1:1 Teaching Assistant

Candidate Pack

Salary

NJC SCP 7 £26,403

Contract Type

Fixed Term

Contract Term

32.5 Hours Per Week

Location

Litherland Moss Primary School,
Litherland Campus, Sterrix Ln,
Litherland, Liverpool L21 0DB

LITHERLAND MOSS
PRIMARY SCHOOL

About us

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

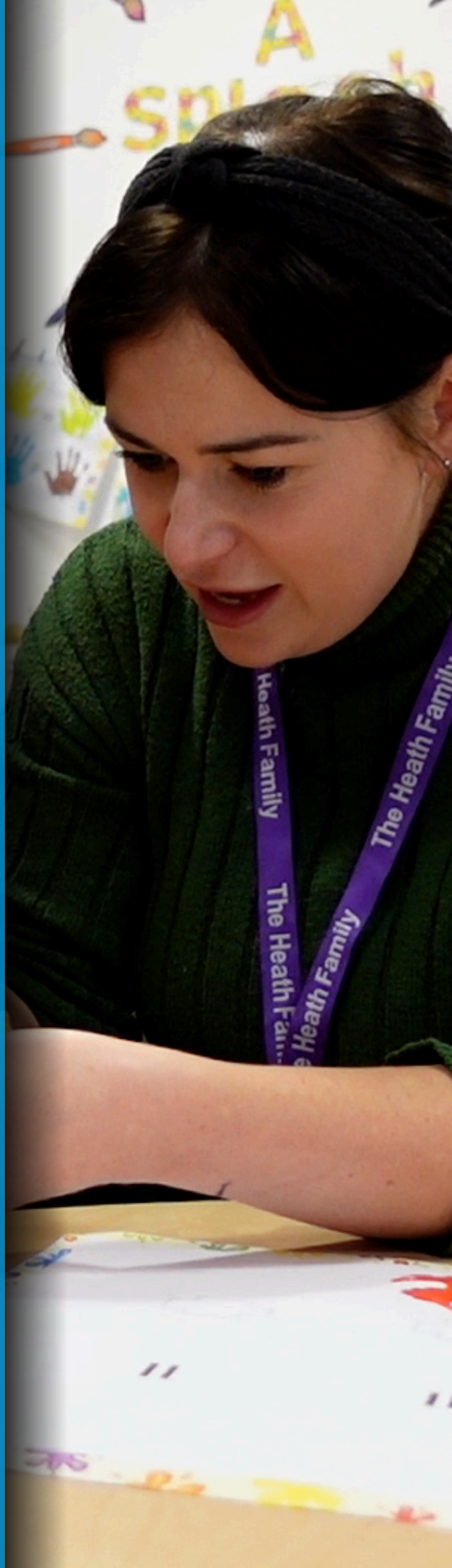
With kindness:
we look out for each other.
With integrity:
we do the right thing.
With tenacity:
we do what it takes.

WHAT WE DO

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

HOW WE WILL SUCCEED

Through clarity, collaboration, accountability, and academic rigour.



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. Your emotional wellbeing is important to us and we strive to balance work and life and nurture the best possible environment for high performance and job satisfaction
- Work laptop
- Car lease scheme
- Cycle to work
- Employer Pension Contribution – Local Government Pension Scheme (LGPS)
- Employee Assistance Programme (EAP)



Job Description

SALARY
(£2,926.65 - £2,972.58 Pro-Rated)

CONTRACT TYPE
Fixed Term - term time only

HOURS
5 Hours Per Week

CLOSING DATE
Friday 13th November at 12:00

PURPOSE OF POST:

- A midday Assistant will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Specific Duties and Responsibilities

- Supervise pupils in in the lunch area, playground, and classrooms (for wet play).
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher.
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers.

Organisation:

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area.
- Manage pupils' entrance and exit from the lunch area in an orderly manner.
- Clean up food and water spillages.

Health & Safety:

- Observe pupils and the environment and take action to minimize any identified health and safety risks.
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider.
- Record details of incidents in line with the school's reporting procedures.
- Be aware of and support pupils with medical/dietary needs.
- Promote the school's policy around healthy eating to pupils.
- Feedback concerns relating to pupils' health and safety to a senior member of staff.

Job Description

Behavior:

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy.
- Take necessary action to minimize disruption and harm to pupils, in line with the school's behaviour policy.
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment.
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour.

Play:

- Organise play activities to encourage pupils to play and make use of play equipment.
- Offer educational instruction where needed to help pupils to share play equipment.
- Help to resolve issues between pupils during play activities.

Safeguarding:

- Make sure pupils remain on the school premises during the midday break.
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals.

Supplementary Support:

a) Be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person.
b) Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop.
c) Contribute to the overall ethos/work/vision and values of The Heath Family (NW)
d) Attend and participate in meetings outside of normal working hours.
e) Participate in training and other learning activities as required.
f) Recognise own strengths and areas of expertise and use these to advise and support others.
g) Other duties agreed from time to time by the post holder with their Line Manager.
h) Play an appropriate part in safeguarding procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

Person Specification

PERSON SPECIFICATION – Midday Assistant		
CATEGORY/ITEM	**ESSENTIAL**	**DESIRABLE**
Qualifications, Knowledge & Experience		
· First aid training (or willingness to complete it).		X
· Working with children or young people.		X
· Working and collaborating with a team.	X	
Skills, Abilities and Personal Qualities		
· Ability to respond quickly and effectively to issues that arise.	X	
· Ability to use own initiative and act accordingly.	X	
· Effective communication with adults and children.	X	
· Ability to follow instructions from senior team members.	X	
· Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies.	X	
· Ability to build effective working relationships with colleagues.	X	
· Commitment to supporting and understanding pupil needs.		X
· Uphold and promote the ethos and values of the school.	X	
· Always maintain confidentiality.	X	
· Commitment to safeguarding, equality, diversity, and inclusion.	X	
Suitability to work with children		
· Enhanced DBS clearance is required for this position.	X	

About the Trust

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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: Friday 13th November at 12:00

Shortlisting Date: Friday 13th November 2026

Interview Date: Monday 16th November 2026