



# APPLICATION PACK

<b>ROLE:</b>	Teaching Assistant L3
<b>START DATE:</b>	As soon as possible
<b>SALARY:</b>	FTE: £25,992- £28,624 Actual: £19,552- £21,532
<b>GRADE:</b>	Grade 5, SCP 8-14
<b>HOURS:</b>	32.5 hours per week, Term time only plus 5 INSET Days, Permanent

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# MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role at Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the Trust. We are a small trust with a balanced blend of five primary and two secondary schools, but are poised for growth as we drive towards our 4 key strategic aims. At the heart of our strategy we aim provide the best school experience possible for every child, and to be the best employer we can be.

Omega Multi-Academy Trust was formed in 2018. We serve diverse communities across the metropolitan borough of Warrington and the City of Liverpool. Our schools are firmly rooted in their communities and respond to their individual needs with local knowledge and understanding, 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 to embrace the sharing of best practice, celebrating our many strengths , learning and growing together.

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 colleagues who have welcomed our strategic vision with such enthusiasm and drive. The Trust's new Impact Strategy, as well as having a necessary focus on inclusive education and continuous school improvement as standard, includes an important focus on you, and your wellbeing, ensuring we care for the people who help and support our children and young people to stay safe and to 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. Outcomes at our primary schools are now amongst the best in the country, with strong outcomes in Early Years, Key Stages 1 and 2 in almost all of our schools. Where outcomes are not as strong, they are improving at pace.

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.

If successful in your application, you will be joining a highly collaborative, supportive and committed team who will share their practice and offer unwavering support, advice and guidance to each other; an invaluable network of support for you as you embark on this fabulous challenge in your new school.

Thank you once again for your interest in this exciting opportunity and we look forward to welcoming you to our team.

Yours faithfully,



A handwritten signature in black ink, appearing to read 'C Wilcocks', written in a cursive style.

Mr Christian Wilcocks  
Chief Executive Officer  
Omega Multi-Academy Trust

# JOB DESCRIPTION

<b>Job Title:</b>	Teaching Assistant L3
<b>Based at:</b>	Any primary school within the Trust- (Bradshaw Primary School, Burtonwood Community Primary School, Chapelford Village Primary School , Park Road Primary School and Westbrook Old Hall Primary School)
<b>Salary:</b>	FTE: £25,992- £28,624 Actual: £19,552- £21,532 Grade 5, SCP 8-14
<b>Hours:</b>	32.5 hours per week, Term time only plus 5 INSET Days, Permanent
<b>Closing Date:</b>	Friday 21 <sup>st</sup> February 2025 9am

Are you passionate about education? Are you eager to make a difference? Are you an exceptional and motivated teaching assistant? Applications are invited from inspirational, enthusiastic and innovative teaching assistants to join our successful and hard-working team at Omega Multi-Academy Trust.

We are seeking an inspiring and engaging Teaching Assistant, with experience of SEN and the EYFS curriculum. You will be working with young people every day and you will help them to learn and achieve their full potential.

## **We can offer:**

- A vibrant, inclusive school community
- Enthusiastic learners
- A committed and dedicated staff team
- A strong, supportive leadership team
- Leadership that values and promotes the professional development of all
- A strong focus on staff well being

## **PURPOSE**

To work with and supervise individuals and groups of children under the direction/instruction of teaching &/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behavior techniques.

To cover Planning, Preparation and Assessment (PPA) time as and when required.

This role will predominately be based in Bradshaw Primary School, however, this may change to any of the primary schools within the Trust as and when required.

## **SUPPORT FOR THE PUPIL**

- To work with and supervise individuals and groups of children under the direction/instruction of teaching &/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 and providing specialist support in a specific curricula/resource area.
- Support for the pupil
- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Provide consistent support to all pupils, responding appropriately to individual pupil needs.
- Assist with the development and implementation of Individual Education Plans.
- 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, employing strategies to recognise and reward achievement within established school procedure.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- Use specialist (curricular/learning) skills/training/experience to support pupils. 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**

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs.
- Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Assist pupils to access learning activities through specialist support e.g. curriculum/SEN specialism.
- Determine the need for, prepare and maintain general and specialist equipment and resources. 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.
- 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**

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs.
- Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Assist pupils to access learning activities through specialist support e.g. curriculum/SEN specialism.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

### **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.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings as appropriate.
- Participate in training and other learning activities as required.
- Establish own best practice and use to support others.
- Assist in the supervision, training and development of classroom support staff.
- Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time. The work of the school changes and develops continuously, which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with school improvement priorities. Any major changes will involve discussion and consultation with the postholder.



In my role as IT Manager at Omega Multi-Academy Trust, I oversee all of the IT services for all schools. I am in a privileged position to be involved with a lot of colleagues across the trust including Class Teachers, Heads of Year and Directors, as well as students. My role is challenging at times but incredibly rewarding. I've worked in IT in education for over 10 years as there are very few sectors that give you this level of reward and visibility of your actions. During my time here at the Omega Multi-Academy Trust, I have always felt valued and believe my voice has always been heard.

David Lomas  
IT Manager



# PERSON SPECIFICATION

**Academy: Omega Multi-Academy Trust**

**Job Title: Teaching Assistant L3**

**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

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

QUALIFICATIONS		
E	Minimum of 5 GCSE A-C which include English and Maths	A
E	Hold Teaching Assistant Level 3 status / NVQ Level 3 Teaching Assistant or equivalent certified qualification or experience. Demonstrable levels of numeracy & literacy equivalent to GCSE Level 4 or NVQ Level 2.	A
E	Evidence of a minimum of two years' experience of working with children as a Teaching Assistant Level 2 or 3 or equivalent (either paid or unpaid capacity) preferably in an educational setting.	A
E	Evidence of some specialist knowledge and experience with KS1/EYFS	A
ADDITIONAL REQUIREMENTS		
E	An enhanced DBS certificate with barred list check	A
E	At least two valid professional references.	R

## KNOWLEDGE & UNDERSTANDING

E	Understanding of the National Curriculum.	A/I/R
E	Understanding of behaviour management strategies.	A/I/R
E	Knowledge of statutory requirements regarding the education sector and pupil wellbeing	A/I
E	Working knowledge and understanding of barriers to learning	A/I/R
E	Proven awareness and respect for the highly sensitive status of information and its confidentiality	A/I
E	Excellent written and verbal communication skills	A/I
E	Knowledge of child protection and safeguarding procedures	A/I
E	Knowledge of intervention strategies, including those in relation to behaviour and SEN	A/I
E	Understanding the principles of child development and learning processes	A/I
E	Meet all Teaching Assistant Level 3 standards	A/I
E	Attend induction training and other training as appropriate to the role, including behaviour management and Child Protection training and other statutory training	A/I
E	Willingness to participate in training, performance management and self-evaluate learning needs and actively seek learning opportunities	A/I

## PERSONAL QUALITIES & SKILLS

E	Good time management and the ability to prioritise tasks effectively	A/I
E	A good attendance and punctuality record	A/I
E	High expectations of self and professional standard	A/I
E	The ability to maintain successful working relationships with other colleagues	A/I/ R
E	A willingness to work outside of the timetabled day, where necessary	A/I
E	Tact and diplomacy in all interpersonal relationships with the public, pupils, and colleagues at work	A/I
E	Build positive and productive relationships with staff members, pupils, and Parent	A/I
E	Consistently promote good behaviour throughout the school	A/I
E	Effectively motivate and encourage pupil	A/I
E	Work flexibly, attending and contributing towards meetings and training outside of their specified work hours	A/I
E	Commit to contributing to the wider school and its community. The flexibility to adapt to changing workload demands and new school challenges	A/I
E	Flexibility and adaptability to work with children of all ages	A/I

## OTHER REQUIREMENTS

<b>E</b>	Demonstrate professional relationships and boundaries with children, young people, parents & carer	A/I/R
<b>E</b>	Ability to support the organisation of classroom activities, including environmental Expectations e.g., preparing and setting out resources and implementing strategies for T&L	A/I/R
<b>E</b>	Ability to support and help children and young people to transfer their learning to other parts of their lives	A/I
<b>E</b>	Ability to work in partnership with parents and teachers	A/I/R
<b>E</b>	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	A/I
<b>E</b>	A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service	A/I
<b>E</b>	Passionate about raising standards for children in the EYFS.	A/I
<b>E</b>	Kind, calm and patient especially with the youngest of our children in their first experience of school life	A/I

## PRACTICAL SKILLS

<b>E</b>	Developed level of oral and written communication skills.	A/I
<b>E</b>	Effective interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts	A/I
<b>E</b>	Good organisational and time management skills	A/I
<b>E</b>	Sound IT skills to support learning and maintain electronic information systems	A/I/ R
<b>E</b>	Effectively work as part of a team, as well as independently as and when required under the direction of the teacher	A/I
<b>E</b>	Ability to manage the behaviour of pupils and employ strategies to ensure desired outcomes are achieved	A/I
<b>E</b>	Enhance our school vision and model high expectations.	A/I
<b>E</b>	Demonstrate ability to adapt activities as directed to ensure they are inclusive	A/I
<b>E</b>	Collate and summarise information and data	A/I
<b>E</b>	Be proactive in the protection of children in reference to safeguarding procedures and protocols	A/I
<b>E</b>	Support the implementation of effective support strategies	A/I
<b>E</b>	Identify triggers of poor behaviour and barriers to learning	A/I

# 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 please follow below information:

- Download the Omega Multi-Academy Trust Application Form and Equal Opportunities Form, found at [www.omegamat.co.uk](http://www.omegamat.co.uk)
- 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](mailto:recruitment@omegamat.co.uk) by 9am on Friday 21<sup>st</sup> February 2025.

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.



Since joining Omega Multi-Academy Trust I have had the opportunity to expand my role from Safeguarding Administration Officer at a single academy to Safeguarding and HR Administration Officer for the whole trust. During my career within Omega Multi-Academy, I have been offered a variety of training opportunities to develop my professional progression, which I have embraced. I have always felt extremely supported by management and my colleagues, especially when I have encountered challenging personal experiences. I have always been treated with sensitivity and empathy in these situations, which I have appreciated greatly. I feel incredibly lucky to work in such a dynamic environment, that encourages me to grow and challenge myself, and makes me feel that all my contributions are appreciated.

Maria Hartless

Safeguarding & People Services Administration Officer

# 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 cost-effective 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 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

# STAFF WELLBEING & BENEFITS



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.



I originally started working at Great Sankey High School and have been very lucky to be part of the journey from maintained school, to an academy to a multi-academy trust, which has offered me the opportunity to now be Finance Manager for Omega Multi-Academy Trust.

Omega Multi-Academy Trust has a friendly and welcoming atmosphere and it is a privilege to be a member of a team which has such strong core values, providing a safe and supportive learning environment for all staff and students. The positive interaction with colleagues contributes to a sense of belonging and a knowledge that together we can overcome any obstacle or challenge that we are faced with.

Alison Tomlinson  
Finance Manager





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