#

# **EYFS teaching assistant**

**Candidate Information Pack**

**Rainford CE Primary School**



About Liverpool Diocesan Schools Trust

We believe

Jesus said, ‘Let the children come to me.’ (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

What is our Purpose?

**Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.**

We do this through:

* Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
* Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
* A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
* Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

* We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
* We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
* We celebrate **diversity**, **address inequality**, **overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
* Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning.**
* Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
* We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
* We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
* Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence.**

Our Core Values

**We value Difference**

We are respectful of the:

* **Uniqueness** of each individual school
* **Differences** within each school and community

**We value Local**

* Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

**We value Collaboration**

* We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

**We value Inclusion**

* We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
* We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

**We are a fully inclusive organisation and encourage applications from individuals from minority communities.**

About Rainford CE Primary School

Our mission statement is ‘Learning and growing together to achieve our best in the love of God’.

Rainford Church of England Primary School is a popular and successful school.

We aim to provide an inspirational, safe and caring learning environment where

the whole school community lives out our Christian values of love, joy, peace,

friendship, forgiveness, perseverance and justice. We provide a broad and

balanced curriculum, fueled by the interests of our pupils and aim to meet the

learning needs of each individual child, enabling them to flourish, form happy

memories and reach their full potential. We are a school in the heart of the

community and foster close links with All Saints Church, our parents and the

local community.

We joined LDST on 1st March 2021 to deepen these links and to continue to

improve the education we provide to our children.

We are very proud of our (June 2017) OFSTED where we were rated as good.

This rating rewards the hard work and commitment of our staff to school

improvement. We will continue improving and reach our goal of being

Outstanding, so that all our children reach their full potential.

Our staff are committed to raising standards for all pupils. They pride

themselves on working effectively together and in partnership with parents, to

provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for

learning. To facilitate this, we take full advantage of our fantastic surroundings

including a spacious playgrounds and field, small woodland and access to the

Linear Park. By integrating these into learning we provide a range of rewarding

learning experiences that encourage, challenge and extend the abilities of our

children.

We are proud of our school and encourage you to visit our website, which we

hope will give you a real insight into what makes us a truly successful and happy

school.

Job Description

Title: Office Administration Assistant

Salary: NJC SCP 3-4 **Actual salary £15,607.58 - £15,890.31**

Hours: 31.25 per week incl 2.5hrs midday cover

 term time 38 weeks + 5 INSET

Accountable to: Headteacher, Senior Leadership Team

Location: Rainford CE Primary

(You will be fully deployed at Highfield St Matthew’s C.E. Primary School however, the Trust has schools across the Liverpool Diocese, and you may be asked to support to other schools).

Safeguarding Commitment

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Person Specification – EYFS teaching assistant

|  |  |
| --- | --- |
| **Support for pupils** | **Identified by** |
| ESSENTIAL |  |
| Successful experience of working with children in Early Years | A/I/R |
| Ability to promote the positive values, attitudes and behaviour that are expected from the pupils in accordance with the schools aims and Christian ethos. | A/O/R |
| Ability to relate well to children, and maintain appropriate personal boundaries | A/O/R |
| Ability to provide safe, creative and appropriate learning opportunities including preparing activities and delivering planned activities under thedirection of teacher/line manager | A/O/I/R |
| Enthusiasm | A/O/R |
| Patience | A/O/R |
| **DESIRABLE** |  |
| Knowledge and understanding of EYFS framework and Development Matters | A/O/I/R |
|  |  |
| **Support for teachers** |  |
| ESSENTIAL |  |
| Ability to work as part of a team | A/O/I/R |
| Ability to organise classroom resources | A/I/R |
| Ability to work on own initiative | A/O/I/R |
| **DESIRABLE** |  |
|  |  |
| **Support for the school** |  |
| ESSENTIAL |  |
| To encourage parental involvement and support through the development of effective working relationships. | A, I,R |
| Flexibility | A/O/I/R |
| Positive attitude | A/O/I/R |
| Conscientious | A/O/I/R |
| **DESIRABLE** |  |
| Knowledge of issues requiring confidentiality | A/I/R |
|  |  |
| **Qualifications and experience** |  |
| ESSENTIAL |  |
| Relevant Level 3 Early Years Qualification | On production of certificate |
| Paediatric first aid qualification or willingness to attain one | A/I |
|  |  |
| **Other essential characteristics** |  |
| An ability to fulfil all spoken aspects of the role with confidence through the medium of English | A/I/O |

How to Apply

Application Process

The application process for this role is a 2-stage process:

* Application form
* Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To submit your completed application form, please email rebecca.thomson@ldst.org.uk or if you have any questions please call the school office 01744 883281

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: 12th June 12pm**

**Interview Date: TBC**

**Start Date of Post: September 2023**

**Our Trust Prayer**

Heavenly Father,

Let peace, friendship and love grow in our schools.

Send the Holy Spirit to give

excellence to our learning

love to our actions and

joy to our worship.

Guide us to help others,

so that we may all

Learn, Love and Achieve, Together with Jesus.

Amen