



Parbold Douglas

CHURCH OF ENGLAND ACADEMY

Applicant Pack

Teaching Assistant x2
July 2024



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 1 and 4 years old.

Our school pursues a deeply Christian vision. **We seek to nurture children, equipping them 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.

Chris Lawson
Headteacher



Vacancy details

Job role:	Teaching Assistant
Year group / Key Stage:	Early Years Foundation Stage
Number of posts:	2
Working pattern:	Part-time (28.75 hours per week, term-time only)
Contract type:	Temporary (until 18 th July 2025)
Salary range:	Ta1- TA2a (Grade 1-5) £21,076- £24,371 FTE
Start of employment:	September 2024

Parbold Douglas Church of England Academy is looking for a caring, passionate teaching assistant to join our happy, thriving team. **The main responsibility of the role is to provide support and care to pupils in the Early Years Foundation Stage with additional needs.** The postholder will work alongside colleagues, supporting the class teacher and other Teaching Assistants to meet the needs of these children and to support them to thrive.

This is a challenging but rewarding position. We are looking for somebody who is caring, energetic, patient, calm, reflective and willing to learn. We are also looking for somebody who is understanding and empathetic.

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

The vacancy requires some experience of working with children of this age range. However, guidance and support will be provided to the right person.

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

We 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 Chris Lawson, or to arrange a visit to the school, please email head@pda.lancs.sch.uk.

Applications

All applications must be submitted using the attached application form. Once complete, please return this to the School Business Manager (Miss Jo Mercer) on sbm@pda.lancs.sch.uk.

The application form includes a short statement about your skills, abilities, and experiences. This should be no longer than 500 words in length.

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



Person specification

Requirements	Essential (E) or Desirable (D)
Working in a Church of England school	
A commitment to the Christian vision of the school.	E
Qualifications	
Relevant childcare or teaching qualification (or similar).	E
Experience	
Experience of working with children of the relevant age.	E
Experience of working in a primary school classroom setting.	D
Experience of supporting pupils with additional needs.	E
Knowledge, skills, abilities and personal qualities	
Ability to form good relationships with colleagues and parents of pupils.	E
Ability to relate well to children.	E
Ability to work well as part of a team.	E
Ability to organise classroom resources (including specific resources for pupils with additional needs).	E
Knowledge of strategies to support pupils with additional needs.	E
Knowledge of the EYFS curriculum.	E
Commitment to pupil safety as a first priority.	E
Commitment to confidentiality.	E
Good communication skills (written and verbal).	E
Ability to use IT confidently and competently.	E
Professional qualities / Other	
Flexible attitude to all aspects of work.	E
Positive commitment to self-reflection and professional learning.	E
Committed to working with a high level of integrity/professionalism.	E
Committed to safeguarding and protecting the welfare of children and young people.	E
Committed to equality and diversity.	E
Committed to health and safety.	E
Proven commitment to excellent attendance at work (or in voluntary roles).	E
Positive recommendation from all referees.	E

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.

Grade Profile – Teaching Assistant	
Job title:	Teaching Assistant (Level 2)
Grade:	Grade 5 (The role is part-time and term-time only)
Location:	Parbold Douglas Church of England Academy
Responsible to:	Assistant Headteacher
Staff responsible for:	N/A
Job Purpose: The main objectives to be achieved by the Post holder	
Alongside colleagues, provide support and care to pupils in the Early Years Foundation Stage/ Key Stage 1 with additional needs.	
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 additional needs.	
To assist in the creation and development of learning activities for pupils with additional needs.	
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 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 where appropriate.	
To be alert to safeguarding issues, log and pass on concerns as appropriate, deal confidentially and sensitively.	
Support for the teacher	
To report to the class teacher about the achievements and experiences of pupils being supported.	
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/carer 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.
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.

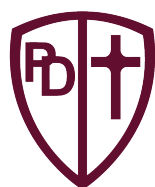
This post involves working with either children or vulnerable adults. It is therefore a post covered by the Rehabilitation of Offenders (Exceptions) Act 1975 and is a post regulated by the Disclosure and Barring Service. If you are successful, you will be required to apply to the Disclosure and Barring 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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