Candidate Information Pack

Teaching Assistant

Closing Date for Applications: Monday 9th November at 9am

Acre View
Primary School

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Welcome From Our Head Teacher

Dear Candidate,

I am delighted that you are interested in joining our organisation. This information pack provides a flavour of the role and our school.

It gives me great pleasure to introduce you to Acre View Primary School. Acre View Primary School is a new school located in the beautiful village of Lydiate in Sefton.

We cater to primary-aged children with a range of complex Special Educational Needs and Disabilities. Our support extends to pupils with social and communication difficulties, Autistic Spectrum Condition, ADHD, PDA, SEMH, and related learning, emotional, sensory, and motor needs, across a range of cognitive abilities.

As a team, we are driven to inspire and motivate pupils, ensuring they are equipped with the knowledge, skills, and experiences necessary to achieve their goals and reach their full potential. We understand that each child and young person is unique and has individual needs. Therefore, we tailor our teaching, learning, and therapeutic interventions to make activities accessible, allowing pupils to flourish and thrive.

We offer the highest training opportunities within a team of exceptionally skilled staff members who prioritise children above all else. Our pupil-centred approach can be intensive yet rewarding. We are a cohesive team with mutually supportive members who listen to and learn from each other.

If you wish to discuss this role further please contact the school on 0151 317 3370 or SchoolOfiice@acre-view.co.uk.

With warm regards,

Liz Wynne
Head Teacher of Acre View Primary School

About Our School

Acre View
Primary School

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

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

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

We 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 are soundly reflected within the caring, organised and effective ethos which is led from the top.

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

Employee Benefits

Acre View Primary School

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**
- ✓ 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**

School Facilities

You will also have access to a **free school lunch** – a choice of hot meal, salad bar, sandwiches and wraps as well as a selection of cakes

We offer half-termly **well being afternoons** for our staff where they can take part in a variety of activities such as yoga, golf … and more!

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**.

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 Aviva. After 6 months of employment, and through Aviva if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

Annual Leave

All employees who work a 52 week contract with annual leave entitlement can take up to **5 days** (pro rata) of their holiday entitlement **during term time**.

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.

*Please note, Employee Benefits are subject to change from time to time and are non-contractual.

Role Overview & Application Process

Acre View
Primary School

We are seeking to appoint a talented Teaching Assistant

Closing date for applicants: Monday 9th November at 9am

Interview Date: Wednesday 11th November

Salary: £22,806.00 to £25,210.00 (pt 12-16)

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

Role Overview:

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:

Application forms and further information can be found via the school website: https://www.acre-view.co.uk/ or contact 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

Acre View Primary School

Person Specification – Teaching Assistant

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.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
• **Qualifications & Experience**	• Educated to at least GCSE Grade C standard or equivalent in English and Mathematics • Experience of working with children/young people.	• First Aid qualification or willingness to gain one. • Experience of working with in a school or similar establishment. • NVQ 2 for Teaching Assistants or equivalent qualification and/or experience.	• Production of the Applicant's Certificates
• **Knowledge & Skills**	• Understanding of a range of SEND needs (e.g., autism, ADHD, learning delays). • Knowledge of inclusive teaching approaches and how to adapt learning for different abilities. • Ability to differentiate tasks and scaffold learning appropriately. • Strong communication skills with pupils, staff, and parents/carers. Ability to build positive, trusting relationships with children. • Experience supporting behaviour using calm, positive, and proactive strategies. • Ability to follow EHCP targets, behaviour plans, and teacher instructions. • Accurate observation, record-keeping, and feedback skills. • Patience, empathy, and resilience in challenging situations. Understanding of safeguarding, child protection, and confidentiality procedures.	• Experience working specifically in a SEND or specialist provision setting. • Training in autism-specific approaches (e.g., TEACCH, PECS, social stories). • Knowledge of sensory needs and how to adapt the environment or use sensory resources • Experience supporting speech, language, and communication development • Understanding of SEN assessment tools or progress-tracking methods. • Ability to use visual supports confidently (now/next boards, timetables, task schedules) • Familiarity with regulation strategies such as Zones of Regulation. • Experience delivering small-group or 1:1 interventions.	• Contents of the Application Form • Interview • Professional References

Person Specification

Acre View Primary School

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	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Knowledge & Skills continued	• Understanding of safeguarding, child protection and confidentiality procedures. • Ability to work collaboratively within a team, including teachers, SENCOs, and external professionals.	• Willingness to undertake further training and professional development in SEND.	
Personal Competencies & Qualities	• A diplomatic and patient approach. • Able to appropriately deal with confidential information / situations. • Able to follow direction from Line Manager. • Ability to show initiative and to prioritise one's own work and meet required deadlines. • Efficient and meticulous in • organisation. • Desire to enhance and develop skills / knowledge through CPD. • Evidence of excellent attendance and punctuality record. • Commitment to the highest standards of child protection. • Recognition of the importance of personal responsibility for Health & Safety.		• Contents of the Application Form • Interview • Professional References

Person Specification

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	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Personal Competencies & Qualities Continued	• Commitment to the School's ethos, aims and its whole community. • Positive attitude and approach • Enjoy working with children • Take delight in celebrating children's progress • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships with children and young people. • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining good behaviour. • Sense of humour • Patience • Willingness to work as a member of a team		• Contents of the Application Form • Interview • Professional References

Job Description

Acre View Primary School

Job Description – Teaching Assistant 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.	
Summary of The Role:	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.
Line Management Responsibility to:	The Teaching Assistant (Level 2) will be directly responsible to a Headteacher or Deputy Head through the Class Teacher.
Job Purpose:	**The Teaching Assistant (Level 2) is responsible for:** • Providing assistant in the teaching and learning of students under the instruction of the class teacher in order to enable access to learning and maximise achievement. • Providing support in classroom management and in the supervision of students, while maintaining a purposeful, orderly and supportive environment. • Carrying out work, support programmes and care for students. • Contributing to the overall ethos, work and aims of the school.
Main Duties & Responsibilities:	**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:** • 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. • To uphold the school's policy in respect of child protection matters. • S/he shall be subject to all relevant statutory and institutional requirements. • The post holder may be required to perform any other reasonable tasks after consultation. • 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. • 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. • All staff participate in the school's performance management scheme. **Operational duties and responsibilities:** • 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 establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.

Job Description

Main Duties & Responsibilities (Cont.):	• 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 administer intimate care, when required. • 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. • 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.

Job Description

Main Duties & Responsibilities (Cont.):	• 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.

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The information in this brochure is correct at the time of publication. Subject to change. E&OE