Candidate Information Pack

# Teaching Assistant TA1

**Our Trust Prayer**

Heavenly Father,

Let peace, friendship and love grow in

our schools.

Send the Holy Spirit to give

Excellence to our learning,

love to our actions and

joy to our worship.

Guide us to help others,

so that we may all

*Learn, Love and Achieve, Together*

*With Jesus.*

Amen

# About Liverpool Diocesan Schools Trust

## We believe

Jesus said, ‘Let the children come to me.’ (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

We believe that as a diocesan led Multi Academy Trust (MAT) we create stronger bonds of collaboration and cooperation, sharing good practice, addressing areas of weakness and offering increased opportunities for professional development.

## We are on a journey

We are on a journey to grow a Trust in which our schools will continue to thrive under the leadership of headteachers, supported and challenged by local governing bodies and accountable to the board of directors.

We are confident that this will be achieved whilst at the same time ensuring that all of our family of schools benefit from high levels of collaboration.

## These are the things we value

Our values are more than just a statement; they are the core principles that guide our decisions and actions. We arrived at our values through consultation, looking at both the account in Genesis 18 of the visit to Abraham of three angels and also particularly at the icon of this event painted by Andrei Rublev. Through this we identified the core values to our Trust:

* Collaboration
* Valuing the Local
* Valuing Difference
* Inclusion

# About St Pauls CE Primary School

Letter from the Headteacher and Chair of Governors

Dear Applicant

Thank you for your interest in applying for our Teaching Assistant position. We hope you find this information pack useful. This is an exciting time for us at St Paul’s C of E Primary School as we look to appointing an enthusiastic member to join our committed team.

We are a forward-thinking, innovative, friendly school. The Governors are seeking to appoint someone who is willing to take an active part in our school team.

We are looking for someone who:  
Is a positive role model.

Will have high expectations of our children and be committed to raising standards and enriching the learning environment.  
Has excellent communication skills.  
Will be committed to maintaining and developing our strong Christian ethos and foster positive relationships with the whole community.

Our mission statement,

St. Paul’s C of E. School believes in the uniqueness of every child created in the image of God. For this reason, we aim to enable each child to grow and develop in mind, body and spirit, through challenging and creative teaching within the context of healthy and meaningful relationships, set in a caring and supportive environment. All this built upon the centrality of a Christian worship and Christian values.

“Learning and living through Jesus Christ”

The curriculum of **GRACE** Is at the heart of our school. This drives us to be the very best we can be which inspires our school vision of excellence in everything we do. The successful candidates will act as a positive role model to others in the way they live out their Christian faith and values.

**St Paul’s Curriculum of Grace.**

Our Curriculum of **GRACE** is designed to promote a dynamic education which provides equality for all.

G – God at the heart of everything we do

R – Resilience and Retention of Knowledge

A – Aspiration and Application of Knowledge and Skills

C – Core Purpose – to ensure that a wide vocabulary is promoted in all subject areas

E – Equality and Engagement

**God** at the heart of everything we do

As a faith school, our mission is to provide a Christian education for all children who attend our school. Our curriculum allows children to explore their own faith and the faith of others in a safe and caring environment which promotes learning and living through Jesus Christ to allow children to explore the awe and wonder of the world that God has created for us.

**Resilience** and **Retention** of Knowledge.

Our curriculum has been designed to promote the retention of knowledge in all subjects. There are opportunities in all lessons to acquire knowledge that pupils can then use to apply in logical arguments and forming their own judgements. Resilience is encouraged through our growth mindset approach to teaching and learning in which children are taught to persevere and develop their own strategies to apply their existing knowledge in a new situation.

**Aspiration** and **Application** of Knowledge and Skills

To equip our children with the skills that they need to apply the knowledge that they retain, our curriculum is designed to give pupils the opportunities to apply their knowledge in different contexts. Cross curricular links are made across year groups and between year groups to give pupils maximum opportunities to apply their knowledge in a range of ways. By doing this in every subject, we hope to create aspirations within our pupils to carry on their learning not just within school but in the wider world.

**Core** Purpose

The Core purpose of our curriculum is to ensure that **all** pupils acquire a wide vocabulary base and that their knowledge of vocabulary allows them to understand words in different contexts. It is our aim that **all** pupils, regardless of their background, should acquire the knowledge and vocabulary to allow them to independently explore and understand a wide variety of subject matter.

**Equality** for everyone and **Engagement** in learning

Our curriculum is designed to engage all pupils through challenges and thought-provoking questions which they aspire to find the answers to. Through a broadly thematic approach, children can see how different subject areas are linked which gives them a purpose for their learning. Our curriculum is also designed to ensure that **all** pupils, including vulnerable and SEND pupils, are able to access the curriculum

Excellence permeates every aspect of the school, and we are extremely proud of our inspirational learning environment. If you are a practitioner with an established reputation for raising standards, coupled with relentless drive and commitment then we want to hear from you. Visits to the school are encouraged and welcomed and can be arranged by contacting our school office. If you wish to discuss the post or find out more about the school, then please contact the school office to speak to Mrs Jackson.

Yours sincerely

Mrs A E Jackson Mr M Roberts

(Headteacher) (Chair of The Governing Body)

# Job Description

|  |  |
| --- | --- |
| Title: | Teaching Assistant Level 1 Fixed Term Contract until 31 August 2023 |
| Salary: | Level 1 |
|  | £13,489.84 - £13,734.67 per annum (pay award pending) |
| Hours: | 27.5 hrs term time only |
| Accountable to: | Headteacher |
| Location: | St Pauls C.E. Primary School, Warrington Road, Goose Green, Wigan WN3 6SB |

**Main Purpose:**

* Under the direction of teaching/senior staff to undertake work/care/support programs to enable access to learning for pupils and to assist the teacher in the management of pupils and classroom.
* To support SEN pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required.

**Job Outline:**

* To help supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
* To help assist with the development and implementation of Individual education/behaviour plans and personal care programs.
* To establish constructive relationships with pupils and interact with them according to individual needs.
* To promote the inclusion and acceptance of all pupils.
* To encourage pupils to interact with others and engage in activities led by the teacher.
* To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
* To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work.
* To provide support at lunchtime.
* To monitor pupils’ responses to learning activities and accurately record achievement/progress as directed.
* To provide regular feedback to teachers on pupils’ achievement, progress and problems.
* To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* To provide clerical/admin support, for example photocopying.
* To assist with the supervision of pupils out of lesson times, including before and after school as may be reasonably directed.
* To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.

## Curriculum Support

* Help to deliver programs linked to local and national strategies.
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
* Help to prepare, maintain and use any resources needed to support a relevant learning activity and help pupil/s in their use.

## School Support

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support diversity and difference and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as may be reasonably directed.
* Participate in training, other learning activities and performance review as may be reasonably directed.
* Accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.

**Other specific duties:**

* To carry out the duties in the most effective, efficient and economic manner available.
* To continue personal development in the relevant area.
* To participate in the staff, review and development appraisal process.
* To undertake Safeguarding and H&S training

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

# Person Specification

## A. Experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Essential** | **Desirable** |  | **Source** |
|  |  |  | A | = Application |
|  |  |  | I | = Interview |
|  |  |  | R | = References |
|  |  |  | T | = Task/Observation |
|  |  |  | P | = Presentation |
| Experience of working and interacting with children of a relevant age and or learning need | E |  | A, I | |

## B.

## Training and Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| NVQ level 1 or equivalent qualification or a comparable level of experience | E |  | A, I |
| Basic level of literacy & numeracy | E |  | A, I |
| Willingness to undertake further relevant teacher assistant training |  | D | I |
| Willingness to undertake basic first aid |  | D | A, I |

## C.

## Knowledge and Understanding

Applicants should be able to demonstrate knowledge & understanding of the following areas relevant to the post.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Knowledge of basic Health and Safety |  | D | A, I |
| Basic knowledge of how to use ICT to support learning | E |  | A, I |
| Understanding of how to use relevant equipment/resources | E |  | A, I |
| Some knowledge of children’s games and activities | E |  | A, I |
| A knowledge of the national/foundation stage curriculum and other basic learning programs |  | D | A, I |
| Understanding of relevant policies, codes of practice and awareness of relevant legislation |  | D | A, I |
| Basic understanding of child development and learning processes |  | D | A, I |

## D.

## Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Ability to communicate with and relate well to pupils and adults | E |  | A, I |
| Ability to work under supervision and as a team member | E |  | A, I |
| Ability to work in accordance with the school’s health and safety policies | E |  | A, I |
| Ability to deal with minor injuries |  | D | A, I |

## E.

## Legal Issues

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Legally entitled to work in the UK | E |  | A, I |

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Further Safeguarding policies can be found at www.saintjames.wigan.sch.uk/

Candidates should also refer to ‘Guidance for safer working practice for those working with children and young people in education settings’ which can be found by following the link - <https://www.saferrecruitmentconsortium.org/GSWP%20Sept%202019.pdf>

Appointment to this post is subject to a satisfactory enhanced DBS check, 2 satisfactory references, and verification of qualifications.

# How to Apply

## Application Process

The application process for this role is a 2-stage process:

* Application form
* Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To submit your completed application form by e-mail to stpaulswigan-finance@ldst.org.uk.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role, if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas, outside the EEA, are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: Wednesday 30 November 2022 – 12 noon**

**Interview Date: Tuesday 6 December 2022**

### Start Date of Post: As soon as possible