

Candidate Information Pack

Higher Level Teaching Assistant
Fixed Term

St Thomas' 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 St Thomas C of E Primary School

We are a church of England primary school in the heart of Lydiate. Our most recent OFSTED inspection was in July 2013, and all areas of the school were judged "Outstanding".

Our school is built on a Christian foundation, and we put God at the centre of everything we do, equipping children with Christian values to prepare them for their lives. In fact our mission statement is based on the bible:

"Come, follow me and live your lives the way that god wants you to."

Our aim is to develop both the character of our children and their academic understanding. We have high expectations of every child, and know that their potential is infinite.

This is supported by our six core values, one of which represents our focus each half term:

- Compassion
- Thankfulness
- Respect
- Responsibility
- Peace
- Forgiveness

Every individual plays a vital part in the life of the school, and our staff relish the impact that they can have. By joining us you will be part of a friendly and passionate team, whose opinions matter.

Working together with our amazing team you will deliver a broad and exciting curriculum, whilst sharing a zest for life and learning.

Letter from Executive Headteacher & Head of School

Dear Applicant

Thank you for your interest in applying for the position of teaching assistant.

This is a fixed term higher-level teaching assistant position for 22.5 hours (Monday to Friday) to work across EYFS, Key Stage 1 and Key Stage 2 and provide lunchtime supervision. As well as supporting in class and delivering interventions, this will be to provide cover for class teachers under an agreed system of supervision, which may include planning, preparing and delivering lesson content. The successful applicant must be willing to be flexible in order to provide the appropriate class cover from week to week – we encourage prospective class teachers to discuss this with our Head of School. We hope you find this information pack useful.

Our mission statement, 'Jesus said, 'Come follow me and live your life the way God wants you to.' is at the heart of our school. This drives us to be the very best we can be which inspires our school vision of excellence in everything we do. The successful candidates will act as a positive role model to others in the way they live out their Christian faith and values.

Excellence permeates every aspect of the school, and we are extremely proud of our inspirational learning environment. Our school has recently undergone a complete one million pound refurbishment, which provides excellent modern classrooms and facilities. As part of the Liverpool Diocese Schools Trust, we pride ourselves on the career and professional development opportunities we are able to offer our employees.

If you are somebody with an established reputation for raising standards, coupled with relentless drive and commitment then we want to hear from you. Visits to the school are encouraged and welcomed and can be arranged by contacting our school office. If you wish to discuss the post or find out more about the school, then please contact the school to speak to Mrs. Alty.

Yours sincerely,

Mr. Mark Ward
(Executive Headteacher)

Mrs. Emily Alty
(Head of School)



Job Description

Title:	Higher Level Teaching Assistant (Fixed Term to 19 th July 2023)
Salary:	Grade F Point 12-19 £26,421 - £29,777 (actual £17,641-£20,058)
Hours:	Fixed Term, Part time (30.8 hours)
Accountable to:	Head of School
Location:	St Thomas C of E Primary School

Main Duties

To work with and supervise groups of children or individual pupils under the direction/ instruction of teaching and/or senior staff. To complement the work of teachers, by taking responsibility for agreed learning under an agreed system of supervision. This may involve planning, preparing and delivering learning activities to whole classes and assessing the achievement and progress of pupils. Assist and support with classroom and lunchtime behaviour management, preparation of work and the learning environment. Contribute to the raising of standards in pupil achievement. In addition, depending on the skills of the successful candidate, the role may include opportunities to lead extra-curricular clubs.

Support for Pupils

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
- Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.

- In liaison with the teacher, utilise strategies such as individual and small group interventions to support pupils in achieving learning targets.
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested.
- Administer routine primary tests.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents and carers.

Support for the Curriculum

- Undertake as required structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles.
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
- Provide detailed verbal and written feedback on lesson content.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Contribute to the wider life of the school e.g. PTA events such as fairs and discos.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To encourage an active partnership between children/parents/school by working creatively and positively with parents to achieve maximum involvement in their child's education.
- To encourage parents to understand the importance of their role in their child's education.
- To make home visits as and when required.

Person Specification – Higher Level Teaching Assistant

St Thomas CE Primary School	Essential (E) or Desirable (D)
<p>Knowledge & Skills</p> <ul style="list-style-type: none"> • Good numeracy/literacy skills • Ability to observe and monitor progress, and maintain records • Able to maintain confidentiality • Willingness to support additional offsite educational activities • Have good communication and expressive skills. • Model exemplary behaviour; supervise children, encourage good social skills and adhere to defined standards • Willingness to undertake extra-curricular clubs e.g. sports. • Ability to use ICT to support learning • Behaviour management strategies 	<p>E E E E E E D D D</p>
<p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Hold relevant qualifications at a level equivalent to at least HLTA. • Demonstrate levels of numeracy & literacy equivalent to GCSE (A-C) • Experience of working in a school setting (voluntary or paid). • Evidence of specialism in specific • Willingness to participate in other development and training opportunities • First Aid training/training in specific medical procedures. • Experience of Read Write Inc & phonics teaching • Experience / training in SEND (including ASD) 	<p>E E E D D D D D</p>
<p>Attributes</p> <ul style="list-style-type: none"> • Able to enthuse and inspire • Willingness to be flexible • Willingness to contribute to the wider school • Energy and a good sense of humour • High personal and professional standards • Positive, enthusiastic, highly organised and patient Ability to work flexibly within a small team and use own initiative 	<p>D D D D D D</p>
<p>Equal Opportunities</p> <ul style="list-style-type: none"> • Demonstrate a commitment to equal opportunities 	<p>E</p>



How to Apply

Application Process

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

- Application form and covering letter
- 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 ask any questions, or to submit your completed application form, please contact Mrs Gill McCaldon, Trainee School Business Manager by email to gill.mccaldon@ldst.org.uk or call 0151 531 9955.

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: Friday 1st December 2023 at 9am

Interview Date: TBC

Start Date of Post: ASAP

School visit dates: Please contact the school office on 0151 531 9955 to arrange a visit.



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