

# **Teaching Assistant**

## **Candidate Information Pack**

### **Bishop Martin C.E. 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.**

# Bishop Martin C.E. Primary

Bishop Martin is a popular, successful and aspirational school situated in the heart of Woolton. As a church school our Christian vision and values underpin everything, we do for our whole school community to flourish. At Bishop Martin, we INSPIRE and empower all members of our school community, providing the knowledge to enable everyone to thrive and flourish.

## Christian Vision

Our Christian Vision and values are at the core of everything we do. They underpin our school vision which is:

***Learning Together, In God's Love***

At Bishop Martin, we INSPIRE and empower all members of our school community, providing the knowledge to enable everyone to thrive and flourish. Guided by our Christian Values, we are all determined to serve and lead the diverse world we live in treating everyone with compassion, dignity and respect. With hope and aspiration we will encourage all to grow and believe that

**"...with God all things are possible" Matthew 19:26**

## School Priorities

This year, our school priorities are:

- To develop **leaders** at all levels to impact positively on our INSPIRE Curriculum.
- To ensure the impact of our INSPIRE **curriculum** is strong for **all pupils** through the knowledge they retain and links they make.
- To use effective **teaching and learning** strategies to embed curriculum knowledge.
- To further develop our **behaviour and attitudes** curriculum to foster a positive and respectful school culture.
- To **empower our pupils** to learn about and make a difference to the world they live in.

# Job Description

Title:	Teaching Assistant
Salary:	NJC SCP 3 £24,027 per annum (FTE) Actual Salary £17,297.87
Hours:	30 hours per week, Term Time only (38 weeks) Plus 5 Inset Days
Accountable to:	Executive Headteacher/Head of School
Location:	Bishop Martin CE Primary

## Main Purpose:

To work with and supervise individuals and groups of children under the direction/instruction of teaching &/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.

## Key Responsibilities:

### **Support for the pupil under the direction/instruction of the Teacher:**

- 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 as directed by the teacher to pupils dependant 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:**

- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Report pupil achievements, progress and issues as appropriate in agreed formats
- Undertake pupil record keeping as requested

- Administer routine primary tests and assessments as directed
- 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/carers
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and school procedures
- Assist with the display of children's work
- Provide minimal clerical/administration support (e.g. photocopying, typing, filing, etc)

### **Support for the Curriculum under the direction of the Teacher:**

- Undertake 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
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- 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:**

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality, behaviour and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and 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, within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Assist in the specific medical and care needs of children when specific training has been undertaken

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

**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.**

Please visit: <https://www.bishopmartince.co.uk/page/safeguarding/44560> to view our Safeguarding policies and procedures.

# Person Specification

<b>Bishop Martin C.E. Primary</b>		<b>Essential (E) or Desirable (D)</b>
<b>Skills</b> <ul style="list-style-type: none"> <li>• Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li> <li>• Ability to build effective working relationships with all pupils and colleagues</li> <li>• Ability to promote a positive ethos and role model positive attributes</li> <li>• Ability to work with children at all levels regardless of specific individual need</li> <li>• Good personal skills</li> </ul>		<b>D</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b>
<b>Qualifications and Experience</b> <ul style="list-style-type: none"> <li>• Willingness to participate in relevant training and development opportunities</li> <li>• Training in special educational needs strategies</li> </ul>		<b>E</b> <b>D</b>
<b>Knowledge and Understanding</b> <ul style="list-style-type: none"> <li>• General understanding of national curriculum and other basic learning</li> <li>• Programmes/techniques (within specified age range/subject area)</li> <li>• General awareness of inclusion, especially within a school setting</li> <li>• Experience of resources preparation to support learning programmes</li> <li>• Effective use of ICT to support learning</li> <li>• Understanding of other basic technology – video, photocopier</li> </ul>		<b>D</b> <b>D</b> <b>D</b> <b>D</b> <b>E</b> <b>D</b>

## 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 e-mail [BishopMartinAdmin@ldst.org.uk](mailto:BishopMartinAdmin@ldst.org.uk) or call 0151 428 6295.



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 13<sup>th</sup> June 2025

**Start Date of Post:** 1<sup>st</sup> September 2025

Please contact the school office on 0151 428 6295 or email [BishopMartinAdmin@ldst.org.uk](mailto:BishopMartinAdmin@ldst.org.uk) 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