



**CANDIDATE INFORMATION – TEACHING ASSISTANT 3  
VACANCY**



School Lane, Skelmersdale WN8 8EH  
01695 721487

# Welcome

Thank you for expressing an interest in the post of **Teaching Assistant Level 3**.

The Governing Body and Headteacher of West Lancashire Community High School are currently inviting applications to fill Teaching Assistant, Level 3 vacancy.

The hours are 32.5 per week, term time (38 teaching weeks plus one week for INSET training). These are permanent posts.

The Teaching Assistant level 3 is a Grade 6 post, Scale points 11-19, £27,269 to £31,067 per annum (full time equivalent). If successful, the salary received will be paid on a pro-rata basis which equates to a salary range of £20,786 to £23,681 per annum.

The role involves supporting students with generic learning difficulties, within a specialised environment. As a Teaching Assistant you will be expected to support the class teacher in delivering structured learning activities to individuals, groups of students, or up to a class of 12. You will also assist in monitoring student progress and supporting them in their social, emotional and personal needs.

We are looking for individuals who;

- are enthusiastic and committed with a 'can do' attitude
- can work as part of a team
- can work effectively with students, parents and other school stakeholders.
- have the ability to motivate and inspire students to achieve
- are willing to promote our school values of respect, achieve, success and friendship.

The post is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful, you will be required to apply to the Disclosure and Barring Service for an Enhanced Disclosure. References will be sought for all applicants. We will always consider your references before confirming a job offer in writing.

The closing date for the post is **Friday 28<sup>th</sup> March at 9.00 am**.

If you decide to apply for the post, please return the application form and letter by email to the School Business and Premises Manager: [Business.manager@westlancs.lancs.sch.uk](mailto:Business.manager@westlancs.lancs.sch.uk)

We look forward to hearing from you in the near future.

Lee Fazackerley,

Headteacher

# About us

West Lancashire Community High School is a vibrant generic learning difficulties school and has previously been inspected by Ofsted and rated good. Our students all have an Education Health Care Plan. We currently have 170 students on roll with numbers increasing, students are aged between 11 and 19 years. Our school is organised into three key stages/departments Key Stage 3, Key Stage 4, Key Stage 5.

At West Lancashire Community High School, we want our students and young adults to be the best they can be within an environment which challenges and supports. We focus upon academic, social and emotional development and progress but equally important to us is the development of independence skills to enable all to achieve, stand out as valued member of their communities and successfully meet the varying demands of an ever-changing society.

It is our dedication to achieving three core principles that allow us to develop students and young adults that are resourceful, resilient and that approach challenges with a 'can do', 'nothing is impossible' attitude. These are:

- Providing the highest quality of specialist teaching and learning experiences for all students and young adults
- Providing a curriculum that meets the needs and aspirations of all students and young adults
- Providing the highest standard of care, support and guidance to allow every student to achieve their aspirations.

We aim to provide an educational experience focused on improving education experiences and outcomes for all by:

- Developing well rounded individuals, that demonstrate greater resilience, determination and strength of character to succeed
- Equipping students and young adults with the skills to access increased opportunities and enhance their life chances
- Insisting on high expectations and challenge
- Developing an aspirational school community
- Engaging all parents and carers.

If you want to find out more about our school, please visit our website [www.westlancs.lancs.sch.uk](http://www.westlancs.lancs.sch.uk) or contact the School Business and Premises Manager to arrange a visit: [business.manager@westlancs.lancs.sch.uk](mailto:business.manager@westlancs.lancs.sch.uk)

# Job Description

|                              |                                   |
|------------------------------|-----------------------------------|
| <b>JOB TITLE</b>             | Teaching Assistant Level 3        |
| <b>GRADE</b>                 | Grade 6                           |
| <b>RESPONSIBLE TO</b>        | Classroom Teacher/Department Lead |
| <b>STAFF RESPONSIBLE FOR</b> | N/A                               |

## PURPOSE

Expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of students, including those with special needs, and to establish positive, supportive and constructive relationships with students, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and its adaptation amongst students. Would be expected to:

- plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate.
- establish supportive and constructive relationships with students, parents, carers and the wider community

## CORE TASKS

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post.

### Support for Students

To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for student(s) and to adapt the curriculum content according to the needs of student(s).

To plan and implement specific programmes with individual students or groups appropriate to the developmental needs of individual children throughout different curriculum areas.

To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of student(s).

To assist in the devising of student's individual targets and their monitoring and review.

To support students as part of a planned inclusion programme.

To develop positive relationships with students and staff to assist student progress and attainment.

To monitor and record student progress on a regular basis and to prepare reports as required.

To assist in the specific medical/care needs of student when specific training has been undertaken. In a special school, this may include complex medical needs.

### Support for the Teacher

To monitor individual student' progress and to report on student needs, achievements and concerns.

To assist in student supervision and the management of student behaviour.

To undertake classroom administrative tasks including the maintenance of records.

To provide ideas, resources and learning strategies for lessons

To liaise with parents, carers and outside agencies, where appropriate.

To undertake arrangements for out of school learning activities, for example, student work experience.  
Undertake marking of students work and recording of achievement.  
Administer tests and assist in the invigilation of exams.  
Assist in the supervision of children on trips/visits.

### **Support for the School**

To assist in providing a purposeful, orderly and supportive environment for learning.  
To support the promotion of positive relationships with parents, carers and outside agencies.  
To work within school policies and procedures.  
To attend staff training/meetings as appropriate.  
To take care for their own and other people's health and safety.  
To liaise with the school's appropriate person with regard to the ordering supplies and equipment  
Monitor and manage stock, if necessary, within an agreed budget, cataloguing resources and undertaking audits as required.  
To be aware of the confidential nature of issues related to home/student/teacher/school work.  
Assist in the supervision, training and development of other members of staff.  
To undertake cover supervision for whole classes.

### **Support for the Curriculum**

To be familiar with the content of the school curriculum.  
To assist in the delivery of appropriate programmes of work.  
To support the use of IT in learning activities.

### **OTHER DUTIES AND RESPONSIBILITIES**

Undertake other duties in line with the role, as appropriate.

### **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Person Specification

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

## (A) TRAINING AND QUALIFICATIONS

|                                                                                                                                                                 | Essential or Desirable | Evidence |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------|
| NVQ level 3 or above qualification (or equivalent) - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable | E                      | A        |
| Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy                                                                                | D                      | A        |

## (B) EXPERIENCE

|                                                                   | Essential or Desirable | Evidence |
|-------------------------------------------------------------------|------------------------|----------|
| Experience of working with children                               | E                      | A, I     |
| Experience of working in a relevant classroom/service environment | E                      | A, I     |
| Experience of Administrative work                                 | D                      | A, I     |
| Experience of supporting students with challenging behaviour      | D                      | A, I     |

## (C) KNOWLEDGE, SKILLS AND ABILITIES

|                                                   | Essential or Desirable | Evidence |
|---------------------------------------------------|------------------------|----------|
| Ability to relate well to children                | E                      | A, I     |
| Ability to work as part of a team                 | E                      | A, I     |
| Good communication skills                         | E                      | A, I     |
| Ability to relate well to parents/carers          | E                      | A, I     |
| Ability to supervise and assist students          | E                      | A, I     |
| Time management skills                            | D                      | A, I     |
| Organisational skills                             | E                      | A, I     |
| Knowledge of classroom roles and responsibilities | E                      | A, I     |
| Knowledge of the concept of confidentiality       | E                      | A, I     |
| First Aid/Paediatric First Aid Certificate        | D                      | A, I     |
| Administrative skills                             |                        |          |

|                                                                                                      |   |      |
|------------------------------------------------------------------------------------------------------|---|------|
| Knowledge of Early Years Foundation Stage Knowledge of strategies, for example numeracy and literacy | E | A, I |
| Ability to make effective use of IT                                                                  | E | A, I |
| Ability to assess children's development                                                             | E | A, I |
| Ability to plan and deliver work programmes                                                          | E | A, I |
| Flexible attitude to work                                                                            | E | A, I |

**(D) OTHER**

|                                                                                    | <b>Essential or Desirable</b> | <b>Evidence</b> |
|------------------------------------------------------------------------------------|-------------------------------|-----------------|
| Commitment to undertake in-service development                                     | E                             | A/R             |
| Commitment to safeguarding and protecting the welfare of children and young people | E                             | A/I/R           |
| Commitment to equality and diversity                                               | E                             | A/I/R           |
| Commitment to health and safety                                                    | E                             | A/I/R           |
| Commitment to sustaining regular attendance at work                                | E                             | I/R             |

**(E) APPLICATION FORM**

The Application Form should be fully completed, addressing the criteria as outlined on the person specification and free from errors.

**(F) CONFIDENTIAL REFERENCES AND REPORTS**

|                                                                                                                                           |           |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| References should provide a strong level of support for relevant professional/personal knowledge, skills and abilities referred to above. | Essential |
| Positive recommendation from current employer                                                                                             | Essential |

**EVIDENCE CODES**

Application form- A, Interview- I, Observation- O, Reference- R