



Level 3 Teaching Assistant

30 hours per week, term time only

To commence 4th November 2024

Plantation Primary School Recruitment Pack



MAXIMISING POTENTIAL



CONTENTS

Letter from Headteacher

About us

Job Description

Person Specification

How to Apply

Application Form

Welcome

Dear Applicant,

Thank you for your interest in the Level 3 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 1st 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

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

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 3 Teaching Assistant

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

Salary: Grade F (SCP 12 – 17) + SEN allowance

Working pattern: 30 hours per week, 46 weeks per year (term time only)

Main Purpose of Post

To work with and supervise individuals and groups of children under the direction of the teacher. 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 curricular / resource area.

Main Duties

Support for Pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils (e.g. curricular, SEN, behaviour, EAL, pupils with a significant visual impairment, signing with Hearing impaired pupils, Early Years).
- Assist with the development and implementation of Individual Education Plans.
- Establish good working relationships with pupils acting as a role model and setting high expectations.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- 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.
- 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.
- Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent.
- Respond to pupils who may become ill and to emergencies in the most appropriate manner and in accordance with established school procedure.
- 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.

Support for the Teacher

- Establish and maintain an appropriate learning environment under the supervision of the teacher.
- Contribute to lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work against an agreed marking scheme under the direction of the teacher.



- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents/carers under the teacher's supervision.
- Administer and assess routine primary tests, accurately recording achievement/progress and invigilate exams/tests.
- Promote positive values, attitudes and 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.
- Provide minimal clerical/administrative support (e.g. photocopying, word processing, filing, collecting money etc.)
- To be involved in the planning, development and implementation of programmes of support for pupils with special educational needs.
- To contribute to the review of pupils' needs.
- To escort pupils as necessary and assist in movement around the school.
- Assist in the development and implementation of appropriate behaviour management strategies.

Support for the Curriculum

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupils 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.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Assist pupils to access learning activities through specialist support e.g. curriculum/SEN specialism, Behaviour management, translation signing.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn, develop and feel valued, respecting their social, cultural, linguistic, religious and ethnic background.
- 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.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Assist with the planning and supervision of opportunities for pupils to learn in out of school contexts, 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.
- Establish own best practice and use to support others.
- Assist in the induction of other teaching assistants.

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

Communication and influence

- Communicates in a clear, accurate and succinct manner to delivering information to the right person ensuring they understand the message.
- Ensures that method of communication is appropriate to achieve the required result.
- Provides factual information as requested or re-directs requests to a more appropriate person.

Team working

- Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area.
- Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others.
- Actively listens to take account of others' views and opinions.
- Works with the team to generate solutions and reach consensus.

Organisational Awareness

- Demonstrates a broad knowledge of the school's activities and how they contribute to the school's performance as a whole.
- Is able to describe the current activities in their area and whole school developments.
- Demonstrates how own job performance contributes to the school's vision.

Adaptability

- Responds positively to the change process.
- Helps others to understand the need and reasons for change.
- Effectively implements new ideas and methods to adapt working practices.
- Helps plan, develop, set up and monitor systems and processes to effect change.
- Challenges conventional thinking and existing practices.

Use of technology

- Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology.
- Adapts data according to particular needs and presents it appropriately.

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 your 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.
- Understanding and working knowledge of national/foundation stage curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas etc.
- Understanding and working knowledge of principles of child development, learning styles and independent learning.
- Understanding of inclusion, especially within a school setting.
- Experience of resource preparation to support learning programmes.
- Ability to relate well to children and adults.

Qualifications and training

- GCSE Grade C (Grade 4) or above in Maths and English
- Relevant Level 3 qualification or equivalent in Teaching Assistance/Early Years
- Completed DfES Teacher Assistant Induction Programme.
- Training in relevant learning strategies e.g. literacy and/or particular curriculum or learning e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.
- 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@rlt.education

Alternatively, send a hard copy to:

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

Closing Date: 12pm on Monday 23rd September.

Interviews will be arranged with candidates who we wish to progress to the next stage of the recruitment process, w/c 30th September 2024. .



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

