



APPLICATION PACK

ACADEMY:	Chapelford Village Primary School
ROLE:	Teaching Assistant Level 2 for Key Stage 2
START DATE:	September 2024
SALARY:	Actual Salary £13,825 - £14,057 (FTE £23,893 - £24,294)
GRADE:	Grade 4, Point 6 - 7
CONTRACT:	25 hours, Fixed term until 31.08.25; (Term Time Only plus 5 INSET Days)

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MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role with Chapelford Village Primary School, part of 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 six schools serving the metropolitan borough of Warrington 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 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 previous 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 or improving outcomes in every school Ofsted Inspection.
- 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,



Christian Wilcocks
Chief Executive Officer
Omega Multi-Academy Trust

MESSAGE FROM THE SENIOR LEADERS

On behalf of the pupils, staff and Governors at Chapelford village Primary School we are delighted to be able to share this amazing opportunity to join our vibrant, happy school where children and staff feel valued and supported to achieve their ambitions. We are seeking to recruit a talented and inspirational professional to join our hard working and dedicated team here at Chapelford Village Primary School.

As leaders of the school we are extremely proud, as part of a hard-working team, to continue to lead Chapelford Village Primary School from success to success as we strive to be an employer of choice. Our drive is to consistently provide exceptional teaching and learning to enable and inspire all our pupils to achieve their potential, dreams and a lifelong love of learning. We believe that by achieving this for all our pupils we are giving them opportunity to create the future that they perceive for themselves and the skills and knowledge to adapt to the challenges of the future.

Our mission is that everyone in our school will “Learn, Achieve and Respect.” These core aims and values underpin all that we do and achieve an aspirational and positive school experience daily for pupils and staff. As a school we firmly believe that high attainment is possible for all pupils; hard work, focused and determined effort and strong consistent teaching is key to enable intelligence to be accessible to all, not just those who inherit it.

Chapelford Village Primary School was judged by Ofsted as “Good” overall in March 2022 and we continue, as a school team, on our school improvement journey to becoming an exceptional school for all our families, pupils and staff.

As a school our philosophy is grounded in securing the highest professional standards and supporting and nurturing all our professionals with the very best professional development experiences. As a founder member of the Omega Multi-Academy Trust staff benefit from strong collaboration and networks and as such have the potential to develop fully in their careers. As a school we develop rich and purposeful professional development opportunities for staff, driven by the latest educational research to enable staff at each career stage to achieve their full potential and we have a proven track record that staff who train with us, remain with us and progress with us.

As part of a new urban development Chapelford Village Primary School is situated close excellent local transport links and is easily accessible from areas across the North West. Our school is over subscribed in many year groups and has grown significantly in the last five years. The school benefits from modern impressive and bright facilities, high quality learning resources and ongoing developments both indoors and outdoors across the school.

So, if you are eager to join a vibrant, forward thinking, reflective and driven organisation, committed to securing the highest educational, professional and personal standards, are keen to learn and develop in your career, work with the colleagues, parents and pupils and the wider community and are passionate about all pupils achieving their true potential then we would be delighted to hear from you.

Yours faithfully,



Mrs L Tottie
Head of School

INFORMATION ABOUT THE ROLE

We have an exciting opportunity for a hard-working, passionate Teaching Assistant to join our friendly, dedicated school team. Working primarily in a classroom alongside the class teacher, you would work collaboratively to best support all pupils to reach their full potential. This may be group work or supporting individual.

We are looking for someone who:

- is passionate about inspiring the next generation to be life-long learners who are inquisitive about the world around them
- has a positive and flexible approach to school life
- has excellent communication skills and the ability to relate to people of all ages and backgrounds
- enjoys working with children and is devoted to building a nurturing and safe learning environment
- is energetic, talented and ambitious and who can inspire, challenge, motivate and support both children and colleagues
- has high expectations of learning behaviours for all pupils
- can work collaboratively as well as independently to best support pupils and colleagues
- can reflect on practice and embrace purposeful change

We can offer:

- a dedicated school team
- friendly, well behaved children who are eager to learn
- a real commitment to high quality continuous professional development
- a committed and supportive Local Governing Body
- happy, supportive and friendly staff
- a forward thinking leadership team who listen and who value every member of the school community
- a modern building which is rich in learning resources, books and technology
- strong, collaborative network opportunities as part of a large community school within Omega Multi-Academy Trust

JOB DESCRIPTION

Academy: Chapelford Village Primary School

Job Title: Teaching Assistant Level 2 for Key Stage 2

Accountable to: Head of School

Contract Type: Fixed term until 31.08.2025

Key responsibilities

- To support the class teacher in maintaining a rich, engaging learning environment
- To support all pupils within the classroom either in small groups or 1:1 as directed by the class teacher
- To enrich children's play opportunities during lunch time and ensure that pupils are safe and happy
- To ensure inclusion is at the heart of the school and all pupils feel valued and thrive

Support for Pupils

- To promote pupils' development in a safe, secure, challenging environment
- To have regard for the safety and well-being of the pupil at all times
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging
- independence wherever possible. Medical needs include the administration of medicines by mouth or other.
- medical procedures provided appropriate training has been given by an appropriate person.
- To develop an understanding of the pupil's specific needs to help them learn as effectively as possible.
- To participate in pupils' play and extend and stimulate language through conversation.
- To focus on individual pupils to ensure their needs are being met within the group.
- To encourage inclusion within the classroom
- To display pupils' work to reflect their achievement.
- To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing etc.)
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To assist in the supervision of pupils on outings and visits

Support for Teachers

- To liaise with teachers regarding the daily/weekly programme of activities and events
- To work with other staff delivering Individual Education and Health Care Plans
- To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom.
- To gather information from parents/carers as requested
- To assist parents working in schools
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed
- To support pupil record keeping as requested
- To provide clerical support e.g., photocopying. Filing etc.
- To work within established disciplinary policy to anticipate and manage behaviour constructively, promoting self-control and independence.

Support for the School

- To work alongside other professionals in assessing children's progress/needs
- To attend appropriate staff meetings as required
- To support parents working in schools
- To assist with the general supervision of pupils during breaktimes and/or when required
- To work as a member of the staff team in all relevant activities to develop the school
- To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school
- To be aware of all Health & Safety issues
- To assist with the general supervision of pupils during breaktimes and/or when required
- To treat all information relating to a pupil as strictly confidential, and refer all enquiries, other than from professional, to the Headteacher
- To support and encourage students on Childcare courses, Work Experience etc. · To be a proactive member of the school and class team
- To attend relevant professional development to update knowledge

Support for the Curriculum

- To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies
- To support pupils in using basic ICT as directed, developing pupil's competence and independence in its use
- To set out, prepare and maintain equipment, indoors and outdoors

The Teaching Assistant may be called upon to perform other duties that the Head of School considers reasonable, that are commensurate with the grading and designation of the post. This job description may be amended at any time in consultation with the postholder.



At Chapelford Village Primary School, I am blessed to have a supportive and encouraging environment that has helped me to grow and develop as a teacher. The school is committed to investing in its teaching staff. I have had the privilege of attending various training sessions and workshops that have broadened my knowledge and skills as an educator. As a result, I feel empowered to experiment with new teaching techniques and methods that have led to improved student outcomes.

I genuinely enjoy my role as a Year Group Lead as it allows me to make a positive difference in the lives of young people. I am proud to foster a love of learning in my students and help them develop the skills and confidence they need to succeed in life.

Alison Cleary

Class Teacher/Year Group Lead

PERSON SPECIFICATION



Academy: Chapelford Village Primary School

Job Title: Teaching Assistant Level 2

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

QUALIFICATIONS

E	Minimum of 5 GCSE A-C which include English and Maths	A
E	NVQ Level 2 Childcare or an equivalent qualification that is relevant to the role.	A

EXPERIENCE

E	Experience working with children.	A/I
E	Experience in delivering interventions to support children's learning	A/I
E	An awareness of the role of observations as part of the formative assessment process and the role of child initiated and group work	A/I
E	Experience of supporting the teaching of Numeracy and Literacy skills.	A/I
E	A basic awareness of policies relating to health and safety, equal opportunities, confidentiality, safeguarding, behaviour, attendance and data protection.	A/I
E	Working with individual children and groups of children – supporting the work and monitoring of outcomes.	A/I
E	Experience of the following: IBP's, IEP's and care plans – contributing to their implementation.	A/I
E	Participation in appropriate school and professional development meetings.	A/I
E	Administrative duties	A/I

KNOWLEDGE/UNDERSTANDING		
E	Understanding of the National Curriculum	A/I/P
E	Understanding of EYFS of curriculum	A/I/P
E	Understanding of the importance of high quality continuous and enhanced provision to support learning.	A/I/P
E	Knowledge of a range of strategies to promote good behaviour.	A/I/P
E	Awareness and understanding of the schools' policies and procedures	A/I/P
E	Knowledge of appropriate assessment for learning strategies including high quality observations.	A/I/P
D	A knowledge of how high-quality adult interactions enhance children's development and learning	A/I/P

PRACTICAL SKILLS		
E	An ability to work under the teacher's direction to deliver a curriculum activity to groups/individual children effectively.	A/I/P
E	Ability to communicate effectively with teachers and parents in various settings.	A/I/P
E	Provide and support children with level of care that specifically enhances their Personal and Social skills effectively.	A/I/P
E	Support the School's assessment for learning process.	A/I/P
E	Provide feedback to the class teacher regarding set objectives.	A/I/P
E	Ability to manage the behaviour of pupils and employ strategies to ensure desired outcomes are achieved.	A/I/P
D	Ability to fully support the processes and procedures for effective personalised learning.	A/I/P
D	Ability to communicate effectively and purposefully with children – a clear understanding of effective speaking, listening and questioning strategies.	A/I/P
E	Ability to use ICT effectively to promote and support learning	A/I/P
E	Ability to work as a team, contributing to the teaching and learning within School	A/I/P
E	Demonstrate good competence levels in numeracy and literacy	A/I/P
E	Flexibility, willingness and enthusiasm to adapt to change	A/I/P

OTHER REQUIREMENTS

E	The ability to work with all members of school staff in a open, positive and approachable manner	A/I
E	Good interpersonal skills.	A/I
E	High expectations of themselves and the children they work with.	A/I
E	Ability to work as part of a team, understanding classroom roles and own position within these.	A/I
E	Creative, organised, and supportive.	A/I
E	Organised and effective in maintaining pupils' records.	A/I
E	Motivate children who have some barriers to their learning.	A/I
E	Passionate about raising standards for children in the EYFS.	A/I
E	Kind, calm and patient especially with the youngest of our children in their first experience of school life.	A/I
E	Flexibility and adaptability to work with children of all ages	A/I

EQUAL OPPORTUNITIES

E	Knowledge and a commitment to the school's Equality Policy	A/I
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PRE-EMPLOYMENT CHECKS

E	Positive recommendation from all referees, including current employer	R
E	DBS Clearance post appointment	N/A

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 and your supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history.



Having started at Chapelford Village Primary School as a student teacher I was so welcomed and supported in the beginning of my teaching journey. I knew from the moment I began my placement here that this was somewhere I wanted to work because the school has such a welcoming and warm ethos and the love of learning for children is the focal point of all they do.

Having almost completed my ECT years here, I have been given endless opportunities for professional development such as working with staff who specialise in subjects and working with external agencies to further develop my own pedagogy.

As a result, I feel extremely well equipped with teaching strategies and techniques to help children in their own personal learning journeys. Those of which I will carry with me through my career.

Caitlin Garty

Class Teacher, ECT

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 discuss this role with the school then please email office@chapelfordvillageprimary.co.uk with your request.
- Download and complete the Omega Multi-Academy Trust application form from the Omega Multi-Academy Trust website
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. 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. CVs cannot be accepted.
- Email completed application forms to 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.

TIMETABLE FOR THE SELECTION PROCESS

Closing date for applications: 13th August 2024 @ 9am

Start date: September 2024



Having worked at Chapelford Village Primary School for the past 10 years I can honestly say I still feel as happy as the day I started. Having come back into the workplace after having children, the encouragement I received was immeasurable. This has given me the confidence to grow within my role, learning lots of new skills within the administrative environment and beyond.

Chapelford is a caring, friendly and supportive environment to work within and I feel so privileged to be part of the team.

Emma Morrey-Welsh
Administration Assistant

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. There is 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



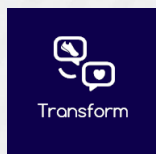
Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



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



Legal, money advice and personal support and guidance.



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.



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