

# Teaching Assistant Level 2

## Candidate Information Pack

### St Michael's Church of England High 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**.
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- 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 Michael's Church of England High School



St Michael's Church of England High School, Crosby is an over-subscribed 11-18 mixed comprehensive school which is part of LDST (Liverpool Diocesan Schools Trust). The school is situated in Crosby, in a popular residential area, close to open countryside and an impressive coastline, and offers excellent transport links.

Our Church of England status is extremely important to us, and our Christian Vision and Values underpin every decision that we make for our young people. As the only Church of England secondary school in Sefton we offer a distinctive education based upon our Christian Vision and Values.

**Post: Teaching Assistant Level 2, 31.75 hours per week, term time only**

**Contract: Permanent**

**Start date: As soon as possible**

We are seeking to appoint a creative, committed, enthusiastic individual who is keen to make a difference in the lives of young people.

The main purpose of the role is to work with and supervise individuals and groups of children under the direction/instruction of teaching and/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. There are ongoing opportunities for training and professional development.

Teaching Assistant post holders are expected to provide clerical and administration support for Subjects/Teachers and assist with the supervision of pupils at break, lunch and during examinations.

The closing date for applications is **Monday 11th November 2024 at 12 noon**. To apply for the post, please return your application form to:  
[smh.recruitment@ldst.org.uk](mailto:smh.recruitment@ldst.org.uk)

# Job Description

Title: Teaching Assistant Level 2

Salary: Grade D, SCP 5-6 - £23,500 pa to £23,893 pa pro rata (pay award pending)

Approximate salary range: £17,446 pa to £17,738 pa

Hours: 31.75 hours per week, term time only

Contract type: Permanent

Reporting to: Assistant Headteacher, Assistant SENDCo & LSU Manager

Location: St Michael's Church of England High School

## **Main purpose**

- To work with and supervise individuals and groups of children under the direction/instruction of teaching and/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.

## **Duties and responsibilities**

### **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
- Provide support for personal care for individual pupils as required
- 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
- Liaise with parents and outside professionals, under the direction of the line manager
- Have a good understanding of the needs of students and be able to adapt their support to meet students' needs

### **Support for the Teacher**

- Provide minimal clerical/administration support (e.g. photocopying, typing, filing, collecting money, etc)
- Assist with the display of children's work
- Create and maintain a purposeful, orderly, and supportive environment, in accordance with lesson plans

- 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

### **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
- Be able to support the child's needs to ensure they can access the curriculum in a SEND friendly way by using specific strategies that meets the child's needs. Use of Quality First Toolkit to support learning

### **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 in the specific medical and care needs of children when specific training has been undertaken
- Complete Appointed First Aid at work Training as required
- Assist with the supervision of pupils out of directed lesson time; supervise at break, lunch and during examinations.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

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. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

<b>Person Specification: Teaching Assistant Level 2</b> <b>St Michael's Church of England High School</b>	<b>Essential (E)</b> <b>or</b> <b>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>• Good personal numeracy and literacy skills</li> <li>• Effective communication between home and school</li> </ul>	<p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>D</b></p> <p style="text-align: center;"><b>E</b></p>
<b>Qualifications and Experience</b> <ul style="list-style-type: none"> <li>• Minimum 2 years' experience of working with and/or caring for children within specified age range/subject area or NVQ II or equivalent in teaching assistance</li> <li>• Willingness to participate in relevant training and development opportunities</li> <li>• Training in special educational needs strategies</li> <li>• Willingness to undertake appointed person certificate in first aid administration</li> </ul>	<p style="text-align: center;"><b>D</b></p> <p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>D</b></p> <p style="text-align: center;"><b>E</b></p>
<b>Knowledge and Understanding</b> <ul style="list-style-type: none"> <li>• General understanding of national curriculum and other basic learning programmes/techniques</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</li> </ul>	<p style="text-align: center;"><b>D</b></p> <p style="text-align: center;"><b>D</b></p> <p style="text-align: center;"><b>D</b></p> <p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>D</b></p>
<b>Professional Values and Practice</b> <ul style="list-style-type: none"> <li>• High expectations of all pupils; respect for their social, cultural, linguistic, religious, and ethnic backgrounds; and commitment to raising their educational achievements</li> <li>• Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> <li>• Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work</li> <li>• Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice</li> <li>• Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning</li> <li>• Able to improve their own practice through observations, evaluation and discussion with colleagues</li> </ul>	<p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><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 [smh.recruitment@ldst.org.uk](mailto:smh.recruitment@ldst.org.uk) or call 0151 924 6778.

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: Monday 11th November 2024 at 12 noon**

**Interview Date: To be confirmed**

**Start Date of Post: As soon as possible**

**Please contact the school office on 0151 924 6778 or email [smh.recruitment@ldst.org.uk](mailto:smh.recruitment@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