

Teaching Assistant

Candidate Pack

Salary: SCP 5-6 £25,583 —
£25989.00 FTE (£19001 -
£19301 pro-rata)

Contract Type: Permanent

Contract Term: 32.5 hours
per week, Term Time Only

Location: Litherland High
School, Litherland Campus,
Sterrix Lane, L21 0DB



JOB TITLE

Salary

SCP5-6 £19,001-19,301 pro-rata

Contract Type

Permanent

Hours

32.5 hrs per week, Term Time Only

Closing Date

Monday 8th December 2025, 9am

About us

Litherland High School is a vibrant and thriving community of wonderful children and fantastic, caring staff which we affectionately call our 'Livo Family'.

Our school ethos is very much built around our dedication to the academic success of our children whilst maintaining outstanding pastoral care and support. Our staff know our children and families exceptionally well and in doing so, we develop strong relationships which underpin the achievement of our students. We take our role as a central part of the local community extremely seriously and we genuinely believe our school is unique in the strength of the bonds between staff and students.

Our school values are 'Kindness, Integrity, and Tenacity', and we endeavour to keep these values at the heart of our actions, and encourage our children to do the same.

We know that academic success is the key to a bright and exciting future for our children, and we have worked tirelessly to make sure that our academic and wider curriculum fully prepares our students to meet the challenges ahead. Our staff are 100% committed to supporting our children to achieve their potential and become the very best versions of themselves.

What are we looking for?

We are seeking a caring and dedicated **Teaching Assistant** to join our supportive team. We are looking for a compassionate and committed person to provide support to students. This is a rewarding opportunity to make a real difference in a child's school experience. This will involve working with the teacher to plan and deliver activities and supporting the pupil with routines, transitions and behaviour management.

About The Heath Family Trust

Join The Heath Family Trust and be part of our commitment to giving our pupils the best start in life, a mission deeply rooted in our core values. Here, you'll find a supportive environment where we collectively hold ourselves and each other to the highest standards.

We value:

- Clarity: ensuring clear communication and purpose in all we do.
- Collaboration: fostering teamwork and shared success across all levels.

Accountability: championing a culture where we all take ownership and responsibility.

Across our Trust, our dedication to academic rigour underpins every aspect of our work. We offer a strong CPD programme for teachers at every stage of their career, empowering staff to flourish in their practice and grow as future leaders.

Job Description

JOB PURPOSE

To work with and supervise individuals and groups of children 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

- Establish good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
- Provide specific support to pupils dependant upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher

Support for the Teacher

- Provide minimal clerical/administration support.
- Assist with the display of children's work
- 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 and invigilate exams
- 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

Job Description

Support for the Curriculum

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles
- Undertake literacy/numeracy 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

- 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 development/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.

Person Specification

	Essential (E) or Desirable (D)
<u>Skills</u> Ability to work effectively within a team environment, understanding classroom roles and responsibilities Ability to build effective working relationships with all pupils and colleagues Ability to promote a positive ethos and role model positive attributes Good personal numeracy and literacy skills	E E E E
<u>Knowledge and Understanding</u> General understanding of national curriculum and other basic learning programmes/techniques (within specified age range/subject area) General awareness of inclusion, especially within a school setting Experience of resources preparation to support learning programmes Effective use of ICT to support learning Understanding of other basic technology	D E D E D
<u>Qualifications and Training</u> Experience of working with and/or caring for children within specified age range/subject area or NVQ II or equivalent in teaching assistance Above within an educational setting Willingness to participate in relevant training and development opportunities Training in the literacy/numeracy strategy Training in special educational needs strategies Willingness to undertake appointed person certificate in first aid administration	D D E D D D
<u>Professional Values and Practice</u> 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 Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning Able to improve their own practice through observations, evaluation and discussion with colleagues	E E E E

How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs.

Please email your completed application to recruitment@theheathfamily.org.uk.

Application closing date: Monday 8th December 2025, 9am

Shortlisting Date: Tuesday 9th December 2025

Interview Date: Friday 12th December 2025

About the Trust



Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

Academic rigour is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

With kindness: we look out for each other.

With integrity: we do the right thing.

With tenacity: we do what it takes.

✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

We Offer:



- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance and employee wellbeing
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Appropriate pension scheme
- ✓ Employee Assistance Programme (EAP)



