



# Level 2 Teaching Assistant

General / KS1

To commence 1<sup>st</sup> September 2024

## Plantation Primary School Recruitment Pack



MAXIMISING POTENTIAL



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# Welcome

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Dear Applicant,

Thank you for your interest in the Level 2 Teaching Assistant vacancy at Plantation Primary School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team from 1<sup>st</sup> September 2024.

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 Plantation Primary School 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,

Mr S Hanley  
Headteacher  
Plantation Primary School



# Plantation Primary School

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Plantation Primary School is a vibrant and inclusive primary school located in the heart of Halewood, Knowsley. As we expand from a two-form to a three-form entry school, we are seeking dedicated and passionate educators to join our team. With a commitment to recruiting, nurturing, and developing staff, we offer a supportive and welcoming environment where every team member is valued.

- **Opportunities for Growth:** Join a growing school with a proven track record of staff development
- **A Collaborative Environment:** Work as part of a supportive team with excellent colleagues
- **An Inclusive Community:** Be part of a school that values diversity and inclusion
- **Modern Facilities:** Benefit from a new school building programme and ongoing refurbishments
- **Expansive Grounds:** Utilise extensive school grounds to enhance the learning experience of our pupils.
- **A Network of Support:** Access support and networking opportunities within the Rowan Learning Trust.
- **A Nurturing Restorative Approach:** Embrace a restorative, trauma informed behaviour approach in our school culture.
- **Your Professional Development:** Develop leadership skills as a subject leader and support the wider school.
- **Strong Governance:** Enjoy the backing of a supportive governing body and uphold our Super Values.
- **A Warm Welcoming Atmosphere:** Join a friendly and welcoming school community with supportive staff.

## Why Join Us?

- Make a significant impact in a school that values your growth and development.
- Collaborate with a supportive team and benefit from excellent colleague support.
- Contribute to an inclusive school community that prioritises diversity and equality.
- Work in a modern school environment with ongoing refurbishments and ample resources.
- Utilise extensive school grounds to enhance the learning journey for our pupils.
- Access support and networking opportunities within the Rowan Learning Trust.
- Embrace a restorative behaviour approach and develop leadership skills as a subject leader.
- Join a warm and welcoming school community with a strong ethos supported by our Super Values.
- Enjoy the backing of a supportive governing body committed to your success.



# The Rowan Learning Trust

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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 nine schools: three high schools, an all-through alternative provision academy and five 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
- 9 schools
- 10 sites
- 675+ employees
- 5 local authorities
- £37,000,000 annual budget
- 80+ governors



# Job Description

## Level 2 Teaching Assistant

Location: Plantation Primary School, Hollies Road, Halewood, Liverpool, L26 0TH

Salary: Grade D (SCP 5-6) + SEN allowance

Working pattern: 27.5 hours per week, 46 weeks per year

## Main Purpose of Post

To work with and supervise the physical / general care of individuals and groups of children under the direction of the classroom teacher, providing general support to the teacher in the management of pupils in the classroom. When required, to take part in the planning, development and implementation of programmes of support for pupils with special educational needs.

## Main Duties

### Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Deal with the personal care and comfort of pupils as required in relation to welfare, health, hygiene, toileting, dressing, feeding, mobility and administering of medicines.
- Establish good working relationships with pupils, acting as a role model.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care Programmes.
- Promote inclusion and acceptance of all pupil's self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- Support the use of specialist equipment and procedures including moving and handling to meet a child's individual needs.
- Respond to pupils' minor medical problems administering basic first aid where appropriately trained.

### Support for the Teacher

- 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.
- Assist with the display of children's work.
- Provide detailed and regular feedback to teachers on pupils' achievements and progress in agreed format.
- 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.
- Provide clerical / administrative support (e.g. photocopying, word processing, filing, collecting money etc).
- Undertake routine tests and invigilate exams and undertake routine marking of pupils' work.



- Establish constructive relationships with parents / carers.
- Undertake pupil record keeping as requested.
- Contribute to the review of pupils' needs.
- Be involved in the planning, development and implementation of programmes of support for pupils with special educational needs.
- To escort [pupils as necessary and assist in movement around the school.

### **Support for the Curriculum**

- Provide support for structured and agreed learning activities / learning programmes, taking into consideration pupils learning styles.
- Support literacy / numeracy programmes (e.g. Springboard, AL, FLS), 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**

- To be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the school ethos, aims and development / improvement plan.
- Be aware of and support difference and ensure that all pupils have equal access to opportunities to learn, develop and feel values, respecting their social, cultural, linguistic, religious and ethnic background.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Attend and participate in meeting as required.
- Assist with the supervision of pupils out of lesson times, including before and after school, if appropriate, and within working hours.
- Undertake personal development through training and other learning activities including performance management as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Assist with the organisation, routines and upkeep of the wider learning environment.

**Note:** This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.



# Person Specification

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## Communication and influence

- Actively listens to what others have to say and gains support for own opinion.
- Asks open questions and ensures that there is no confusion or ambiguity to the listener.
- Ensures own case is consistent when seeking support.

## Team working

- Demonstrates a non-judgemental approach to the values, views and needs of others.
- Sees other people's points of view and encourages and respects views that are different from own.
- Takes time to get to know people and how they operate.

## Organisational Awareness

- Keeps up to date on changes / new developments in own and other areas of the school's activities and their impact on the school's performance.

## Adaptability

- Supports the change process, remaining positive during times of change.
- Willingly cooperates with others and highlights potential problems in a positive and supportive way.

## Use of technology

- Is able to use and understand the purpose of information communication technology (ICT) and is able to use it for routine and pre-set purposes.

## Professional values and practice

- Demonstrates high expectations for all pupils.
- Ability to build and maintain successful relationships with pupils, treat them consistently with respect and consideration, and demonstrate concern for their development as learners.
- Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.
- Ability to improve own practice through observations, evaluation and discussion with colleagues.

## Experience and knowledge

- Minimum 2 years' experience working with and / or caring for children of relevant age / subject area, in an educational setting.
- General understanding of national / foundation stage curriculum and other basic learning programmes / techniques
- Basic understanding of child development and learning



- Ability to relate well to children and adults.
- General awareness of inclusion, especially within a school setting.

## Qualifications and training

- GCSE Grade C (Grade 4) or above in Maths and English
- NCQ Level 2 for teaching assistants or equivalent qualifications or experience.
- Requirement to complete the DfE's Teacher Assistant Induction Programme
- Training in relevant learning strategies e.g. literacy / numeracy
- Willingness to undertake appropriate first aid training
- Evidence of a commitment to further professional development

## 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.

Applications should be returned electronically to [p.robinson@rtl.education](mailto:p.robinson@rtl.education)

Alternatively, send a hard copy to:

Mr S Hanley  
Headteacher  
Plantation Primary School  
Hollies Road  
Halewood  
Liverpool  
L26 0TH

Closing Date: 9am on Friday 5<sup>th</sup> July 2024.

Interviews will be arranged with candidates who we wish to progress to the next stage of the recruitment process, dates and times TBC.

Plantation Primary School 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.

Plantation Primary School is an equal opportunities employer.

The Rowan Learning Trust

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

Company Number 8010464

