



# APPLICATION PACK

<b>ACADEMY:</b>	Park Road Community Primary School
<b>ROLE:</b>	Teaching Assistant L2
<b>START DATE:</b>	Required as soon as possible
<b>SALARY:</b>	Grade 4 pt 6-7 Actual Salary - £10,369.23 - £10,543.26 FTE £23, 893 - £24, 294
<b>HOURS:</b>	18.75 hours per week Term time only plus 5 INSET Days
<b>CONTRACT:</b>	Permanent



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# MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role within Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our new three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Formed in 2018, Omega Multi-Academy Trust is a cross-phase group of seven schools serving the Warrington Borough and the City of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable pupils to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.



The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. In recent months schools in Omega Multi-Academy Trust have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong outcomes in each of the Ofsted Inspections
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two Secondary Schools.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Yours faithfully,



Mr Christian Wilcocks  
**CEO Omega Multi-Academy Trust**



# MESSAGE FROM THE HEADTEACHER

Thank you for your interest in joining Park Road Community Primary School.

Park Road Community Primary School is a one-form entry school. Our children sit at the heart of our learning community, together with our teachers and support staff, our parents and our Governors and Trustees. Collectively, we are committed to ensure our children receive the very best provision and care. Park Road is an exceptional school where respect and tolerance permeate throughout. Our children are treated as individuals; they are allowed to flourish and as such as they feel safe and valued.

We continually evaluate and develop our quality of education and are relentless in our pursuit of excellence. We are passionate about giving equal value to the wider curriculum so our curriculum is innovative and enhanced by enriching experiences that we have planned carefully to maximize children's learning. Our drive to provide an exceptional quality of education is consistently strong. Development is encouraged for all so staff feel valued; teamwork is a strength of our school. As a result, our school was judged by Ofsted as 'Good' overall in April 2022 and our end of key stage outcomes are above national outcomes.

We are very proud of achieving an accredited 'Wellbeing Award for School'. Our school offers a place of emotional wellbeing and support for both children, staff and families as we provide mental health provision for all. Ofsted reported that, "Governors, members of the Trust and school leaders have a clear understanding of the strengths of the school and the areas that require further development. Leaders are considerate of staff's well-being and have taken steps to reduce workload. This helps staff to feel valued and appreciated."

Our school is unique in so many ways; we have home-bred chickens, guinea pigs, a tortoise, gerbils and fish. We grow our own vegetables and have developed a wonderful outdoor space to enhance learning, which includes our pond and forest school area. Children have a range of opportunities to share their voice and develop their leadership and influence on their school's development. When our children speak, we act and this enables pupils to see that their voice matters. This development was identified as a strength in our most recent Ofsted report.



Park Road is one of six schools who are part of the Omega Multi-Academy Trust and staff benefit from strong collaboration, network opportunities and a broad and varied professional development programme. We work closely with our trust colleagues to strengthen our school improvement offer and professional development opportunities. The Trust's values, strategic vision and direction empower our school to be the best we can be and we are always supported to achieve this. Our school, and the Trust, fully support career pathways for the development of all staff, continually improving teaching and learning and therefore ensuring the best outcomes for all children and staff. During my time at Park Road I have been provided with excellent support and CPD, allowing me to develop the skills and leadership qualities.

My vision for the school moving forward, is to continue on our journey towards excellence. Children's happiness is our main priority, as we know if children are happy and nurtured, they will always be able to thrive and subsequently be the best possible version of themselves. This is an exciting time for our school and we are looking forward to the next steps in the journey ahead.

In joining Park Road Community Primary School and Omega Multi-Academy Trust you will be joining a forward thinking, reflective and driven organisation whilst working within a community-based primary school. If you are keen to develop in your career as you work with all our colleagues, parents and the wider community and are passionate about all children achieving their true potential then the role at Park Road Community Primary School is a wonderful opportunity.

Yours faithfully,



Mrs K Quigley  
**Headteacher**



My first role at Park Road CP School was a 1-1 Support Assistant, a role that sparked a passion for me to support and nurture the children in our school community. With the help and continued encouragement of our Senior Leadership Team, I have been able to develop my skills and I am now both a Year 2 class-based Teaching Assistant and also the Early Help Lead within school.

These roles allow me to support children with their emotional wellbeing and understanding as well as working with their families too. I am very passionate about both roles.

Being part of Park Road is enjoyable and rewarding, not a day passes by when we don't smile and laugh. We are a hard working team who have a great relationship with each other - a huge positive for our lovely little school.

Karen Wilkinson  
**Teaching Assistant**





# JOB DESCRIPTION

<b>Academy:</b>	<b>Park Road Community Primary School</b>
<b>Job Title:</b>	<b>Teaching Assistant L2</b>
<b>Accountable to:</b>	<b>Headteacher</b>
<b>Start Date:</b>	<b>Required as soon as possible</b>
<b>Salary:</b>	<b>Grade 4 pt 6-7</b> <b>Actual Salary - £10,369.23 - £10,543.26</b> <b>FTE £23, 893 - £24, 294</b>
<b>Hours:</b>	<b>18.75 hours per week</b> <b>Term time only plus 5 INSET Days</b>
<b>Contract:</b>	<b>Permanent</b>

Park Road Community Primary School prides itself on the personal and social development of all pupils and staff and is a happy and creative school. As stated in our most recent Ofsted Inspection report, 'it is clear that pupils are happy to be part of Park Road and thrive in the opportunities they are offered'.

We are seeking an inspiring and engaging Teaching Assistant, with experience of SEN and the EYFS curriculum. You will be working with young people every day and you will help them to learn and achieve their full potential.

## 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 behavior techniques.

## SUPPORT FOR THE PUPIL

- 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**

- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals.
- Report pupil achievements, progress, and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested.
- Administer routine primary tests and invigilate exams.
- 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.
- Assist with the display of children's work.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.

### **SUPPORT FOR THE CURRICULUM**

- 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, 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 and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time. The work of the school changes and develops continuously, which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with school improvement priorities. Any major changes will involve discussion and consultation with the postholder.



# PERSON SPECIFICATION

**Academy: Park Road Community Primary School**

**Job Title: Teaching Assistant L2**

**You should be able to demonstrate that you meet the following criteria which are all essential:**

E= Essential

D=Desirable

**Measured by:**

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview

R=Reference

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

Your application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history.

QUALIFICATIONS		
E	Minimum 2 years' experience working with and/or caring for children	A
E	NVQ II or equivalent in teaching assistance	A
E	Willingness to participate in relevant training and development opportunities	A
E	Experience of working with children who have a wide variety of educational needs	A
E	Experience of working across the primary setting	A
E	Two years minimum satisfactory experience as a TA	A
E	Training in English and Maths	A
ADDITIONAL REQUIREMENTS		
E	An enhanced DBS certificate with barred list check	A
E	At least two valid professional references.	R

## KNOWLEDGE & UNDERSTANDING

E	Understanding of the National Curriculum	A/I/R
E	General awareness of inclusion within a school setting	A/I/R
E	Effective use of IT to support learning	A/I
E	How children develop	A/I/R
E	How to support children in literacy and numeracy	A/I
E	How to support children with Special Educational Needs.	A/I
E	How children learn and how to motivate them	A/I
E	How to support a range of behavioural needs of complex needs and young children	A/I
E	Experience of resource preparation to support learning programmes	A/I

## PERSONAL QUALITIES & SKILLS

E	Ability to work effectively within a team environment, understanding classroom roles and responsibilities	A/I
E	Ability to build effective working relationships with an individual or a group	A/I
E	Ability to promote a positive ethos and role model positive attitudes	A/I
E	Reinforce teaching points during teacher input	A/I
E	Able to clear up misunderstandings and sort out misconceptions	A/I
E	Able to teach new concepts as agreed with the class teacher	A/I
E	Provide strategies for spelling, reading, number skill	A/I
E	Assess children's understanding of text and reading skills	A/I
E	Assess children's understanding of maths concepts	A/I
E	Discuss with children their understanding of learning objectives.	A/I
E	Suggest ways of developing learning	A/I
E	Update assessments and Individual Education Programmes	A/I
E	Calm, confident and professional	A/I
E	Proactive, committed and can use initiative	A/I



Park Road Community Primary School has warmly welcomed me to the school and is helping to build my confidence as an ECT by offering a range of support, from external courses to personal targets with various subject leaders.

Ianthe Shirley  
**Class Teacher**



# THE SELECTION PROCESS

## HOW TO APPLY:

Thank you for taking time to read and digest our information. If you wish to apply for this post with Omega Multi-Academy Trust then you should follow the below steps:

- If you would like to contact the school or arrange a visit then please contact [office@parkroadprimary.co.uk](mailto:office@parkroadprimary.co.uk)
- Download and complete the Omega Multi-Academy Trust application form from [www.omegamat.co.uk](http://www.omegamat.co.uk).
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. There should be no unexplained gaps in career history. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Omega Multi-Academy Trust. The supporting statement should be clear and concise. CVs cannot be accepted.
- Email completed application forms to [recruitment@omegamat.co.uk](mailto:recruitment@omegamat.co.uk) by the deadline below.

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.

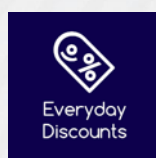
**Closing date for applications: Monday 1<sup>st</sup> July 2024, 9am**  
**Interview Date: Tuesday 9<sup>th</sup> July 2024**



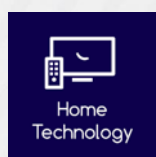
# STAFF WELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme with 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores



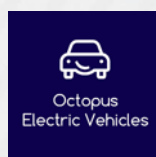
Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants.



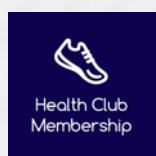
An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



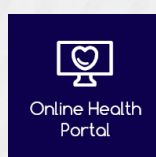
An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



An offer to purchase an electric car by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Discounted Corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK



Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



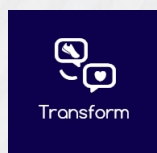
# STAFF WELLBEING & BENEFITS



Video or phone consultation with a GP at a time that suits you



Legal money advice, or personal support and guidance, our Employee Assistance Helpline is here for you.



Transform brings together a carefully created suite of Wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



**Park Road CP School**

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