

Candidate Information Pack

Teaching Assistant TA2

Jesus grew in wisdom and stature

St James' House, 20 St James Road, Liverpool L1 7BY
contact@ldst.org.uk | www.ldst.org.uk

Liverpool Diocesan Schools Trust is a company limited by guarantee. Company Number 09235635

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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Liverpool Diocesan Schools Trust

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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About St James' CE Primary School

Teach children how they should live, and they will remember it all their lives.

Our mission is to see each child reach their full potential within a secure and caring environment. We seek to develop in our children an understanding of the Christian faith. We aim to be a welcoming and stimulating school that has strong links with home, our churches and the wider community.

Our school is a popular and successful school. As a Church of England school our Christian values underpin all that we do, and we have close links with local churches. We joined LDST in March 2018 to deepen these links and to continue to improve the education we provide to our children.

We are very proud of our May 2016 OFSTED where we were rated as Good. This rating rewards the hard work and commitment of our staff to school improvement. We will continue improving and reach our goal of being Outstanding, so that all our children reach their full potential.

Our staff are committed to raising standards for all pupils. They pride themselves on working effectively together and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning. To facilitate this, we take full advantage of our fantastic surroundings. By integrating these into learning we provide a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight into what makes us a truly successful and happy school.

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Liverpool Diocesan Schools Trust

Job Description

Title:	Teaching Assistant Level 2
Salary:	G3 (scp 3 – 5) £18,562 - £19,312 per annum (pay award pending)
Hours:	33 hrs term time only (£13,842 - £14,402 per annum, pro-rata, pay award pending)
Accountable to:	Phase Leader, Deputy Headteacher and Headteacher
Location:	St James' C.E. Primary School, Tyrer Avenue, Wigan, WN3 5XE

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 supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
- To 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 provide specialist support to students with barriers to learning on a one-to-one basis, in a small group or in or out of the classroom
- 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 assist with the planning of learning activities.
- 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.

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- 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

- 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.
- 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.

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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 2 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

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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.

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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, please email stjameswigan-finance@ldst.org.uk or contact the School Office on 01942 703952.

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: 14th February 2022 at 9:00 a.m.

Interview Date: To be confirmed

Start Date of Post: As soon as possible

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OF ENGLAND