



Westbrook Old Hall  
PRIMARY SCHOOL



# APPLICATION PACK

<b>ACADEMY:</b>	Westbrook Old Hall Primary School
<b>ROLE:</b>	Teaching Assistant Level 2
<b>START DATE:</b>	September 2024
<b>SALARY:</b>	Actual Salary £16,590 - £16,869 (FTE £23,893 - £24,294)
<b>GRADE:</b>	Grade 4; Point 6-7
<b>CONTRACT:</b>	Fixed Term until 31.08.25
<b>HOURS:</b>	30hrs per week (Term Time Only plus 5 INSET days)



# CONTENTS

PAGE	ITEM
3	Message from CEO, Omega Multi-Academy Trust
5	Message from the Headteacher
6	Job description
8	Person specification
10	The selection process
11	Staff benefits & wellbeing



# MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

Dear Applicant,

We are delighted that you are considering applying for a role at Westbrook Old Hall 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.

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 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 the last 12 months we 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 our schools 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

I am incredibly proud to be the Headteacher of Westbrook Old Hall Primary School and especially of the fact that we are a family, who works together, cares for each other and supports each other.

We consider our school to be a very special place to be – a place of learning that's calm and friendly, a place where every child is fully supported to achieve success academically, emotionally and socially. Our children are encouraged to be polite, motivated and happy individuals and this is promoted via an ambitious, challenging and fun curriculum.

At Westbrook Old Hall School our children are at the centre of everything we do and our excellent, dedicated teaching team continuously strive to ensure that each and every child achieves their goals, so that by the time they leave us for high school they are fully prepared for the next stage in their learning journey.

Westbrook Old Hall School is one of six schools who are part of 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; this support and collaboration is invaluable

In joining 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, working with our colleagues, parents and the wider community and are passionate about all pupils achieving their true potential then a role at Westbrook Old Hall Primary School is a wonderful opportunity.

If you are considering applying to please feel free to have a look through our website, watch the school tour and hear more about us from members of staff.

Yours faithfully,



Mary Lythall-Brennan  
Headteacher



# JOB DESCRIPTION

**Academy:** Westbrook Old Hall Primary School

**Job Title:** Teaching Assistant Level 2

**Grade:** Grade 4, Point 6-7

**Accountable to:** Headteacher

We are seeking to appoint a caring, enthusiastic Level 2 Teaching Assistant. Applicants must be highly motivated, have a positive outlook and be committed to the highest standards of pupil achievement and inclusion.

The post is a fantastic opportunity for someone looking to be supported by a hardworking and dedicated team who aim to ensure that all our children are provided with excellent opportunities each day to move their learning to the next level.

The successful candidate will hold relevant qualifications at Level 2 or higher and be able to:

- Promote excellent teamwork skills to support our vision for developing children's learning outcomes.
- Establish good working relationships with pupils acting as a role model.
- Demonstrate creative flair to make learning memorable, enjoyable, and purposeful.
- Promote the inclusion and well-being of all children.
- Set high expectations and behaviour for all.
- Reflect on practice and embrace purposeful change.

## PURPOSE

- Promote pupils' independence, self-esteem, and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.
- Aid in the support of the management of behaviour with the pupils in their care.

## 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.
- Provide clerical/administration support (eg photocopying, typing, filing, collecting money etc).
- 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.
- 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 safeguarding, health, safety security, confidentiality, and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support differences 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.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required.

### **PERSONAL AND PROFESSIONAL CONDUCT**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values, and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

# PERSON SPECIFICATION



**Academy:** Westbrook Old Hall 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

## PRE-EMPLOYMENT CHECKS

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

## QUALIFICATIONS

<b>E</b>	Minimum 2 years' experience working with and/or caring for children	A
<b>E</b>	NVQ Level 2 Childcare or an equivalent qualification that is relevant to the role.	A

## KNOWLEDGE AND UNDERSTANDING

<b>E</b>	Understanding of the importance of high quality continuous and enhanced provision to support learning.	A/I
<b>E</b>	Knowledge of a range of strategies to promote good behaviour.	A/I
<b>E</b>	Awareness and understanding of the school's policies and procedures.	A/I
<b>E</b>	Knowledge of appropriate assessment for learning strategies including high quality observations.	A/I
<b>E</b>	A knowledge of how high-quality adult interactions enhance children's development and learning.	A/I

## EXPERIENCE

<b>E</b>	Experience in delivering interventions to support children's learning	A/I
<b>E</b>	Experience of supporting the teaching of Phonics and early Numeracy and Literacy skills.	A/I
<b>E</b>	A basic awareness of policies relating to health and safety, equal opportunities, confidentiality, safeguarding, behaviour, attendance and data protection.	A/I
<b>E</b>	Working with individual children and groups of children – supporting the work and monitoring of outcomes.	A/I
<b>E</b>	Experience of the following: IBP's, IEP's and care plans – contributing to their implementation.	A/I
<b>E</b>	Participation in appropriate school and professional development meetings.	A/I





## PERSONAL QUALITIES AND SKILLS

E	The ability to work with all members of school staff in an 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	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

## PRACTICAL SKILLS

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

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.



# 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:

- If you would like to discuss this role with the Westbrook Old Hall Primary School please email [office@wohp.omegamat.co.uk](mailto:office@wohp.omegamat.co.uk) with your request.
- Download and complete the Omega Multi-Academy Trust application form
- 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). There must be no unexplained gaps in your career history.
- 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 West Brook Old Hall Primary School. CVs cannot be accepted.
- The 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.
- 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:** Friday, 5<sup>th</sup> July 2024 by 12pm

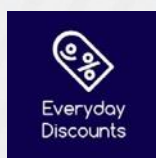
**Start date:** As soon as possible



# 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.



Everyday Discounts

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



Home Technology

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



Cycle to Work

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.



Octopus Electric Vehicles

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.

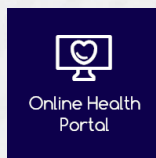


Health Club Membership

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

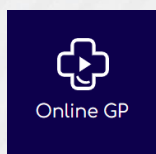


# STAFF WELLBEING & BENEFITS



Online Health Portal

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.



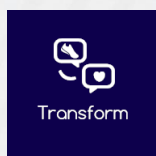
Online GP

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



Employee Assistance Programme

Legal, money advice and personal support and guidance.



Transform

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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PRIMARY SCHOOL

**Westbrook Old Hall Primary School**

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