

Candidate Information Pack

Teaching Assistant Level 1

Jesus grew in wisdom and stature

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



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 (Level 1)

Salary: G2 (Point 2) £11,749.73 per year

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 all pupils to access learning; work may be carried out in the classroom or outside the main teaching area.

To assist the teacher in daily classroom management.

To give support for all pupils, including those with SEND.

Main Duties:

- 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 as appropriate.
- To respond appropriately to the individual needs of pupils including if required to attend to pupils' personal needs, which may include administering medicines and providing intimate care - toileting. To support children's social well-being and immediately report any problems to the teacher or appropriate safeguarding adult.
- To keep children safe, support and support their social well-being by **immediately** reporting any problems to the teacher or appropriate safeguarding adult.
- To ensure good conduct and discipline is always maintained, underpinned by the school's Christian values.
- To consistently follow the school's Behaviour Policy, ensuring it is implemented.
- To establish trusted relationship with pupils, acting as a role model.
- To work with individuals or small groups in the classroom as directed by the class teacher.
- To encourage pupils to interact with each other and engage with their learning.
- To record basic pupil data, as required.
- To prepare the classroom as directed in readiness for lessons.

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Liverpool Diocesan Schools Trust

- To provide any clerical/admin support for the teacher including photocopying, reprographics.
- To assist with first aid, sickness and other welfare issues.

Personal Attributes:

- Excellent work ethic and a 'Can do' attitude!
- Enthusiastic, skillful and dedicated staff member committed to providing the highest quality care to our children and families.
- Ability to communicate with and relate well to children and adults.
- Ability to work under supervision and as a team member.
- Ability to work in accordance with the school's health and safety policies.
- Ability to deal with minor injuries and administer medicines.

'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

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

A. Experience

Experience of working and interacting with children of a relevant age and learning need.

B. Training and Qualifications

- NVQ level 2 or equivalent qualification for teaching assistant or relevant experience.
- Good spoken English.
- Good level of numeracy and literacy.
- Willingness to undertake basic first aid training.

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C. Knowledge and Understanding

- Good knowledge of safeguarding and child protection procedures.
- Understanding of child development and learning processes.
- Strong understanding and passion for promoting children's emotional well-being.

D. Legal Issues

Legally entitled to work in the UK.

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

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: 3pm Friday 22nd November 2019

Interview Date: Thursday 28th November 2019

Start Date of Post: As soon as possible follow successful completion of all safeguarding checks.

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