



# THE DEANERY

Church of England High School and Sixth Form College

## HIGHER LEVEL TEACHING ASSISTANT

**32 hours 55 minutes per week, term-time only,  
working Monday – Friday: 8.30am – 3.45pm, with a 40-minute lunch break  
G6 - £20,300 - £22,492 actual salary, based on new starter with no previous service**

**Required as soon as possible:** Governors are seeking to appoint a confident Higher Level Teaching Assistant, who will enjoy being part of a collaborative and dedicated team that work with integrity together.

*'An outstanding environment where pupils naturally live out the school mantra 'work hard, be kind, make a difference.'*

**SIAMS 2021**

*'Leaders and Governors are considerate of staff workload and well-being. Staff described the school as a happy place to work. Staff are very proud to be part of the school.'*

**Ofsted 2022**

The role will mainly be focused on the delivery of lessons for individual students, groups or whole classes for those teaching colleagues who are absent, along with supporting the planning, preparation and delivery lessons within the SEND area.

### The successful candidate will:

- Be willing to work hard, be kind and make a difference
- Deliver lessons for individual students, groups or whole classes for those teaching colleagues who are absent
- Monitor, assess, record and report pupils' achievement, progress and development within SEND
- Support the development and implementation of IEPs for SEND pupils
- Produce lesson plans and resources for SEND pupils
- Be passionate about working at The Deanery

### Our core employee rewards and benefits include:

- A dedicated, enthusiastic and highly professional staff team
- A professional working environment in which all staff are valued, listened to and able to fully use their gifts and talents
- 'Warm and strict' behaviour systems, meaning pupils can learn and teachers can teach
- Centralised same-day detention systems
- A comprehensive induction programme
- A professional working environment in which all staff are valued and listened to
- A bespoke CPD programme for all staff, including access to training and support for the successful candidate

The post is covered by the Protection of Children Act and is therefore subject to an enhanced DBS check.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Information pack available from the school website: [www.deanery.wigan.sch.uk](http://www.deanery.wigan.sch.uk)

### Completed applications should be returned to:

Mrs Tracy Wogan, Executive Assistant to the Headteacher

T: 01942 597501

E: [swogant@deanery.wigan.sch.uk](mailto:swogant@deanery.wigan.sch.uk)

Closing date: Friday 1<sup>st</sup> November 2024 – 9.00am

Interviews: To be confirmed (candidates invited to interview will be contacted by email)



*Please see overleaf for how to apply*

## How to apply

If you would like to apply for this position, you will need to complete an application form. Our application form is available online from our website. If you have any queries, please contact Mrs Wogan, Executive Assistant to the Headteacher, on 01942 597501. Electronic application forms and letters of application should be emailed to [swogant@deanery.wigan.sch.uk](mailto:swogant@deanery.wigan.sch.uk)

### Completing your application form

- Please read all the information provided before completing your application form
- Complete your form electronically
- CVs are not accepted
- Complete all sections: do not leave any blanks; put N/A if not applicable and give as much information as you can
- Please continue on a separate sheet if you require more space to complete any section

### Letter of application

Please include a letter of application, addressed to the Headteacher. It should not exceed 2 sides of A4, font Tahoma size 11.

Your letter of application must directly address the following:

1. Why you want to work at The Deanery
2. Your previous experiences
3. Your personality and what makes you unique
4. What positive impact you could have on our school

### References

All offers of employment are subject to the receipt of a minimum of 2 satisfactory references. One of your references must be from the Headteacher at your current school, or your most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative/friend.

Shortlisted applicants for posts are advised that references will be taken up prior to interview. Please note, unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

### Online checks

The school will conduct an online check for all shortlisted candidates.

### Shortlisted candidates

Shortlisted candidates will be contacted by email and telephone to inform them of the next stages of the recruitment process and arrangements for interviews. If you have not heard from the school 7 days after the closing date you have not been shortlisted on this occasion.

### Following the interview

Once all candidates have been interviewed, the successful candidate will be contacted by telephone as soon as possible after the interview (usually within 2 working days). Candidates who have not been successful will be contacted by email (usually within 2 working days) with details of how to contact the school if they would like feedback.