

JOB DESCRIPTION & APPLICATION PACK

Qualified Teaching Assistant



Branches Education Group

Welcome to Your New Beginning

Inspiring Growth. Nurturing Potential.
Transforming Futures.

A Warm Welcome

Welcome to Branches Education Group — a dedicated family of Special Educational Needs (SEN) schools where every young person is celebrated, supported, and empowered. Joining us means becoming part of a team that believes in unlocking potential, embracing individuality, and shaping brighter futures together.

Whether you're joining The Willows School or Silver Birch School, your role is vital, valued, and truly impactful. We're thrilled you're considering taking your next professional step with us.



Who We Are

Branches Education Group is home to two specialist schools:

The Willows School

A nurturing, play-led environment supporting children ages 5–16 with a range of special educational needs.

At The Willows, curiosity is celebrated, small achievements are big victories, and childhood is embraced wholeheartedly.

Silver Birch School

A dynamic, supportive school providing tailored learning for young people ages 11–16. Here, students discover their strengths, independence grows, and the path to adulthood becomes a journey of pride and possibility.

Together, our schools create a continuous, connected support system from early childhood to adolescence.



Our Vision

To create safe, stimulating, and inclusive learning environments where every learner can grow confidently, learn joyfully, and flourish fully — academically, socially, and emotionally.

Our Values

Compassion

We meet every child where they are.

Consistency

We build trust through structure, routine, and strong relationships.

Creativity

We think beyond traditional teaching, finding what works for each learner.

Collaboration

We grow stronger when we work together — as colleagues, families, and communities.



“Every small breakthrough feels like a huge achievement. The students inspire me daily.”

“I’ve grown professionally and personally more here in one year than in any previous job.”

“You feel part of a team from day one — everyone supports each other.”



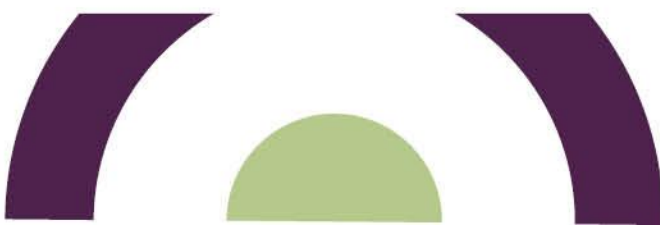
What We Offer

Career Growth & Opportunities – We're expanding, which means more pathways for you to grow too!

- Comprehensive Induction & Training – Including Safeguarding, First Aid, CPI, PACE, Attachment & Trauma training
- Supportive Team – You'll be working with a skilled, encouraging, and friendly staff group
- Refer a Friend Bonus
- Blue Light Card – Enjoy discounts on lots of everyday favourites!
- Company Pension Scheme
- Free On-Site Parking

SIX Reasons Why to Join Our Team

- 1) Inspirational management team that genuinely cares about both pupils and staff wellbeing.
- 2) Opportunities for personal growth and development due to the family size feel of the school and its independent structure.
- 3) A real chance to build a work/life balance in what can be a challenging profession with reduced paperwork and bureaucracy.
- 4) Small class sizes ensure more focused learning with pupils to really be able to make a difference to their attainment.
- 5) About to achieve transformational outcomes for families through innovative practice that is based a holistic approach.
- 6) Genuine professional autonomy.



Our Schools



The Willows School

- Warm, sensory-rich classrooms
- Play-focused learning
- Daily emotional regulation support
- Strong links with families
- A safe space for little learners to thrive

Address: The Willows School, Henry Street,
Rishton, Lancashire, BB1 4JJ

T: 01254 360 807

E: info@thewillowsschool.com



Silver Birch

Empowering Every Learner, Building Skills for Life

Silver Birch School

- Bespoke curriculum pathways
- Life skills and independence-building
- Vocational opportunities
- Specialist therapeutic support
- A community where teens feel seen, heard, and supported

Address: Silver Birch School, Briercliffe Road,
Briercliffe, Burnley, BB10 2HA

T: 01282 798764

E: info@silverbirchschoo.org



Qualified Teaching Assistant

Role Type: Permanent, Term Time

Reports To: Headteacher

Location: The Willows School, Rishton or Silver Birch School, Brierfield

Salary £23,656.00-£25,183.00 per year FTE - Pro-rata for Term Time working

Hours: Monday – Friday 8.15-4.15

Job Specification

At The Willows School and Silver Birch School, our aim is for pupils to develop a love of learning in an environment that is nurturing, inclusive and aspirational. Our school mottoes – “*Dream, Believe, Achieve*” and “*Empowering Every Learner, Building Skills for Life*” – reflect our belief in the potential of every child. We support pupils in imagining what is possible, believing in their ability to succeed, and achieving meaningful outcomes in school and beyond.

The curriculum at all Key Stages is carefully structured to enable pupils to secure success:

Academically – by accessing appropriate, personalised learning pathways.

Personally and developmentally – by building confidence, resilience and independence.

In life at the school – by participating fully in the school community and forming positive relationships.

Purpose of the Role

Teaching Assistants play a vital role in supporting high-quality teaching and learning across the school. They work closely with teachers and other professionals to provide academic, emotional and behavioural support to pupils, ensuring that each child can access the curriculum and make progress in a safe, inclusive environment.

The role requires patience, empathy, adaptability and a commitment to the individual needs of our learners.

Key Responsibilities

Support for Pupils

- Provide individual and small group support to pupils in lessons and intervention sessions.
- Promote the development of pupil independence, self-confidence and emotional regulation.
- Assist with the implementation of Education, Health and Care Plans (EHCPs).
- Use a trauma-informed, relationship-based approach to support pupils with emotional or behavioural needs.
- Establish positive, supportive relationships with pupils, acting as a trusted adult.
- Encourage participation in learning activities and help pupils remain on task.
- Provide care and supervision during non-teaching times, such as lunch and break periods.

Support for Teaching and Learning

Work under the direction of the class teacher to prepare, adapt and organise materials and resources.

Assist in the delivery of lessons and learning activities across the curriculum.

Monitor pupil progress and provide feedback to teachers and relevant professionals.

Contribute to classroom routines, displays, and organisation to support a calm and structured environment.

Support the implementation of behaviour plans and individual support strategies.

Support for the School

- Uphold the values and ethos of The Willows School and Silver Birch School in all aspects of the role.
- Maintain confidentiality and professional boundaries at all times.
- Attend relevant training and participate in staff development sessions.
- Work collaboratively with colleagues, families and external professionals.
- Follow all safeguarding procedures and report concerns in line with school policy.
- Contribute to a positive school culture where every child feels safe, included and valued.

Person Specification

Criteria

Relevant Level 2 or Level 3 Teaching Assistant qualification

Experience working with children or young people with SEND or SEMH needs

Strong communication and interpersonal skills

Essential/Desirable

Essential

Essential

Essential

Ready to Grow With Us?

If you're passionate, patient, and excited to help children with unique learning needs reach their full potential... you'll feel right at home here. We can't wait to meet you and watch you grow — just as we help our students grow, one brilliant step at a time.

If you think you'd be a great fit, please complete our Application Form and email it to:
emily.baker@prosperitychildrensservices.co.uk along with your CV.

