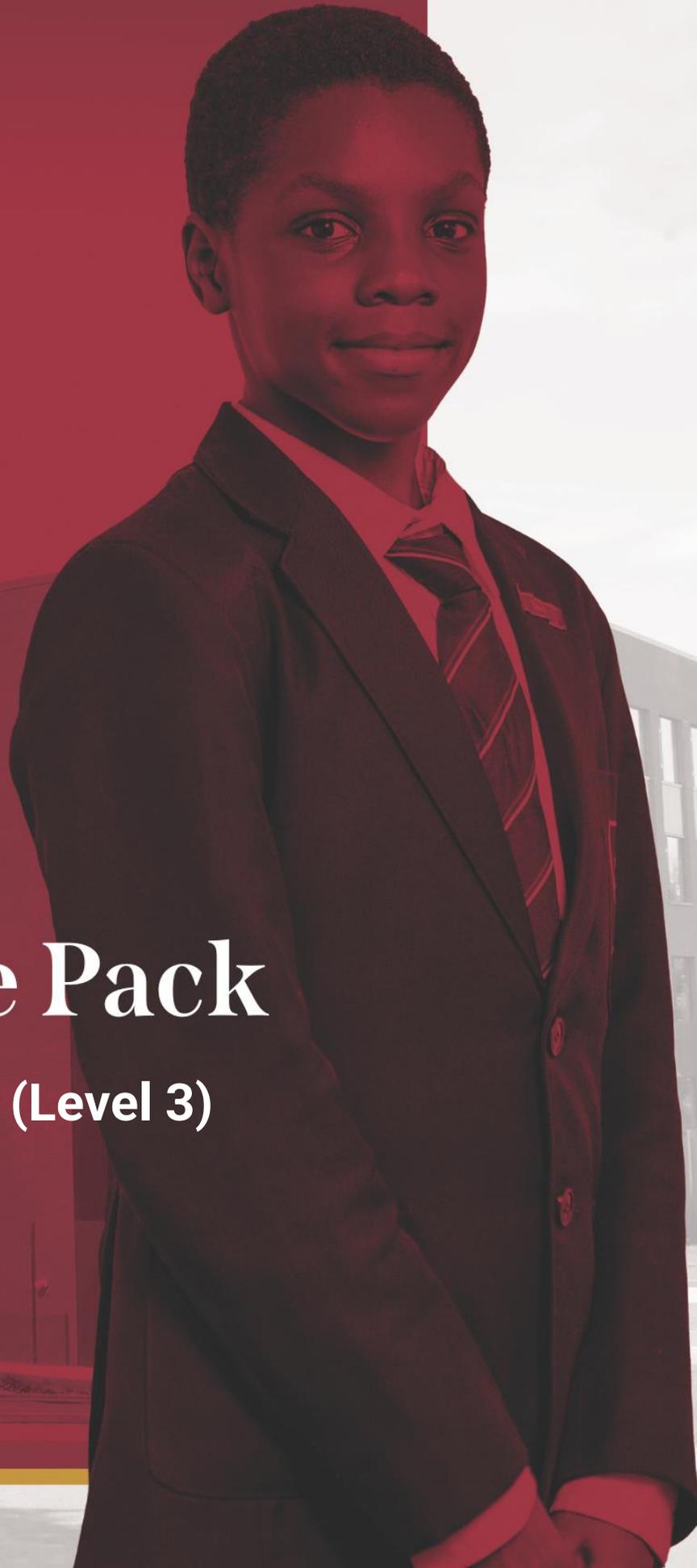




THE  
**BRIAN CLARKE**  
CHURCH OF ENGLAND ACADEMY



# Candidate Pack

**Teaching Assistant (Level 3)**

**Term Time plus 5 days**

[www.brian-clarke.org](http://www.brian-clarke.org)

# Welcome from the Headteacher

Mrs A Ash, MA, NPQH



Thank you for your interest in the post of Teaching Assistant (Level 3) at The Brian Clarke CE Academy.

As our Teaching Assistant (Level 3), you will be part of a talented and committed staff team that is growing a school from Year 7 upwards. You will play a pivotal role in supporting the development of its ethos and embedding that in the Support Staff function. 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, creative, and strategic professional. The demands will be varied, interesting and developmental, and will put you at the heart of a school where staff and students are growing exponentially year on year.

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. This is an excellent time to join the team, as we develop collaborative structure and systems to enhance and support our growing family of schools.

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 further details, please visit [careers.cranmereducationtrust.com](https://careers.cranmereducationtrust.com)

## About The Brian Clarke CE Academy

The Brian Clarke Church of England Academy opened with a founding team of staff in September 2022 to 240 young people and will continue to grow annually to a student body of 1,200 by 2026.

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

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

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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.

We aim for all our students 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.

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 Academy to become an outstanding provider for young people. They will be committed and ambitious for young people, and take pride in and enjoy their work.
- An energetic and forward-thinking person who has proven track record of Support Staff experience.
- An excellent communicator with sound analytical skills and a flexible approach.
- An individual able to build relationship and rapport with students, parents, carers and colleagues.

## We offer:

- Opportunities for professional development in a growing Trust
- 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, less than 7 minutes from nearest bus or tram stops.

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 successful candidate must be available for new staff induction days on Thursday 28 and Friday 29 August 2025.

Applications must be received no later than **9am on Monday 19 May 2025**.

Interviews for this position will be on **Friday 23 May 2025**.

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





**“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 in your career.”**

Mrs R Dickinson, Director of English

**“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 part of our journey!”**

Mr A Ahmed, Head of Year 8 and Teacher of RS



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

Mrs J Carey, Library Manager & Worship Coordinator

**“Beautiful building, lovely children and the most supportive colleagues I have ever worked with!”**

Mrs F Briggs, Science Teacher



# Additional benefits when working with The Brian Clarke CE Academy

Here at The Brian Clarke CE Academy, we provide a competitive salary, plus extra benefits when joining us and for years of service.

## Work life, health and work/life balance

- Free parking on site, but also within 5 minutes' walk of Oldham Bus Station, and 7 minutes' walk from King Street Metrolink tram stop.
- Regular Staff Fellowship activities for socialising and wellbeing.
- Annual leave allowance for non-teaching staff rising in line with years of service.
- 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 Assistance Programme, Health One by TELUS Health. This includes an app with wellbeing assistance, latest updates on The Cranmer Trust health initiatives, advice for carers, and fitness sessions.
- Perks, discounts and cashback offers for major retailers, holidays, restaurants and bars via the Health One app.
- A Menopause Support Programme with Newson Health

## Professional development

- Ongoing, high-quality professional development opportunities
- A growing school that offers real career progression
- An Assessment and Feedback Policy developed by teachers, for teachers.



# Job Description:

Teaching Assistant (Level 3)

Term Time plus 5 days



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Job Title	Teaching Assistant (Level 3)
Contract:	Permanent
Probation period:	6 months
Hours:	Term Time plus 5 days
Location:	The Brian Clarke CE Academy, Bloom Street, Oldham, OL9 6BP
Salary	NJC Grade 4 £27,711 – £30,060 (pro rata £23,730 - £25,741)

As Teaching Assistant (Level 3) you will be working with the SENDCO / HLTA to develop and deliver an effective Support Staff 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

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CHURCH OF ENGLAND ACADEMY

## 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.
- 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.

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CHURCH OF ENGLAND ACADEMY

- 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.
- 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.

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## 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.
- 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.

Whilst 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).**

*The Person Specification for this role continues on the next page. You will need to refer to this for the Skills, Knowledge and Experience section of your application.*

# Person Specification:

Teaching Assistant (Level 3)



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CHURCH OF ENGLAND ACADEMY

In your application form there will be a section about Skills, 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 - Teaching Assistant (Level 3)	Essential Desirable	How identified Application (A) Interview (I) Test (T)
<b>Qualifications</b>		
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
<b>Professional Knowledge, Skills and Experience</b>		
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
<b>Ethos</b>		
Support and model the school's Christian ethos with integrity	E	A/I
<b>Safeguarding</b>		
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.**

# Person Specification:

Teaching Assistant (Level 3)



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## How to apply

We only accept applications via our online portal, [careers.cranmereducationtrust.com](https://careers.cranmereducationtrust.com).

Applications must be received no later than **9am Monday 19 May 2025**.

Interviews for this position will be on **Friday 23 May 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](mailto:hr@brian-clarke.org).

**We look forward to hearing from you!**