LET
EDUCATION
TRUST

AMBITIOUS | INCLUSIVE | RESILIENT

Rhyddings

Teaching Assistant 2B

RECRUITMENT PACK

Rhyddings, Haworth Street, Oswaldtwistle,
Lancashire, BB5 3EA



WELCOME FROM THE CEO

Dear Applicant,

Thank you for showing an interest in the post of Teaching Assistant Level 2B at Rhyddings. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with both primary and secondary schools as members.

We believe that every child deserves the best education and we create opportunities and experiences for all of them to reach their potential. Building 'cultural capital' is vital for our pupils and this occurs from reception up to year 11 through trips, activities, projects, events and residential, both at home and abroad. We are ambitious for our pupils, meaning we are always striving for excellence and supporting career aspirations through a culture of constant improvement.

Each of our schools is different and this is something we value and celebrate. The uniqueness of each school is supported by strong central services and a school-centred and approachable central team. Most colleagues work in one school but some work across a range of schools where their skills and abilities are needed.

Collaboration is key for LET schools and at the forefront of this is staff development. Joint INSET days with keynote speakers, middle and senior leader training and subject links occur across and between schools and phases. To ensure consistency of approach and sharing of good practice we have termly meetings for our safeguarding leads and our SENCOs, sharing this information is proving invaluable. School to school liaison around transition is vitally important in ensuring our pupils arrive at secondary school with the necessary skills and helps to ensure a smooth start to year 7.

We play a part in Initial Teacher Training as part of our remit through the Embrace SCITT. We have successfully trained primary and secondary teachers over the last 10 years with a large number employed locally and within the LET Education Trust.

I will be retiring from the post of CEO at the end of August, after four and a half years and my successor, Jeniffer Sing, currently Director of Education at All Saints Multi-Academy Trust in Liverpool, will be taking up the post.

If you have the highest standards of professional endeavour, integrity and ethics and would like to be part of our growing MAT, I look forward to receiving your application. You can find out more about our Trust at www.let-edu.org and more about The Hollins at www.thehollins.com

I wish you all the very best with your application.



Steve Campbell
CEO
LET Education Trust

WELCOME FROM THE ACTING HEADTEACHER

Dear Applicant,

Thank you for your interest in our Teaching Assistant 2B vacancy. Rhyddings is a rapidly improving, warm, and welcoming school. Over the last year, we've accelerated standards by transforming our culture with clear routines, expectations, and a relentless focus on excellent daily teaching. We all share a simple promise.

“We always try our Personal Best and we accept No Excuses.”

It's a powerful and simple message, helping pupils focus one lesson at a time. Last year, we saw great momentum; changes strengthened our reputation, and Year 11 outcomes, in particular, saw significant continued improvement. Rhyddings sits proudly at the heart of our community, aiming to be the local school of choice. There's a special, positive atmosphere here, reinforced by our well-embedded "Personal Best" culture. Attendance and behaviour are consistently improving. With clear expectations and calm, structured routines, staff can focus on teaching while pupils are supported to give their very best every day.

Children are motivated and proud of their achievements, recognised through Personal Best points and Golden Tickets. They now work in new A4+ books across all subjects, reinforcing high standards and pride in their work. The school has refined its curriculum, resulting in a clear step-up in teaching quality. Pupils confirm lessons are more interesting, challenging, and enjoyable, and they are learning more. Over the past year, we've invested over £1 million in school improvements, reflecting our ambition and ongoing commitment. This significant investment from the LET Education Trust, including fantastic new external signage, is designed to enhance the experience for every pupil, staff member, and visitor.

We remain committed to continuous improvement and to building a school community in which all stakeholders can take pride. Our Trust, staff, pupils, and wider community share a clear ambition: to ensure that every pupil develops into a respectful, confident, and diligent individual, equipped with the qualifications, skills, and character necessary to succeed and to achieve their Personal Best in all aspects of life.

I will look forward to receiving your application form.

Yours sincerely,

Mr D Murphy
Acting Headteacher



Rhyddings is looking for three dedicated, energetic, and empathetic individuals to join our thriving Support Staff team. Whether you are an experienced TA looking for a new challenge or a graduate seeking a pathway into teaching, we want to hear from you.

As part of the LET Education Trust, we don't just offer a job; we offer a career. Joining us means you'll benefit from a massive network of expertise, shared resources, and a commitment to professional development.

Choosing to join our team means stepping into a vibrant, modern secondary setting where the voices of our support staff are genuinely valued and respected by leadership. You'll benefit from a uniquely supportive start, joining as part of a trio of new appointments to ensure you have a built-in peer network from your very first day. Furthermore, as a member of a forward-thinking Multi-Academy Trust, you will have access to clear and ambitious career pathways; we pride ourselves on helping our TAs progress.

In this role, you will act as a vital bridge between our pupils and their academic goals, supporting those with diverse learning needs directly within the classroom and delivering targeted small-group interventions in literacy, numeracy, and social skills. Working in close partnership with our SENDCo, you will ensure every child has an equal seat at the table and the tools they need to succeed. We are looking for a candidate who is more than just a set of qualifications; you should be a resilient professional capable of navigating the fast-paced, unpredictable nature of secondary school life with ease. As a relatable and collaborative team player, you will build genuine rapport with our pupils to keep them engaged while working alongside colleagues to solve problems and celebrate every pupil success.

Terms of Contract

- **Job Title:** Teaching Assistant 2B (3 posts available)
- **Location:** Rhyddings, Haworth Street, Oswaldtwistle, Lancashire, BB5 3EA
- **Grade:** 5 SCP 6-11
- **FTE Annual salary:** currently £25,989 to £28,142
- **Pro rata salary:** currently £19,302 to £20,901
- **Contract type:** Permanent / 32.5 hours per week / Term time only
- **Start date:** 1 September 2026

All of our staff will have access to the Local Government Pension Scheme.

How to Apply

Applications should be submitted using the forms available on our website, accompanied by a supporting letter of no more than two A4 pages. The supporting letter should be clear, concise, accurately written and presented in an organised way; it should show how your experience to date has prepared you for this role. Your letter and complete application form should be returned no later than the specified closing date, and returned to pearcek@rhyddings.co.uk.

- Application deadline date: Friday 29th May 2026, 12 noon.
- Interview date: Monday 15th June 2026

SAFEGUARDING AT RHYDDINGS

Safeguarding and Pre-Employment Requirements

LET Education Trust is steadfast in its commitment to safeguarding and promoting the welfare of children and young people; we expect all staff and volunteers to share this unwavering dedication.

Criminal Record and Background Checks

In accordance with Keeping Children Safe in Education (KCSIE), this position is subject to a robust vetting process:

- **DBS Disclosure:** As this role involves "regulated activity," the successful candidate will be required to obtain an Enhanced Disclosure from the Disclosure and Barring Service (DBS).
- **Rehabilitation of Offenders:** This post is not exempt from the Rehabilitation of Offenders Act 1974. However, certain "protected" convictions and cautions are "filtered" and do not need to be disclosed.
- **Self-Disclosure:** Shortlisted candidates will be required to complete a criminal records self-disclosure form before the interview.
- **Online Vetting:** In line with statutory guidance, the Trust will conduct online searches for all shortlisted candidates to identify any incidents or issues that may affect their suitability to work with children.

Statutory Compliance

- **Right to Work:** To comply with the Immigration, Asylum and Nationality Act 2006, all shortlisted candidates will be asked to provide evidence of their legal right to work in the UK on the day of the interview.
- **Language Proficiency:** This role is identified as a public-facing position under Part 7 of the Immigration Act 2016. Therefore, the ability to fulfil all spoken aspects of the role with confidence and fluency in English is an essential requirement.

All appointments are subject to satisfactory references and medical clearances.



JOB DESCRIPTION - TEACHING ASSISTANT 2B

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.

Main Activities

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.

Support for Pupils

- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils.
- To undertake activities in order to monitor the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to promote pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme
- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

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 pupil's work.

JOB DESCRIPTION - TEACHING ASSISTANT 2B

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.

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.

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.

Note

Duties may be modified or interchanged by the Headteacher to meet evolving requirements, consistent with the grade of the post.

PERSON SPECIFICATION - TEACHING ASSISTANT 2B

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Experience of working with or caring for children of relevant age. 	<ul style="list-style-type: none"> • NVQ level 2 or above qualification –appropriate to the post (or equivalent). • Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy • Experience of working in a relevant classroom/service environment Experience of Administrative work. • Experience of supporting pupils with challenging behaviour.
Knowledge/Skills /Abilities	<ul style="list-style-type: none"> • 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 pupils. • Time management skills. • Organisational skills. • Knowledge of the concept of confidentiality. • Good numeracy and literacy skills. 	<ul style="list-style-type: none"> • Knowledge of classroom roles and responsibilities. • First Aid Certificate. • Administrative skills. • Ability to make effective use of ICT.
Other	<ul style="list-style-type: none"> • A commitment to safeguarding and protecting the welfare of children. • A commitment to excellent attendance. • A commitment to health and safety. • A commitment to equality and diversity. • A strong belief in the importance of extra-curricular activities and a willingness to be involved. • The ability to manage time effectively and prioritise work. 	

THANK YOU

