# **Teaching Assistant Level 2**

**1:1 Support**

# **Candidate Information Pack**

# **Holy Trinity**

# **Church of England**

# **Primary School**



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Southport

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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.

What is our Purpose?

**Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.**

We do this through:

* Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
* Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
* A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
* Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

* We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
* We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
* We celebrate **diversity**, **address inequality**, **overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
* Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning.**
* Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
* We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements.**
* We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
* Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence.**

Our Core Values

**We value Difference**

We are respectful of the:

* **Uniqueness** of each individual school
* **Differences** within each school and community

**We value Local**

* Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

**We value Collaboration**

* We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

**We value Inclusion**

* We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
* We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none.

**We are a fully inclusive organisation and encourage applications from individuals from minority communities and all faiths and none.**

About Holy Trinity Church of England Primary School

**Our Vision Statement**

***At Holy Trinity Church of England Primary School, every child is recognised as a unique individual. We celebrate and welcome differences within our diverse school community, encouraging all to grow and flourish as precious children of God. Learning is centred around experiencing the joy of discovery. The ability to learn is underpinned by the teaching of skills, knowledge, concepts, and values, with a vision to prepare our children to be life-long learners, rooted in our school motto: To be the best we can be: For God, for others and for ourselves.***

Holy Trinity CE Primary School is a one form entry, popular school in the middle of Southport. As an academy within the Liverpool Diocesan Schools’ Trust, we are ambitious for the very best knowledge-based education for our children. We have recently been graded ‘A Good School’ by both OFSTED and SIAMS. We are fortunate to have a vibrant, happy, and diverse school community with children here whose families come from all over the world. As such, we are passionate about being active global citizens.

We have a strong vision for a world class curriculum, based on the latest research that meets the needs of all of our children. We have many exciting initiatives underway to engage our children in reading across and beyond our curriculum. As a Maths mastery school, we have been involved in developing our Maths curriculum that has transformed the teaching of Maths in the last three years. As a result, our children make excellent progress.

As a school that believes in enabling all pupils and adults to flourish in the widest possible sense, we are part of the Children’s University, promoting active engagement in a wide range of school clubs and community activities.

All members of staff at Holy Trinity are highly motivated to ensure our children are happy and fulfil their potential, academically and socially. Our pupils are well behaved, articulate, extremely positive and enjoy learning. If you have excellent interpersonal and communication skills and would like the opportunity to thrive in our welcoming school, where CPD is highly valued for all members of our school community, we look forward to receiving your application.


Job Description

**Title: 1:1 Teaching Assistant Level 2**

 **Fixed Term until 31st August 2025**

**Salary: Grade D Level 6 £25,183 (PRO RATA)**

**Hours: 30 hours a week – Term time only (8.30am-3.30pm)**

**Accountable to: Headteacher**

**Location: Holy Trinity Primary School, Southport**

**What are we looking for?**

The Head teacher of Holy Trinity Church of England Primary School and Liverpool Diocesan Schools Trust wish to appoint a creative, highly motivated and inspirational Teaching Assistant to join our hard working and dedicated team.  We are currently looking for someone who is able to provide **1:1 support for a child under the direction of the class teacher and the SENDCO**

**What can we offer?**

* A forward thinking and vibrant school community that puts children and families at its heart and believes in the power of education in transforming futures.
* High quality support and professional leadership development from the extensive expertise within the Liverpool Diocesan Schools Trust and its schools.
* A hard working, warm and friendly staff, governors and school community, committed to the flourishing of its children and adults.
* Involvement in forward thinking curriculum development, based on the latest educational research.

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 we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references and Enhanced DBS and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.

**JOB PURPOSE**

To work with and supervise individuals under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.

**MAIN DUTIES**

# **Support for the Pupil**

* Provide 1:1 support for a child under the direction of the class teacher and the SENDCO
* Establish good working relationships with pupils, acting as a role model
* Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
* Promote inclusion and acceptance of all pupils
* Encourage pupils to interact with others and engage in activities led by the teacher
* Promote self-esteem
* Support self-care and independence
* Provide personal care for the pupil where required
* Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
* To support pupils at break time / lunch time with structured lunch time activities
* Attend meetings with outside agencies and put recommendations into place.
* Attending SEND specific training and follow strategies and recommendations from specialist practitioners.
* Plan and assess interventions designed for small groups of children and 1:1 pupils.
* Follow pupil’s behaviour plans consistently.

# **Support for the Teacher**

* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
* In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
* Report pupil achievements, progress and issues as appropriate in agreed format.
* Undertake pupil record keeping as requested
* Administer routine primary tests
* Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
* Establish constructive relationships with parents/carers
* Keep parents updated on progress through home/school diary and attending meetings.
* Update assessment and support plans with class teacher.
* Provide minimal clerical/administration support
* Assist with the display of children’s work
* Log incidents on the school system of CPOMS.

# **Support for the Curriculum**

* Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles
* Together with another Teaching Assistant, and under the direction of a teacher, be responsible for groups of children to enable a teacher to have PPA time.
* Undertake learning support programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
* Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

# **Support for the School**

* Uphold the Christian values of our school and support its Christian
* distinctiveness.
* Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the school ethos, aims and school improvement plan
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities as required
* Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
* Accompany teaching staff and pupils on visits, trips and out of school activities as required

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

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| Holy Trinity Church of England Primary School | Essential (E)orDesirable (D) |
| Qualifications and ExperienceNVQ or equivalent recognised qualification in childcare/ child development / education at least level 2G.C.S.E Mathematics and English or equivalent* Willingness to participate in relevant training and development opportunities
* Knowledge and experience of supporting children with SEN needs
* Willingness to undertake appointed person certificate in first aid administration
* • Recent experience of working in a school setting
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| **Professional Values and Practice*** Must be able to demonstrate the following:
* High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
* Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners
 | **E****E** |
| Knowledge and Skills:Good numeracy/literacy skillsAbility to observe and monitor progress, and maintain records Able to maintain confidentialityWillingness to support additional offsite educational activities Have good communication and expressive skills. Model exemplary behaviour; supervise children, encourage good social skills and adhere to defined standards Liaise and communicate effectively with others Demonstrate good organisational skills • Work with an individual or a group Teach new concepts as agreed with the class teacher Implement strategies for developing writing, reading, and number skills  Extend children’s thinking skillsAssess children’s understanding Discuss with children their understanding of learning objectives; Suggest ways of developing their learning; Able to develop good personal relationships within a team Able to establish and develop positive relationships with parents, governors and the community.Knowledge and understanding of:Supporting children with Special Educational Needs The Primary school curriculum and other basic learning programmesHow to support children in literacy and numeracy How children learn and how to motivate themChild development and the ways in which children learnThe roles played by various adults in a child’s educationKnowledge of relevant policies/codes of practice and awareness of legislation* Aware of safeguarding procedures and how to provide a safe environment for children
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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 ask any questions, arrange a school visit or to submit your completed application form, please email belinda.wood@ldst.org.uk or call 01704 538366.**

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: Tuesday 16th July 2024 at 12 noon**

**Interview Date: Friday 19th July.**

**Previous applicants may re-apply.**

**Start Date of Post: September 2024**

**Telephone school office on 01704 538366 or email Belinda Wood on** **belinda.wood@ldst.org.uk** **to arrange a visit.**