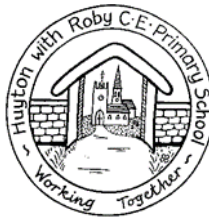


# **SEND Teaching Assistant**

## **Candidate Information Pack**

### **Huyton with Roby 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 Huyton with Roby

*'Teach children how they should live, and they will remember it all their lives.'*

*Proverbs Chapter 22 verse 6*

Our mission is to see each child reach their full potential within a secure and caring environment. We seek to develop in our children an understanding of the Christian faith. We aim to be a welcoming and stimulating school that has strong links with home, our churches and the wider community.

Huyton with Roby is a popular and successful school. As a Church of England school our Christian values underpin all that we do, and we have close links with two local churches. We joined LDST in February 2018 to deepen these links and to continue to improve the education we provide to our children.

We are very proud of our 2022 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 meadow, an adventure trail, and woodland. 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: SEND Teaching Assistant Level 2

Salary: Pay Band D SCP5 – SCP6 £21,575 - £21,968 FTE pro rata.

Plus SEN Allowance £1401 per annum FTE pro rata.

Hours: 25 hours a week, 39 weeks a year

Accountable to: SENDCO / Headteacher

Location: Huyton with Roby Primary School

## Main Purpose:

To work with an individual pupil and groups of children under the direction of the teacher providing support in addressing the needs of pupils who need particular help to overcome barriers to learning.

## Main Duties:

### Support for Pupils

Establish good working relationships with pupils acting as a role model and setting high expectations.

Provide pastoral support to pupils.

Participate in an assessment of the pupil to monitor progress made.

Assist the teacher with the development and implementation of Individual Education/Behaviour/Support/Mentoring plans.

Develop 1:1 mentoring arrangements with the pupil and provide support

Use specialist (curricular/learning) skills/training/experience to support the pupil (e.g. curricular, SEN, behaviour, EAL, pupils with a significant visual impairment, signing with Hearing impaired pupils, Early Years).

Provide information and advice to enable the pupil to make choices about his/her own learning and behaviour.

Challenge and motivate pupils, promoting and reinforcing self esteem.

Provide feedback to the pupil in relation to progress, achievement and behaviour under the guidance of the teacher.

Deal with the personal care and comfort of pupils in relation to welfare and health, as required.

### **Support for the Teacher**

Liaise with other relevant organisations/bodies to gather pupil information.

Support the pupil's access to learning using appropriate strategies and resources.

Work with other staff in planning, evaluating and adjusting learning activities as appropriate.

Monitor and evaluate the pupil's responses and progress to learning activities through observation and planned recording of achievement against pre-determined learning objectives/action plans.

Provide objective and accurate feedback and reports as required, to the teacher/SENCO on the pupil's achievement, progress and other matters, ensuring the availability of appropriate evidence.

Be responsible for keeping and updating records in agreed format with the teacher/SENCO contributing to reviews of systems/records as requested.

Assist in the development and implementation of appropriate behaviour management strategies.

Establish constructive relationships with parents/carers exchanging information, facilitating their support for their child's attendance, access and learning.

Promote positive values, attitudes and 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.

Provide administrative support e.g. dealing with correspondence, making phone calls etc.

### **Support for the Curriculum**

Support the delivery of agreed learning activities/learning programmes, adjusting activities according to the pupil's learning style and individual needs.

Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.

Support the use of ICT in learning activities and develop the pupil's competence and independence in its use.

Determine the need for, prepare and maintain general and specialist equipment and resources.

### **Support for the School**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn, develop and feel valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the school ethos, aims and development/improvement plan.

Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

Work as part of a team appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities including performance management as required.

Supervise pupils on visits, trips and out of school activities as required.

Establish own best practice and use to support others.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

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.

<h1>Person Specification – SEND TA</h1>	<b>Essential (E) or Desirable (D)</b>
<p><b>Skills</b></p> <p><b>Communication &amp; Influence</b></p> <p>Communicates in a clear, accurate and succinct manner to delivering information to the right person ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.</p> <p><b>Team working</b></p> <p>Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others' views and opinions. Works with the team to generate solutions and reach consensus.</p> <p><b>Organisational Awareness</b></p> <p>Demonstrates a broad knowledge of the school's activities and how they contribute to the school's performance as a whole. Is able to describe the current activities in their area and whole school developments. Demonstrates how own job performance contributes to the school's vision.</p> <p><b>Adaptability</b></p> <p>Responds positively to the change process. Helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges conventional thinking and existing practices.</p>	<p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p>
<p><b>Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>• NVQ 2 for Teaching Assistant or equivalent qualification/experience</li> <li>• Level 2 qualification or equivalent in Maths/numeracy and English/literacy</li> <li>• Training in relevant learning strategies e.g. literacy / numeracy.</li> <li>• Experience working with and or caring for children of relevant age/subject area in an educational setting</li> <li>• Experience of resource preparation to support learning programmes.</li> <li>• Experience with speech and language programmes desirable</li> <li>• Willingness to undertake appropriate first aid training.</li> <li>• Experience of using technology in educational setting</li> <li>• Willingness to participate in relevant training and development opportunities</li> </ul>	<p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>D</b></p> <p><b>D</b></p> <p><b>D</b></p> <p><b>D</b></p> <p><b>D</b></p>



<b>Knowledge and Understanding</b> <ul style="list-style-type: none"> <li>• Understanding and working knowledge of national/foundation stage curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas etc.</li> <li>• Understanding and working knowledge of principles of child development, learning styles and in particular barriers to learning.</li> <li>• Understanding of the range of support services/providers.</li> <li>• Understanding of inclusion, especially within a school setting.</li> <li>• Ability to relate well to children and adults</li> </ul>	<p><b>D</b></p> <p><b>D</b></p> <p><b>D</b></p> <p><b>D</b></p> <p><b>E</b></p>
<b>Professional Values and Practice</b> <ul style="list-style-type: none"> <li>• Demonstrates high expectations for all pupils.</li> <li>• Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for them development as learners.</li> <li>• Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.</li> <li>• Ability to improve your own practice through observations, evaluation and discussion with colleagues.</li> </ul>	<p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p>

# 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 ask any questions, or to submit your completed application form, please email [huytonwithroby@LDST.org.uk](mailto:huytonwithroby@LDST.org.uk) or call 0151 477 8460.

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 14<sup>th</sup> April 12pm midday**

**Shortlisting: Monday 17<sup>th</sup> April (pm)**

**Interview Date: Monday 24<sup>th</sup> April (pm times TBC)**

**Start Date of Post: TBC**

## **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