CARTER'S CHARITY SCHOOL

EXPLORE DREAM DISCOVER

Teaching Assistant Vacancy

We are looking for an enthusiastic, warm and child-centred practitioner to join our community-focused school and support our wonderful children on their learning journey.

The post will initially be based in our Year 1 Lapwing class and will involve supporting the learning and development of the whole class, as well as providing additional support for children with identified needs.

As a school, we are passionate about outdoor learning and helping children develop a deep understanding and appreciation of the place in which they live. We would love to welcome a new member of staff who shares these values and is committed to helping every child thrive.

Job role	Hours	Grade & Pay (pro-rata)
Classroom Teaching Assistant Part time	Permeant Flexible hours contract With a minimum of 8 hours but starting at 12 hours divided over a THURSDAY & FRIDAY & hours	Teaching Assistant 2a (Grade 4) £25689 per annum (pro-rata)

Please note:
The post is part-time and the pay is pro-rata based on a fulltime week of 37 hours, starting on 5th January 2027 or as soon as possible All appointments are subject to the necessary safeguarding disclosure applications, health/medical assessments and successful references.

Visits:
You are welcome to have a look around a school prior to an application. Please call school on 01253 810236 to book an appointment.

Applications:
Application forms and information about the posts are available from:

- A paper copy via the school office
- Email your request via bursar@carters.lancs.sch.uk
- Lancashire County Council: https://schooljobs.lancashire.gov.uk/nt_index.asp

Closing Date ~ 9th December 2026~ 12 noon
Shortlisting ~ 10th December 2026
Interviews ~ 15th December

We look forward to welcoming a new member of staff to the Carter's Team
Mrs T x

CARTERS CHARITY SCHOOL
253 PILLING LANE,
PREESALL,
POULTON-LE-FYLDE,
LANCASHIRE,
FY6 0HH

BURSAR@CARTERS.LANCS.SCH.UK

WWW.CARTERS.LANCS.SCH.UK

01253 810236

ATTENDANCE POLICY STATEMENT

This school is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the Guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

CHILD PROTECTION POLICY STATEMENT

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

REHABILITATION OF OFFENDERS ACT 1974

Note of Guidance for Applicants

The Rehabilitation of Offenders Act (1974) is a piece of legislation protecting ex-offenders employment opportunities, although if you have convictions, you must disclose these until a certain length of time passes, and the conviction becomes 'spent'.

There nevertheless remain certain job categories and classes of employment, including positions within schools, which are exempt from such time limitations. This means that convictions never become 'spent' if you are looking for work in certain job categories.

Exempted categories include employment connected with the provision of services for persons under 18 years of age or vulnerable adults. This post is exempt from the Rehabilitation of Offenders Act 1974.

If you are shortlisted for this position, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. All appointments are considered on merit and individual consideration of the conviction and the circumstances.

As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Further information on which offences need to be declared as part of your application will be forwarded to you if you are shortlisted for this position.

The information you provide will be treated in the strictest confidence. Having a conviction will not necessarily bar you from employment. However, failure to disclose convictions may result in the offer of employment being withdrawn, or if already appointed, you could be dismissed without notice.

Please bear in mind; you may be subject to a Disclosure and Barring Service Disclosure for posts working with children or vulnerable adults.

If you are unsure whether you need to disclose criminal information, you should seek legal advice, or you may wish to contact Nacro or Unlock for impartial advice.

https://www.nacro.org.uk/criminal-record-support-service/ or email helpline@nacro.org.uk or phone 0300 123 1999

Unlock – http://hub.unlock.org.uk/contact/ phone 01634 247350 message or WhatsApp 07824 113848 or e-mail using the form on the Unlock website.

Please note that as the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS