

## Candidate Information Pack

### Teaching Assistant - SEND

*Jesus grew in wisdom and stature*

St James' House, 20 St James Road, Liverpool L1 7BY  
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## **Our Trust Prayer**

We thank you, God of Love, for the gift of children,  
Bless the work of our Trust, that in all we do  
young people may grow in wisdom and stature,  
and so come  
to know you,  
to love you  
and to serve you  
as Jesus did.

We make this prayer in his name who is God  
with you and the Holy Spirit, now and forever.

Amen

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# 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

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## Job Description

**Title:** Teaching Assistant - SEND (1 x permanent position and 1 x temporary maternity cover)

**Salary:** G2

**Hours:** 30

**Accountable to:** Headteacher

**Location:** St James' C of E Primary School

### **Main Purpose:**

- To work under the instruction/guidance of teaching/senior staff, to undertake care and support programs, to enable access to learning for pupils and to assist the teacher in the management of pupils. Work may be carried out in the classroom or outside the main teaching area.
- To give support for SEND pupils providing particular help for those students with learning difficulties and/or behavioral, social or physical disabilities, as required.

### **Main Duties: -**

#### **Support for pupils**

- Supervise and provide particular support for pupils, ensuring their safety and access to all learning and social activities.
- Assist with the development and implementation of Educational Healthcare Plan and/or Personal Care program.
- Establish constructive relationships with the pupil and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and to engage in classroom activities.
- Set challenging expectations of all pupils and promote self-esteem and independence.
- Give feedback to pupils in relation to progress and achievement, under the guidance of the teacher.

#### **Support for teachers**

The points below may apply to a specific pupil, but also to any other pupils working alongside:

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- Help to create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans, and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support the pupil/pupils to achieve learning goals.
- Assist with the provision of learning activities, when appropriate.
- Help to monitor pupils' responses to learning activities and record achievement/progress as directed.
- Provide detailed and regular feedback to the teacher on pupils' personal development.
- Promote good pupil behaviour, dealing promptly with any conflict or incidents, in line with school policy. Encourage pupil/s to take responsibility for their own behaviour.
- Establish constructive relationships with parents.
- Help to provide basic administrative support, such as photocopying, on occasions and as appropriate.

**Support for the curriculum**

- Deliver structured and agreed learning activities/teaching programs, adjusting these as necessary to meet and address the needs of the pupil/pupils.
- Deliver programs linked to local and national strategies, for example the National Curriculum and/or the Early Years Foundation Stage curriculum.
- 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.

**Support for the school**

- 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.
- To carry out the duties in the most effective, efficient and economic manner available.
- 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.

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'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.'

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 schools website

[www.saintjames.wigan.sch.uk](http://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%20May%202019%20final.pdf>

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

## Person Specification

### 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 learning need	E		A, I

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## B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 2 or equivalent qualification for teaching assistant or willingness to work towards		D	A, I
Willingness to undertake basic first aid	E		A, I
Basic level of numeracy and literacy	E		A, I
Good spoken English	E		T, O, A, I

## C. Knowledge and Understanding

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

	Essential	Desirable	Source
Secure knowledge of safeguarding and child protection procedures.	E		O, A, I
Understanding of child development and learning processes	E		T, O, A, I
Strong understanding and passion for promoting children's emotional well-being.	E		A, I
Knowledge of basic Health and Safety		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
Enthusiastic, skillful and dedicated staff member, committed to providing	E		T, O, A, I

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the highest quality care to our children and families.			
Excellent work ethic.	E		O, A, I
Ability to communicate with and relate well to children and adults.	E		O, A, I
Ability to work under supervision and as a team member.	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to deal with minor injuries	E		A, I

## E. Legal Issues

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

## 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 ask any questions, or to submit your completed application form, please email [stjameswigan@ldst.org.uk](mailto:stjameswigan@ldst.org.uk)

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Liverpool Diocesan Schools Trust

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: Thursday 9<sup>th</sup> July 2020**

**Interview Date: Monday 13<sup>th</sup> July 2020**

**Start Date of Post: Tuesday 1<sup>st</sup> September 2020**

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