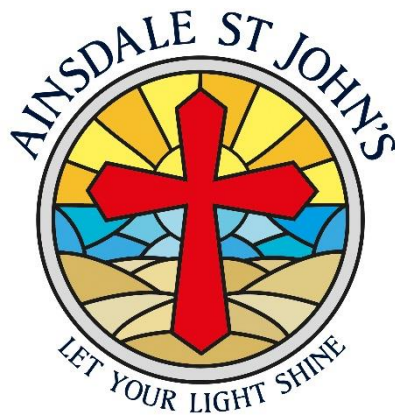


Fixed Term Teaching Assistant

Candidate Information Pack

Ainsdale St. John's

CE Primary School



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

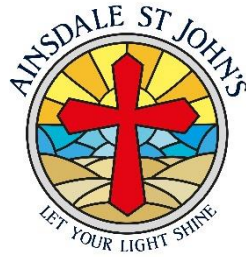
We value Inclusion

- 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.

About Ainsdale St. John's



Ainsdale St. John's CE Primary School is a small school set in the heart of the village of Ainsdale, a suburb of Southport.

Visitors often comment on the warm welcome they receive when they visit. As a team, staff and children share the joy of learning together and making memories along the way.

Our number one priority is building strong relationships, from those solid foundations together we can achieve anything, and our high expectations mean that we definitely do! We work closely with our parents, governors and St. John's Church to ensure our children see school as a continuation of their home life...a true family feel!

Our '**ASJ Way**' encourages each member of our school family to **Aspire** to **Shine** for **Jesus**. Our Christian values are a golden thread that run through what we do, day in, day out. Our 3 core Christian values of **courage**, **community** and **compassion** were decided on by our school community. They do not just form the basis of our policies they are lived and loved by all.

From these solid foundations, we have a broad and balanced curriculum which supports our children to achieve their aspirations. We aim to find and develop a personal strength in each child to ensure they have the confidence to believe that they can be the best that they can be and '**let their light shine**'.

This self-confidence enables our children to look to the wider community and suggest how they can make a difference on a local and global level. They are true change makers!

As a church school, our school offers an unconditional welcome to all children in our community, of any faith or none, and we place each child at the heart of all we do.

Mrs Lorna O'Brien
Headteacher

Job Description

Title: Teaching Assistant Level 2

Salary: Pay Band D SCP5 – SCP6

Hours: 27.5 per week, Monday to Friday 8.45am – 3.15pm, term time only, 38 weeks per year

(Start and end times can be adjusted slightly to suit flexible working, possibility of additional hours during lunch)

Accountable to: Headteacher

Location: Ainsdale St. John's CE Primary School

MAIN PURPOSE

To work with and supervise the physical/general care of individuals, and groups of children, under the direction the teacher. To take part in the planning, development and implementation of programmes of support for pupils with special educational needs.

MAIN DUTIES

Support for Pupils

Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.

Deal with the personal care and comfort of pupils as required in relation to welfare, health, hygiene, toileting, dressing, feeding, mobility and administering of medicines.

Establish good working relationships with pupils acting as a role model.

Encourage pupils to interact with others and engage in activities led by the teacher.

Assist with the development and implementation of SEND Support plans and Personal Care programmes.

Promote inclusion and acceptance of all pupils, self-esteem and independence.

Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.

Support the use of specialist equipment and procedures including, moving and handling to meet a child's individual needs.

Respond to pupils' minor medical problems administering basic first aid where appropriately trained.

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.

Assist with the display of children's work.

Provide detailed and regular feedback to teachers on pupils' achievements and progress in agreed format.

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.

Provide clerical/administrative support (e.g. photocopying, word processing, filing, collecting money etc.)

Undertake routine marking of pupils' work making note of the level of support given.

Establish constructive relationships with parents/carers.

Undertake pupil record keeping as requested.

To contribute to the review of pupils' needs.

Be involved in the planning, development and implementation of programmes of support for pupils with special educational needs.

To escort pupils as necessary and assist in movement around the school.

Support for the Curriculum

Provide support for structured and agreed learning activities.

Support English and maths teaching, recording achievements and progress and providing appropriate reports and feedback for the teacher.

Support the use of IT 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

To be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Contribute to the school ethos, aims and improvement plan.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn, develop and feel valued, respecting their social, cultural, linguistic, religious and ethnic background.

Work as part of a team appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Assist with the supervision of pupils out of lesson times, including before and after school, if appropriate, and within working hours.

Undertake personal development through training and other learning activities including performance management as required.

Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Assist with the organisation, routines and upkeep of the wider learning environment.

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, online checks, 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. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Person Specification – TA2 Ainsdale St. John's	Essential (E) or Desirable (D)
<p>Skills</p> <p>Communication & Influence</p> <ul style="list-style-type: none"> • Communicates in a clear, accurate and succinct manner to delivering information to the right person ensuring they understand the message. • Ensures that method of communication is appropriate to achieve the required result. • Provides factual information as requested or re-directs requests to a more appropriate person. <p>Team working</p> <ul style="list-style-type: none"> • Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area. • Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. • Actively listens to take account of others' views and opinions. • Works with the team to generate solutions and reach consensus. <p>Organisational Awareness</p> <ul style="list-style-type: none"> • Demonstrates a broad knowledge of the school's and Trust's activities and how they contribute to the school's performance as a whole. • Is able to describe the current activities in their area and whole school developments. • Demonstrates how own job performance contributes to the school's vision. <p>Adaptability</p> <ul style="list-style-type: none"> • Responds positively to change. • Helps others to understand the need and reasons for change. • Effectively implements new ideas and methods to adapt working practices. • Helps plan, develop, set up and monitor systems and processes to effect change. • Challenges conventional thinking and existing practices. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

Qualifications and Experience <ul style="list-style-type: none"> • NVQ 2 for Teaching Assistant or equivalent qualification/experience • Level 2 qualification or equivalent in Maths/numeracy and English/literacy • Training in relevant learning strategies e.g. literacy / numeracy. • Experience working with and or caring for children of relevant age/subject area in an educational setting • Experience of resource preparation to support learning programmes. • Experience with speech and language programmes desirable. • Willingness to undertake appropriate first aid training. • Experience of using technology in educational setting. • Willingness to participate in relevant training and development opportunities. 	D E D E E D D D E
Knowledge and Understanding <ul style="list-style-type: none"> • Understanding and working knowledge of national/foundation stage curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas etc. • Understanding and working knowledge of principles of child development and barriers to learning. • Understanding of the range of support services/providers. • Understanding of inclusion, especially within a school setting. • Ability to relate well to children and adults. 	D E D E E
Professional Values and Practice <ul style="list-style-type: none"> • Demonstrates high expectations for all pupils. • Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for them development as learners. • Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice. • Ability to improve your own practice through observations, evaluation and discussion with colleagues. 	E E E E

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 ASJ.recruitment@ldst.org.uk or call 01704 578427.

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 are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: Friday 7th March, 9.00am

Shortlisting Date: Morning of Friday 7th March

Interview Date: Monday 10th March

Start Date of Post: As soon as possible following successful interview

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen