

Candidate Pack

Teaching Assistant Level 3

Application Deadline: **9am, Monday 20 October 2025**

Interviews: **Thursday 23 October 2025**



THE
BRIAN CLARKE
CHURCH OF ENGLAND ACADEMY

WWW.BRIAN-CLARKE.ORG



For more info visit:

careers.cranmereducationtrust.com



PROUD TO BE PART OF
Cranmer
Education Trust



Welcome from the Headteacher

Mrs Ash, MA, NPQH

Thank you for your interest in becoming our new Teaching Assistant Level 3

A role in a new school is an opportunity education professionals dream about. You will be part of a talented and committed staff team that is growing a school from Year 7 upwards, supporting the development of its ethos and embedding it into the community of school. We also have the benefit of a brand-new building, with state-of-the-art facilities, and supported by the local, successful, and experienced Cranmer Education Trust.

This is an exciting and challenging role. It is a post for a dedicated, energetic and creative professional. The demands will be varied, interesting and developmental, and will put you at the heart of a school that is in its final year of growth to capacity. The person specification sets out the key experience, commitment and essential professional skills and qualities that we are looking for.

This is a Church of England school and the person we appoint must be able, with integrity, to uphold and model Christian values.

This is an excellent time to join the team as the school has just achieved three out of **four Outstanding judgements** - a testament to the commitment and dedication of an incredible staff team.

Working for The Brian Clarke CE Academy means that you would be part of the Cranmer Education Trust, a successful, growing Trust which prides itself on looking after its people, offering a high-level of support and access to expertise.

Alongside Brian Clarke, the Trust is made up of primary and secondary schools across Oldham and Rochdale. The Trust also incorporates a teacher training school and the East Manchester Teaching Hub and a MFL hub, which support the training and development of new and existing teachers across the North West of England.

For more information, see www.cranmereducationtrust.com



“A focused environment where pupils flourish and enjoy learning together.”

Ofsted report, 2025



Our patron, Sir Brian Clarke, donated a large stained glass window to the school, reflecting the multi-cultural nature of the school and shining light into and out of the building to the community.

The Brian Clarke Church of England Academy opened with a founding team of staff in September 2022 to 240 young people and in September 2026 will be full at 1,200 students.

We moved to our beautiful, purpose-built building in May 2023, situated on our accessible town centre site on Bloom Street, Oldham.

The school reflects the community it serves. It is multi-cultural, multi-ethnic, and multi-faith within a Church of England ethos. There is a balance between faith intake and non-faith intake from 3 concentric circles of one, two and three miles around the school. 'Faith' equally includes all Christians, as well as members of the other five major world faiths of the Interfaith Network.

The key elements of the curriculum include:

- A rich, broad EBacc curriculum up to GCSE
- Compulsory Religious Studies within the core curriculum up to GCSE
- MFL (German) to GCSE
- A rich KS3 provision which includes the arts, technology, computing, citizenship, and the Bronze Duke of Edinburgh Award in Year 9
- A sequentially planned pastoral curriculum that builds in worship, CEIAG, and form reading. This takes places daily for 30 minutes.
- An aspirational co-curricular provision built into Period 6, which runs Monday to Thursday 2.45pm – 3.30pm. All students take part in two activities per week.
- A facility to support literacy to catch up (7.45am – 8.10am) each morning.

We aim for all our students to become good human beings: good friends, good neighbours, and good citizens. People we are proud to know. Their social and emotional development, their self-respect, and their ability to self-manage are just as important as their cognitive development. Students who are happy and secure in their school learn well and become successful people. High quality pastoral care is at the core of all we do.



“There is a strong sense of belonging and community cohesion. It prepares pupils exceptionally well for life in modern Britain.”

Ofsted report, 2025



In brief, we are looking for:

- An individual committed to ambition, excellence and community who will work with the staff body to drive the growth and development of The Brian Clarke CE Academy to become an outstanding provider for young people and a school where staff, who are committed and ambitious for young people, take pride in and enjoy their work.
- An individual able to build relationships and rapport with students, parents, carers and colleagues, as well as communicating directly with relevant external agencies.
- Someone who will go the extra mile for students, not because they are asked to but because they want to; someone who will do their utmost to ensure that all of our students progress to the future destinations of their choice.
- Someone who will inspire students and the staff they work with.
- An excellent communicator with sound analytical skills and a flexible approach.

We offer:

- Opportunities for professional development in a growing Trust.
- Schools: A strong school community that places children, families and staff at the heart of everything we do.
- A supportive team who will work with and alongside you to achieve the very best.
- LGPS career average pension scheme with a generous employer contribution.
- Generous holiday entitlement and sick pay scheme, increasing with length of service.
- Central Oldham location close to good transport networks



The curriculum is underpinned by a consistent pedagogy that understands how students learn, and a rigorous approach to reading and literacy to build character and resilience.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Cranmer Education Trust follows Safer Recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1974, 2013 and 2020, and appointment is therefore subject to satisfactory Enhanced Disclosure form the Disclosure & Barring Service.

The start date for this role will be January 2026.

Applications closing date: 9am, Monday 20 October 2025

Interview date: Thursday 23 October 2025

Start date: As soon as possible



You can apply for this post on our website, <https://www.brian-clarke.org/vacancies/working-for-us/>

Thank you for your interest. We look forward to hearing from you.

Yours faithfully

Mrs Allison Ash, MA, NPQH
Headteacher, The Brian Clarke CE Academy



“BCA provided fantastic induction training, which gave me confidence in a new school. All staff were incredibly welcoming and supportive, the friendly team made me feel at home from day one.”

~ Mrs L Goddard
Head of PE





PLACE OF WORK

The Brian Clarke Academy,
Oldham, Greater Manchester



LUNCH

Delicious food available in our school
Restaurants at just £2.80 for a
meal & dessert.



STAFF FELLOWSHIP

Regular activities for socialising
and staff wellbeing



EMPLOYEE ASSISTANCE PROGRAMME (EAP)

Confidential independent support services
available to staff when you need it.



HEALTH SUPPORT

Free support for health and
wellbeing, including a dedicate
Menopause Support Programme



PARKING

Free car parking is available on site



ANNUAL LEAVE

Annual leave allowance for non-
teaching staff rises in line with
years of service



FLEXIBLE WORKING

Flexible working arrangements for
non-teaching staff, and a supportive
culture to ensure all teaching staff
are able to work with the flexibility
they need.



EMPLOYEE PERKS

Perks, discounts and cashback
offers for major retailers, holidays,
restaurants and bars



TRANSPORT LINKS

Well-situated, with Westwood and
King Street Metrolink stops within 7
minutes' walk, and Oldham Bus
Station 4 minutes.



CAREER PROGRESSION

A growing school that offers
real career progression



BICYCLE STORAGE

Secure bicycle storage is
available on-site

Teaching Assistant L3

Contract

Permanent (6 months probation)

Hours

Term Time + 5 days

Salary

Grade 4

£24,490 - £27,409 pro rata

(£28,597 - £31,021 FTE)

As Teaching Assistant L3, you will be working with the SENDCO / HLTA to develop and deliver an effective Achievement for All function. Our 2025/26 academic year will be our inaugural KS4, and you will be pivotal to ensuring their final years with Brian Clarke will be a success.

Job Purpose

1. To contribute actively to building, communicating and implementing the Trust's vision of Ambition, Excellence and Community and the school's commitment to all young people to 'Let Your Light Shine'.
2. To actively model and promote the values, vision and ethos of this Christian school which serves a multi-faith, multi-ethnic community.
3. To work under the guidance of designated teaching/senior staff and within an agreed system of supervision to implement agreed work programmes with an individual/groups, in or out of the classroom.
4. To plan, prepare and deliver learning and intervention activities for individuals/groups or short term for whole classes.
5. To monitor, assess, record and report on students' achievement, progress and development.

Specific responsibilities

- Establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations.
- Promote inclusion and acceptance of all students in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- Supervise, assist and support students, including those with special needs, to access learning activities, through your knowledge of the curriculum and knowledge of how students learn.



“Working at Brian Clarke is special, we are part of building a legacy. We are cultivating a culture that is ambitious for all stakeholders. The staff support for one another is really special, we are one team. Be a part of our journey!”

- Mr Ahmed, Head of Years 9 and 10

- Plan and deliver small group or one to one interventions.
- Monitor and assess the progress of students who take part in interventions and assist in evaluating the success of interventions.
- The role will include supporting and implementing students' personal programmes, including social, health, physical, hygiene, and welfare matters. The student will also need assistance to access different areas of the school.
- Following appropriate training and in line with school procedures, administer basic first aid and/or medication as required.
- Following appropriate training, support mental health first aid across the school.
- Support the effective use of ICT in learning activities and develop students' competence and independence in its use.
- Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide specific feedback in discussion with students on their progress and achievement, in line with school policy.

Support for teachers

- Promote positive values, attitudes and good student behaviour. Deal promptly with conflicts and incidents whilst encouraging students to take responsibility for their own behaviour, in line with established school policies.
- Liaise sensitively and effectively with parents and carers as agreed with the teacher within your role/responsibilities and participate in feedback sessions/meetings with parents under direction from a teacher.
- Work with the teacher to plan and implement lessons and activities, evaluating and adjusting lesson work and plans according to students' learning styles and individual needs and to meet pre-determined learning objectives.
- Monitor and evaluate students' 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 on student achievement, progress, and other matters, ensuring availability of appropriate evidence.
- Undertake routine marking of students' work and accurately record achievement/progress using an explicit mark scheme that does not require interpretation. Invigilate tests and examinations as required.



“Brian Clarke is a truly special place. Brilliant staff and students and a wonderful culture and routines that allow everyone to shine!”

- Mrs Carey, Library
Manager and Worship
Co-ordinator

- Be responsible for keeping and updating records in a format agreed with the teacher, contributing to reviews / systems of records and systems as necessary.
- Collate student reports in liaison with the teacher, inputting data as required.
- Create and maintain an appropriate learning environment in liaison with the teacher.
- Assist with the display of students' work.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Provide clerical support for teachers, e.g. photocopying, filing, record-keeping, checking of deliveries and placing goods in stock and maintaining records of stock; administering coursework, production of work sheets for agreed activities.

Support for the school

- Establish constructive relationships and communicate with other agencies and professionals, in liaison with the teacher, to support the achievement and progress of students.
- Assist with activities outside the classroom, working as part of a team to supervise students and support Activity Leaders, e.g. co-curricular activities, accompanying to swimming lessons.
- Accompany teaching staff and students on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.
- Act as cover, supervising whole classes occasionally, during short-term unforeseen absence of teachers.
- Maintain good order and keep students on task. Respond to students' questions and generally assist students to undertake set activities.

Other responsibilities

- To model, implement and champion consistently the 'Brian Clarke Way' across the school so that effective learning can take place.
- To contribute to the school liaison and marketing activities, e.g. providing news for social media, the website, contributing to newsletters to parents.
- To contribute to the effective promotion of the Achievement for All department at open days and evenings/ information evenings and other events.
- To actively promote the development of effective links with external agencies and organisations.



“As a member of the founding team, I have had the pleasure of growing the BCA family. Our talented team of support staff, teachers and leaders provides the most supportive professional environment you could wish for; one where you can flourish and progress your career.”

- Ms Dickinson, Director of English

- To understand the importance of inclusion, equality and diversity when working with students and with colleagues and promote equal opportunities for all.
- Implement and uphold the policies, procedures and codes of practice of the school, including customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- Take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g., challenging a stranger on the premises.
- Undertake any other additional duties commensurate with the grade of the post.

While every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification (please see next page).



Teaching Assistant L3

In your application form there will be a section about Knowledge and Experience. In this section, please explain to us as fully as you can how you meet the criteria listed in the Person Specification below. Use real-life examples of your work and its impact where possible.

Please do not include a Curriculum Vitae.

Person Specification -	Essential or Desirable	How identified Application (A) Interview (I) Test (T)
Qualifications		
NVQ 3 for Teaching Assistants or equivalent qualification up to degree level or relevant experience	E	A
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	E	A
Has, or willingness to obtain, basic first aid and mental health first aid training	E	A/I
Training in relevant learning strategies, e.g. literacy/ Key Stage 3 and/or training in a particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc	D	A
Professional Knowledge, Skills and Experience		
Experience of working with children in an educational setting who have different individual needs	E	A/I
Experience of supporting learners on a 1:1 basis with a range of SEND and awareness of a variety of strategies to support learners with SEND including personal care	D	I
Experience of preparing/contributing to resources to support learning programmes	E	A/I
Experience of working in a team and individual working	E	A/I
Experience of keeping accurate and up to date records	E	A/I
Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities	E	A/I
Interpersonal & communication skills to build and maintain effective relationships with all students and colleagues and to be able to liaise sensitively with parents and carers	E	A/I
Creative skills to contribute to and adapt learning activities relating to the National Curriculum and other learning objectives	E	A/I
Self-reliance, resourcefulness and the ability to work on own initiative	E	A/I
Ability to embrace and utilise the latest technology to improve efficiencies	E	A/I
To continually improve own practice/knowledge through self-evaluation and learning from others	E	A/I
Experience of using ICT to support completion of work tasks	E	A/I
Knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	E	A/I
Understanding of the principles of child development and learning processes	E	A/I
Understanding of the wider safeguarding agenda working with children and young people	E	A/I
Understanding of equal opportunities and inclusion and how it applies in a school setting	E	A/I
Knowledge of relevant policies/codes of practice and an awareness of relevant legislation and the responsibilities of the role within these for promoting students' welfare	D	A/I
Knowledge of a Community language, e.g. British Sign Language, Urdu, Bengali or Polish	D	A
Able to work flexibly as the workload demands (occasional out of hours working to support school events/trips)	E	A/I
Ethos		
Support and model the school's Christian ethos with integrity	E	A/I
Safeguarding		
Commitment to the protection and safeguarding of children and young people	E	A/I

Any candidate with a disability who meets the essential criteria will be guaranteed an interview.

How to apply

We only accept applications via our online portal, careers.cranmereducationtrust.com.

Applications must be received by **9am on Monday 20 October 2025**.

Interviews for this post will take place on **Thursday 23 October 2025**

If you have any questions or queries, or would just like to chat about the role, please get in touch via e-mail on hr@brian-clarke.org

We look forward to hearing from you!

