



# Candidate Information Pack

## Teaching Assistant

Closing date for applications: Monday 2nd December





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**Acre View**  
Primary School

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# Welcome From Our Headteacher

## Dear Candidate,

I am delighted that you are interested in joining our organisation in the role of **Teaching Assistant**. I hope that this information pack gives you a flavour of the role and of the school.

It gives me great pleasure to introduce you to Acre View Primary School. Acre View Primary School is a new school in the beautiful village of Lydiate in Sefton. Purposefully rebuilt and remodelled, we support pupils with social and communication difficulties, with a focus on Autistic Spectrum Conditions comorbid with complex learning, sensory and emotional needs, across a range of cognitive abilities. Flexibility, humour and willingness to go the extra mile are essential for staff to ensure a high standard of support for all our pupils.

To excel in this role, you will have experience of working with children or adults in challenge. This could be in a classroom environment, preferably with pupils who have special educational needs, across a range of cognitive abilities.

You will possess patience, energy and enthusiasm and will be keen to engage our pupils outdoor pursuits, life skills activities, sports and creative learning.

As a team, we are driven to inspire and motivate pupils, ensuring they are equipped with knowledge, skills and experiences which will help them achieve their goals and ultimately reach their full potential. We understand that each child and young person is different and has individual needs. Therefore we tailor teaching, learning and therapeutic interventions - making activities accessible so pupils can flourish and thrive.

We offer you the highest training opportunities within a team of fantastically skilled members of staff who put children first and foremost. Our pupil centered approach can be intensive yet rewarding, we are a real team with mutually supportive members who listen to and learn from each other.

This exciting opportunity of starting at 'day one' allows the successful candidate to be a part of a positive and highly effective team,

If you are an effective TA who is considering applying to for this essential role, please email our HR Department at [schooloffice@acre-view.co.uk](mailto:schooloffice@acre-view.co.uk) to arrange a discussion with myself with regards to the role and to receive the information pack and application form.

With warm regards,

**Liz Wynne**

Head Teacher of Acre View Primary School



# About Our New School

**Our dedicated staff will be committed to supporting children towards making outstanding social, emotional and academic progress.**

At Acre View Primary School, the well-being of children will be at the heart of what we do, our aim is to support children becoming happy, confident and safe.

This means we will focus on ensuring pupils are healthy, aspiring, nurtured, responsible, respected and included.

We will work hard to foster positive relationships and to promote a calm and caring environment, in order for our children to achieve their potential, to be healthy and to live fulfilling lives.

Our high aspirations for our children will be soundly reflected within the caring, organised and effective ethos which will be led from the top. This will include a dynamic vision for the set up and development of the new school.

- ✓ Learning to be **understanding** and **responsible**;
- ✓ **Including all**;
- ✓ **Being friendly, fair** and **respectful**;
- ✓ **Being engaged** and **resilient** learners.



# EMPLOYEE BENEFITS

## Looking after you and your health

- All employees are enrolled (free of charge) into our **Healthcare Scheme** – provided by Benenden Healthcare. From day 1 of your employment, and through your Benenden membership, you can:
  - ✓ Get access to and **talk to a GP 24/7** and a **24/7 mental health helpline**
  - ✓ Get **care planning and social care advice**
- ... And after 6 months of employment and membership of Benenden, you can:
  - ✓ Get access to **medical diagnostics** (when the wait on the NHS is over 3 weeks)
  - ✓ Get support with **medical treatment and surgery** (when the wait on the NHS is over 3 weeks)
  - ✓ Get access to **physiotherapy** and **mental health counselling support**

## Looking after you and your family in the difficult times

- All employees are enrolled (free of charge) into our **Group Life Assurance Scheme** – provided by Unum. After 6 months of employment, and through Unum, if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

## Saving for the future

- All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.
- The School will match your contributions (like for like) to your private pension up to **7%** of your annual salary.

## Building your capability

- From day 1 of your employment you will be supported with your
- **Continuous Professional Development**, with a focus on supporting you
- to build your personal levels of capability; helping you to become the
- **best version of you that you can be.**

# Role Overview & Application Process

**We are seeking to appoint a talented Teaching Assistant**

**Closing Date: Monday 2nd December**

**Start Date: January 2025**

**Salary: £20,417.88 - £23,415.00 (pt12- pt16)**

**Contract Type:** 44.6 weeks (Term Time only) working 35 hours per week on a permanent contract

## **Role Overview:**

Due to the opening of our new school , a fantastic opportunity has arisen for a **Teaching Assistant** to join our school.

To excel in this role you will have proven experience of working in a classroom environment and 1:1, preferably with pupils who have special educational needs including ASD, learning difficulties and/or behavioural difficulties.

You will possess patience, energy and enthusiasm and be prepared to engage young people with significant complex needs in sports, the creative arts, outdoor pursuits and life skills activities.

## **Application Process:**

An application form can be complete online via the charity website and further information can be downloaded from: <https://form.jotform.com/230594201621345> or contact [schooloffice@acre-view.co.uk](mailto:schooloffice@acre-view.co.uk). **The School does not accept CVs.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to rigorous recruitment & online checks. Acre View Primary School is an exempt employer as defined in the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and as such, we have a lawful basis for requesting an enhanced DBS disclosure certificate for all employees.

**We reserve the right to close this vacancy early if we receive sufficient applications for the role.**

**Therefore, if you are interested, please submit your application as early as possible**

# Person Specification

## Teaching Assistant



### Person Specification – Teaching Assistant (Level 2)

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	<b>Essential</b> These are qualities without which the applicant could not be appointed	<b>Desirable</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of Assessment</b>
<b>Qualifications &amp; experience</b>	<ul style="list-style-type: none"> <li>Educated to at least GCSE Grade C standard or equivalent in English and Mathematics</li> <li>Experience of working with children/young people.</li> </ul>	<ul style="list-style-type: none"> <li>First Aid qualification or willingness to gain one.</li> <li>Experience of working with in a school or similar establishment.</li> <li>NVQ 2 for Teaching Assistants or equivalent qualification and/or experience.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Production of Academic Certificates</li> <li>Professional References</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>A diplomatic and patient approach.</li> <li>Able to appropriately deal with confidential information / situations.</li> <li>Able to follow direction from Line Manager.</li> <li>Ability to show initiative and to prioritise one's own work and meet required deadlines.</li> <li>Efficient and meticulous in organisation.</li> <li>Desire to enhance and develop skills / knowledge through CPD.</li> <li>Evidence of excellent attendance and punctuality record.</li> <li>Commitment to the highest standards of child protection.</li> <li>Recognition of the importance of personal responsibility for Health &amp; Safety.</li> <li>Commitment to the School's ethos, aims and its whole community.</li> </ul>	<ul style="list-style-type: none"> <li>Basic understanding of child development and learning principles.</li> <li>Working knowledge of behaviour management strategies.</li> <li>Working knowledge of national curriculum and other basic learning programmes / strategies.</li> <li>Working knowledge of relevant policies and procedures and legislation.</li> <li>Knowledge of an additional language.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>Professional References</li> </ul>

# Person Specification (Cont.)



	<b>Essential</b> These are qualities without which the applicant could not be appointed	<b>Desirable</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of Assessment</b>
<b>Knowledge &amp; Skills (Cont.)</b>	<ul style="list-style-type: none"> <li>• Ability to use basic ICT packages and equipment effectively.</li> <li>• Ability to absorb and understand a wide range of information.</li> </ul>		
<b>Personal Competencies &amp; Qualities</b>	<ul style="list-style-type: none"> <li>• A diplomatic and patient approach.</li> <li>• Able to appropriately deal with confidential information / situations.</li> <li>• Able to follow direction from Line Manager.</li> <li>• Ability to show initiative and to prioritise one's own work and meet required deadlines.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Desire to enhance and develop skills / knowledge through CPD.</li> <li>• Evidence of excellent attendance and punctuality record.</li> <li>• Commitment to the highest standards of child protection.</li> <li>• Recognition of the importance of personal responsibility for Health &amp; Safety.</li> <li>• Commitment to the School's ethos, aims and its whole community.</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• Professional References</li> </ul>



## Person Specification (Cont.)

	<b>Essential</b> These are qualities without which the applicant could not be appointed	<b>Desirable</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of Assessment</b>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Positive attitude and approach</li><li>• Enjoy working with children</li><li>• Take delight in celebrating children's progress</li><li>• Motivation to work with children and young people.</li><li>• Ability to form and maintain appropriate relationships with children and young people.</li><li>• Emotional resilience in working with challenging behaviours.</li><li>• Positive attitude to use of authority and maintaining good behaviour.</li><li>• Sense of humour</li><li>• Patience</li><li>• Willingness to work as a member of a team</li></ul>	<ul style="list-style-type: none"><li>• Willingness to take part in extra curricular activities</li><li>• Adaptable and flexible</li></ul>	<ul style="list-style-type: none"><li>• Contents of the Application Form.</li><li>• Interview</li><li>• Professional references</li></ul>

# Job Description



## Job Description– Teaching Assistant (Level 2)

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Summary of The Role:</b>	The Teaching Assistant will be expected to assist and supplement the efforts of the teaching staff in providing for the physical, intellectual, social and special educational needs of the pupils, with specific reference to the following areas.
<b>Line Management Responsibility To:</b>	The Teaching Assistant will be directly responsible to an Head teacher or Deputy Head through the Class Teacher.
<b>Job Purpose:</b>	<p><b>The Teaching Assistant is responsible for:</b></p> <ul style="list-style-type: none"><li>• Providing assistance in the teaching and learning of students under the instruction of the class teacher in order to enable access to learning and maximise achievement.</li><li>• Providing support in classroom management and in the supervision of students, while maintaining a purposeful, orderly and supportive environment.</li><li>• Carrying out work, support programmes and care for students.</li><li>• Contributing to the overall ethos, work and aims of the school</li></ul>
<b>Duties &amp; Responsibilities:</b>	<p><b>Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Principal and Line Manager:</b></p> <ul style="list-style-type: none"><li>• The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.</li><li>• To uphold the school's policy in respect of child protection matters.</li><li>• S/he shall be subject to all relevant statutory and institutional requirements.</li><li>• The post holder may be required to perform any other reasonable tasks after consultation.</li><li>• This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.</li><li>• This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.</li><li>• All staff participate in the school's performance management scheme.</li></ul> <p><b>Operational duties and responsibilities:</b></p> <ul style="list-style-type: none"><li>• To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.</li><li>• To understand and implement the school's Behaviour Policy and Code of Conduct including the issuing of rewards and sanctions within the school's policies and procedures</li></ul>

# Job Description (Cont.)

## **Duties & Responsibilities (Cont.):**

- To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- To understand and implement the school's Behaviour Policy and Code of Conduct including the issuing of rewards and sanctions within the school's policies and procedures.
- To ensure that students are aware of the school's Behaviour Policy and Code of Conduct, and support students to comply with them and to understand the consequences of their behaviour.
- To report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- To supervise and provide support to individuals and groups of students including those with special educational needs (SEN) ensuring their safety and access to learning activities, and encouraging them to become independent learners within their own ability.
- To contribute to the learning, personal, physical and social needs of students, while encouraging independence.
- To be aware of and respond appropriately to individual student's needs.
- To attend to and implement the personal and physical needs of students including health and hygiene matters.
- To encourage the acceptance and integration of all students ensuring equal access to opportunities to learn and develop and compliance with school policies.
- To liaise with Line Manager, relevant teaching staff and other professionals in making support effective and efficient.
- To work to establish a supportive relationship with parents/carers in order to facilitate good and constructive links between home and school.
- To support teaching staff in respect of planning, preparation, assessment and administration.
- To assist with the preparation, maintenance and use of teaching materials and equipment and tidy away materials/equipment as required.
- To produce additional curriculum materials as required to support teaching programmes.
- To contribute to the planning and review of lessons, activities and/or support programmes.
- To undertake pre-determined learning activities and teaching programmes for individuals and groups of students under the guidance of the class teacher, including those linked to national and local learning strategies.
- To assist students to learn as effectively and independently as possible, both in group situations and on their own such as clarifying and explaining instructions, hearing students read.
- To adopt appropriate strategies and approaches to support and assist students achieve their learning goals.
- To adjust learning activities and programmes to assist students achieve their goals.
- To ensure students are able to use the equipment and materials and assisting where students are uncertain such as with meanings of words, spelling, presentation

# Job Description (Cont.)



**Acre View**  
Primary School

## Duties & Responsibilities (Cont.):

- To use ICT effectively to support learning activities and develop students competence and independence in its use.
- To supervise and to assist students to concentrate on and finish the work set.
- To motivate and encourage students, and help them to develop their self-esteem and interaction with others.
- To maintain awareness and records of student progress, achievement and problems, and provide verbal and written feedback as required.
- To contribute to individual education plans (IEPs) and individual behaviour plans for students.
- To participate in reviews for students as required.
- To provide assistance in the supervision of students during break times / lunchtimes as required.
- To put up and maintain appropriate displays within the school.

### **Administrative duties and responsibilities:**

- To undertake a range of clerical and administration tasks as required e.g. photocopying, word-processing, filing, faxing, collation of student reports, administering coursework, collecting and recording payments.
- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines including returns and reports.
- To input and extract information from other school's database system/s.
- To collate information, statistics and prepare reports as required by Line Manager, Head Teacher and the Governing Body.
- To maintain both manual and computerised record and filing systems in line with requirements.

### **General duties and responsibilities:**

- To attend parents' evenings, open days and meetings with parents/carers and other professionals as required.
- To assist in escorting students on educational visits and to participate in extra-curricular activities as required.
- To invigilate school and public tests as required.
- To attend relevant meetings and training sessions.
- To undertake first aid training and responsibilities as required.
- To keep abreast of developments and changes in post holder's field and communicate to colleagues.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Head Teacher and Governors shall from time to time reasonably require.





**Acre View Primary School**  
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The information in this brochure is correct at the time of publication. Subject to change. E&OE

