



Teaching Assistant with Midday Supervision

26.25 hours per week

Permanent contract

Orrell Holgate Academy Recruitment Pack



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Welcome

Dear Applicant,

Thank you for your interest in the Teaching Assistant vacancy at Orrell Holgate Academy.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team as soon as possible.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Orrell Holgate Academy and the Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mrs G Worrall
Headteacher
Orrell Holgate Academy



Orrell Holgate Academy

Orrell Holgate is a special place. We are a successful and ambitious school with a caring family ethos.

Our children are well behaved, hardworking and caring; we look after them very well. We work alongside parents to equip each child with the tools they need to be successful, safe and happy now, at secondary school and beyond.

Our school mission statement is 'Learning for Life'.

Through our 'Learning for Life' curriculum and school ethos, our aim is to work with parents to prepare children for a life of successful learning where they can adapt and move forward successfully whatever the circumstance or situation.

L.E.A.R.N sums up our aims:

- **L**ifelong learning
- **E**quipped for the world
- **A**mbitious in every area
- **R**esilient and courageous
- **N**o limits to our success!

We are proud that our pupils tell us that they are **HAPPY** at school because we believe that children learn well when they are happy.

Pupils have the opportunity to see 'learning in real life.' Visits and visitors play an important part in this for every class.

We provide our pupils with a valuable set of Social, Moral, Spiritual and Cultural experiences such as: learning to play a tuned instrument; performing in a play; working with members of the community on various projects; celebrating and learning about the different faiths and cultures of pupils in the school and their families; Knowing how democracy works and taking part in democratic leadership elections.

All pupils develop Learning for Life skills through our '6 Rs'

Respect, Resilience, Resourcefulness, Risk Taking, Reflection and of course knowing how to develop and maintain healthy Relationships with others.

We have 3 rules:

1. Speak positively
2. Keep hands and feet to yourselves
3. Follow instructions the first time.



The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises twelve schools: three high schools, an all-through alternative provision academy and eight primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 4250+ students
- 12 schools
- 14 sites
- 675+ employees
- 5 local authorities
- £37,000,000+ annual budget
- 80+ governors



Job Description

Level 2 Teaching Assistant

| | |
|------------------|--|
| Location: | Orrell Holgate Academy, Moor Road, Orrell, Wigan, WN5 8SJ |
| Grade: | Grade 3, SCP 3-5 |
| Salary: | £24,027 - £24,790 pro rata (actual salary £14,253 - £14,706) |
| Working pattern: | 26 hours and 15 minutes per week, term time only |

Main Purpose of the Role

Under the direction of teaching / senior staff, to undertake / work / care programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and classroom.

To give support for SEN pupils providing particular help for those students with learning difficulties and / or behavioural, social or physical disabilities, as required.

Job Outline

- To supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
- To assist with the development and implementation of Individual education/behaviour plans and personal care programmes.
- To establish constructive relationships with pupils and interact with them according to individual needs.
- To establish constructive relationships with pupils and interact with them according to individual needs.
- To provide specialist support to students with barriers to learning on a one to one basis, in a small group or in or out of the classroom
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- To assist with the planning of learning activities.
- To monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- To provide regular feedback to teachers on pupils' achievement, progress and problems.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To provide clerical/admin support, for example photocopying, collection of money.
- To assist with the supervision of pupils out of lesson times, including before and after school as may be reasonably directed.
- To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.

Other Specific Duties

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.
- To undertake Health and Safety Training on areas within the designated work area.



Person Specification

| | Essential | Desirable |
|---|-----------|-----------|
| Experience | | |
| Experience of working and interacting with children of a relevant age and / or learning need. | X | |
| Training and Qualifications | | |
| NVQ level 2 or equivalent qualification or a comparable level of experience. | X | |
| Basic level of literacy & numeracy. | X | |
| Willingness to undertake further relevant teacher assistant training. | | X |
| Willingness to undertake basic first aid training. | | X |
| Knowledge and Understanding | | |
| Knowledge of basic Health and Safety. | | X |
| Basic knowledge of how to use ICT to support learning. | X | |
| Understanding of how to use relevant equipment/resources. | X | |
| Some knowledge of children's games and activities. | X | |
| A knowledge of the national/foundation stage curriculum and other basic learning programmes. | | X |
| Understanding of relevant policies, codes of practice and awareness of relevant legislation | | X |
| Basic understanding of child development and learning processes | | X |
| Personal Skills, Abilities and Competencies | | |
| Ability to communicate with and relate well to pupils and adults. | X | |
| Ability to work under supervision and as a team member. | X | |
| Ability to work in accordance with the school's health and safety policies. | X | |
| Ability to deal with minor injuries. | | X |
| Legal Issues | | |
| Legally entitled to work in the UK. | X | |



How to Apply

Please submit an application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

If you would like to visit the school prior to submitting your application, you will be able to do so on Tuesday 25th March at 9:30am. Please contact the school office (enquiries@admin.holgate.wigan.sch.uk) to arrange.

Applications should be addressed to Mrs Gail Worrall (Headteacher). These can be returned electronically to enquiries@admin.holgate.wigan.sch.uk

Alternatively, send a hard copy to:

Orrell Holgate Academy
Moor Road
Orrell
Wigan
WN5 8SJ

Closing Date: 3pm Tuesday 25th March 2025

Interview Date: Thursday 3rd April 2025

Orrell Holgate Academy and The Rowan Learning Trust are committed to safeguarding, to promoting the welfare of our children and adhering to the Equality Act 2010 and expects all staff to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996, all prospective employees will be required to supply evidence of eligibility to work in the UK.

We will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

Orrell Holgate Academy is an equal opportunities employer.



The Rowan Learning Trust

Registered Office: Oltec House, 18 Beecham Court, Goose Green, Wigan, WN3 6PR

Company Number 8010464

