



Parbold Douglas
CHURCH OF ENGLAND ACADEMY

Applicant Pack

1:1 Teaching Assistant
September 2022 (or ASAP thereafter)



Welcome

Thank you for your interest in this vacancy at Parbold Douglas Church of England Academy. We are a happy, inclusive school, driven by our vision for a society transformed by a generation of young people who are passionate about justice and love.

Parbold Douglas provides primary education, serving the community of Parbold (West Lancashire) and its surrounding area. Located in a beautiful, expansive setting to the west of Parbold Hill, we are delighted to admit 30 children each year. We are also home to Parbold Douglas Nursery – a popular, well-resourced Early Years setting for children between 2 and 4 years old.

Our school pursues a deeply Christian vision. **We seek to equip children with the vision, passion and skills needed to transform society.** We want children to be ‘fired up’ about building God’s Kingdom here on Earth. This is a Kingdom of peace, love, joy, unity, equality, respect, forgiveness and compassion. It is a Kingdom where all can flourish, finding belonging and fulfilment.

To fulfil this ambition, we rely on our culture of togetherness. As a team and school family, we actively seek to serve one another. We learn together through a broad, challenging curriculum. We grow together in faith, wisdom and character. We struggle and face challenge together. We celebrate and succeed together. **We shine together**, enacting positive change at a local, national and global level.

All this, we do joyfully. **Parbold Douglas is an exceptionally happy place to be.**

Primary education spans seven years but its impact lasts a lifetime. We intend to make these seven years some of the very best.

If you share our vision and want to join a forward-thinking team, we would be delighted to hear from you.

John Coxhead
Headteacher



Vacancy details

Job role:	1:1 Teaching Assistant (Temporary)
Year group / Key Stage:	Key Stage 1
Number of posts:	1
Working pattern:	Part-time (29.75 hours per week, term-time only)
Contract type:	Temporary (until 20 th July 2023)*
Salary range:	TA2a (Grade 4), £19,264 - £20,043 FTE
Start of employment:	As soon as possible
Application closing date:	11:59pm, Tuesday 6 th September 2022
Shortlisting:	Wednesday 7 th September 2022
Interviews:	Friday 9 th September 2022 (or asap thereafter)

*The role is temporary until the end of the academic year, but there is a possibility it could extend beyond this. The exact terms of the contract will be agreed upon appointment.

Parbold Douglas Church of England Academy is looking for a caring, passionate teaching assistant to join our happy, thriving team. **The main responsibility of this role is to provide one-to-one support and care to a pupil in Key Stage 1 with special education needs.** The postholder will perform a key role in leading the child's learning and development in all areas, supporting them to make progress towards the objectives set out in their education, health and care plan (EHCP). With the support of the wider school team, the postholder will support the child to remain regulated and safe throughout the school day. We have forged strong relationships with external specialists and professionals who have built a good understanding of the child's needs and how best to meet them – the postholder will benefit from access to this support and knowledge. It is important that the postholder is able to quickly build strong relationships with colleagues and the child's parents to ensure that a team approach is taken to providing the best possible provision and support for the child.

This is a challenging, physically demanding but incredibly rewarding position. **We are looking for somebody who is deeply caring, patient, calm, reflective and willing to learn.** We are looking for somebody who is understanding and empathetic, and will be devoted to supporting the child to succeed each day.

Punctuality, and a proven commitment to excellent attendance at work, are essential to this post.

The vacancy is open to all. Guidance and support will be provided to the right person. Our priority is to find somebody who will approach the role with the composure, commitment, energy, care, positivity, patience and devotion that we are looking for.

For further information about the position, please refer to the Person Specification and Job Description within this applicant pack.

We strongly encourage potential applicants to arrange an informal conversation with the Headteacher prior to applying. See below for further information.

School details

School type:	Academy, ages 4 to 11
Phase:	Primary
School website:	https://www.pda.lancs.sch.uk/
Contact email:	admin@pda.lancs.sch.uk
Contact number:	01257 462007

Arranging a visit or conversation

We strongly encourage potential applicants to contact us before applying.

To arrange an informal conversation about the position with the Headteacher, Mr John Coxhead, or to arrange a visit to the school, please email head@pda.lancs.sch.uk.

Applications

All applications **must be submitted online** via the Department for Education's [Teaching Vacancies](#) website. Applications submitted by email or post will not be considered.

Your application includes a **personal statement**. Please explain your suitability for the role (as set out in the Person Specification) and include any relevant personal qualities or experiences. Please also explain why you would like to work at Parbold Douglas Church of England Academy.

Your statement should be no longer than 1000 words.

If you have questions about how to complete your application using the online form, please contact Mr John Coxhead on head@pda.lancs.sch.uk (or 01257 462007).



Person specification

Items marked **PS** will be assessed via your personal statement. Please ensure these are addressed.

Items marked **AF** will be assessed via the other parts of your application form.

Items marked **I** will be assessed at interview.

Applicants who do not meet the essential criteria (marked **E**) will not be shortlisted for interview.

Requirements	Essential (E) or Desirable (D)	Assessed via
Working in a Church of England school		
An unwavering commitment to the Christian vision of the school.	E	PS, I
Qualifications		
GCSE pass grades (C or above, or 4 or above) in both English and mathematics.	E	AF
Relevant childcare, teaching or education qualification (or similar).	D	AF
Experience		
Experience of working with children or young people (in a professional or voluntary capacity).	E	AF
Knowledge, skills, abilities and personal qualities		
Complete commitment to supporting SEND children to thrive academically, socially and emotionally.	E	PS, I
Ability to form excellent relationships with colleagues and parents.	E	PS, I
A commitment to regular, clear, friendly, positive and professional communication with colleagues and parents.	E	PS, I
Ability to relate well to children and work well as part of a team.	E	PS, I
Ability to remain calm, caring, patient and positive in very challenging situations.	E	PS, I
An understanding of the SEND Code of Practice and the role of Education, Health and Care Plans (EHCPs) in supporting children with SEND to succeed.	E	PS, I
An awareness of 'Zones of Regulation' and knowledge of strategies to support children to remain regulated and calm.	D	PS, I
Commitment to trauma-informed approaches when responding to children who display complex/challenging emotions or behaviours.	E	PS, I
Commitment to pupil safety as a first priority.	E	PS, I
Commitment to confidentiality.	E	PS, I
Good communication skills (written and verbal).	E	PS, I
Ability to use IT confidently and competently.	E	PS, I
Professional qualities / Other		
Flexible attitude to all aspects of work.	E	I
Positive commitment to self-reflection and professional learning.	E	I
Committed to working with a high level of integrity/professionalism.	E	I
Excellent organisational skills.	E	PS, I
Committed to safeguarding and protecting the welfare of children and young people.	E	PS, I
Committed to equality and diversity.	E	I
Committed to health and safety.	E	I
Proven commitment to excellent attendance at work.	E	References
Positive recommendation from all referees, including current (or most recent) employer.	E	N/A

Job description

Note: This job description is not part of a contract of employment. It has been prepared only for the purpose of school organisation and may change. Nothing will be changed without consultation.

Grade Profile – 1:1 Teaching Assistant	
Job title:	1:1 Teaching Assistant (Level 2a)
Grade:	Grade 4, £19,264 - £20,043 FTE (The role is part-time and term-time only)
Location:	Parbold Douglas Church of England Academy
Responsible to:	Assistant Headteacher / SENCO
Staff responsible for:	N/A
Job Purpose: The main objectives to be achieved by the Post holder	
The main responsibility of this role is to provide one-to-one support and care to a pupil with special education needs. The postholder will perform a key role in leading the child's learning and development in all areas, supporting them to make progress towards the objectives set out in their education, health and care plan (EHCP). With the support of the wider school team, the postholder will support the child to remain regulated and safe throughout the school day. The postholder will build strong relationships with colleagues and the child's parents to ensure that a team approach is taken to providing the best possible provision and support for the child.	
Main Activities:	
Support for pupils	
To meet the needs of pupil(s) in relation to welfare, hygiene, toileting, dressing, feeding and mobility.	
To assist with movement around the school environment and during school activities.	
To provide support and care for pupils with special educational needs and, where applicable, support pupils to work towards the objectives set out in their Education, Health and Care Plan (EHCP).	
To keep children with special education needs safe when accessing the classroom environment.	
To assist in the development of independent social skills.	
To assist in the proper use of specialist aids and equipment.	
To assist in the supervision of set tasks and integrated therapy for an individual/small group of pupils.	
To accompany pupils on visits / outings.	
To administer basic first aid where appropriately trained.	
To assist in the specific medical/care needs of pupils when specific training has been undertaken.	
To develop effective relationships with parents, communicating openly and honestly with them	
To be alert to safeguarding issues, log and pass on concerns as appropriate, deal confidentially and sensitively.	
To use CPOMS effectively to make logs, where appropriate.	
Support for the teacher	
To provide regular updates to class teachers on the progress of pupils with special educational needs, particularly in relation to their progress towards EHCP objectives.	
To use photographs to keep visual records of the learning and achievements of SEND children, particularly in relation to their progress towards EHCP objectives.	
To assist in preparation of resources and tidying away.	
To assist with the maintenance of classroom equipment ensuring it is kept in a clean and tidy condition and reporting damages.	
To assist in monitoring, displaying and the removal of work displays.	
To report pupils' problems/achievements to the teacher, as necessary.	
To undertake photocopying and routine clerical duties.	
To report pupil absence to the school's nominated person.	

To report information from parents/carers as directed.
Support for the school
To support the pursuit of the school's deeply Christian vision in all aspects of work.
To adhere to the school's organisational values ("Our Principles") in all aspects of work.
To work positively with outside agencies and specialists, attending meetings as appropriate.
To communicate effectively with the line manager to ensure the sharing of important information in a timely manner.
To assist in providing an atmosphere in which effective learning can take place.
To attend staff training/meetings where appropriate.
To work within school policies and procedures.
To support the promotion of positive relationships with parents, carers, and outside agencies.
To take care for their own and other people's health and safety.
To be aware of the confidential nature of issues related to home/pupil/teacher/schoolwork.
To assist with the supervision of pupils out of lesson times, including before and after school.
Note
In addition, other duties may be interchanged with/added to this list at any time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Working at Parbold Douglas

We are intentional about how we work, not just what we do. This means that how we work and operate as professionals really matters to us. We have principles that we live by as a team. These underpin our culture and identity. They inform everything we do as we seek to equip children to be people who transform society and share God's love.

We care deeply. Our vision and culture matter – we care deeply about our work and each other.

We are present. We cherish the time we spend together and seek to understand the experience of those we work alongside.

We value everyone. Every member of our team matters. We trust each other and respect each other. We speak up and we listen. We succeed together, sharing credit and responsibility.

We evolve. Leaders are influencers – they make change happen. We are pioneers, taking ownership and moving quickly to pursue excellence every day. As we move forward, we learn from our mistakes – we pause, reflect and adjust.

We rest. To work well, you need to rest well. Whilst we have high standards and high expectations, we want each member of our team to be at their best. This means maintaining a healthy, positive work-life balance that does not compromise personal wellbeing.

Through all of this, **we flourish.** We believe that our children flourish when our adults flourish. We unlock the potential in each member of our team, supporting them to thrive within a team that cares deeply.

Find out more about Parbold Douglas via our [website](#) and [Twitter pages](#).



Safeguarding statement

At Parbold Douglas, the welfare of children is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguard and promote the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for this position. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Disclosure and Barring Service (DBS) guidance

An individual is disqualified from working with children/vulnerable adults if he/she is included on one of the lists of those disqualified from working with children and/or vulnerable adults.

This post involves working with either children or vulnerable adults. It is therefore a post covered by the Rehabilitation of Offenders (Exceptions) Act 1975 and is a post regulated by the Disclosure and Barring Service. If you are successful, you will be required to apply to the Disclosure and Barring Service for a 'disclosure', to confirm any records held, prior to any final appointment decision being made by Parbold Douglas CE Academy.

Once your disclosure application has been completed it will be forwarded to the Disclosure and Barring Service, who will undertake a check which will include:

- Details of convictions, including those 'spent' under the Act stated above.
- Cautions, etc and (where appropriate) whether you are included on one of the barred lists preventing you from working with children and/or vulnerable adults
- Where appropriate, information taken from police records that a chief officer of a police force considers relevant to the application.

Note: A conviction is not necessarily a bar to recruitment, unless Parbold Douglas CE Academy considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position.



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