



RECRUITMENT PACK

Teaching Assistant

Salary Range: NJC Grade 2, SCP 3-5

39 weeks per annum, 31.25 hours per week



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Letter from our CEO

Thank you for your interest in a position within the All Saints Multi Academy Trust.

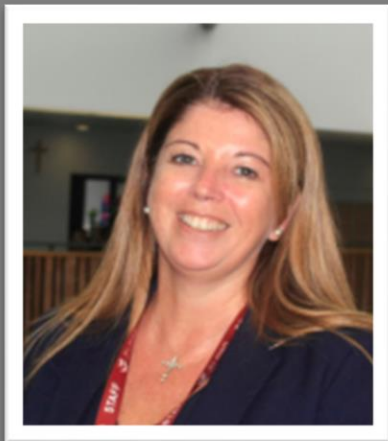
All Saints Multi Academy Trust is at an exciting time in its development and is committed to its mission of ensuring that all young people achieve and are successful.

All Saints Multi Academy Trust is a joint Catholic and Church of England trust with our Christian values driving all decision making, always in the best interests of our children and young people.

You will be joining a values driven, inspirational and ambitious organisation, so we are looking for an Outstanding candidate who can provide the highest quality of service to Hope Academy and the Trust.

You will be committed to supporting our Christian and educational vision, providing strong leadership and supporting colleagues in ways which bring out their potential. Ultimately you will ensure that the best possible outcomes for our people are achieved.

Yours faithfully



Heather Duggan
CEO

Letter from our Headteacher

Thank you for your interest in a position within St Teresa of Lisieux Catholic Primary Academy. We have pleasure in enclosing this information pack, which we hope you will find useful in deciding whether to apply for a role within our Academy.

We are very much aware that a decision to apply for a position is a two-way process; if appointed you will want to ensure that you are happy coming to work every day, that you are professionally challenged in your role and that you are prepared for the next stage in your career. At St Teresa of Lisieux Catholic Primary Academy, we are determined that all members of our community thrive as we 'Love, Learn and Grow Together.'

The aim of this pack is to provide you with the information you will need to make an informed decision and we welcome visits and conversations with applicants before the closing date. As a Catholic Academy, we stand as a trusted pillar within our local community and deliver a rich and varied curriculum.

Thank you again for your interest in working with us.

Andrew Tremarco

Headteacher

Academy Information

As a Catholic school, spiritual and religious education are central to everything we do in St. Teresa of Lisieux. Our Catholic faith influences all the work of the school as we strive to follow the Gospel values of love, justice and concern for others.

To fulfil the aims and objectives of Religious Education, we have adopted the “Come and See” programme prescribed by the Archdiocese of Liverpool. This Programme aims to explore the religious dimensions of questions about life, dignity and purpose within the Catholic tradition. It helps the children to explore the beliefs, values and way of life of the Catholic tradition and aims to deepen and enrich the pupils’ understanding and living of their faith. “Come and See” supports and enables the faith experience of all children because it starts with their real life experience and leads them to reflect upon and consider the Christian message in all its richness in that experience.

The faith of our children is also explored and developed through Collective Worship, Sacramental Preparation, church visits, services, fundraising opportunities and much more. We also welcome families to join in celebrations throughout the Liturgical year.





Application and Interview Process

After the closing date, shortlisting will be conducted by a panel. Please read the job description and person specification carefully before writing your application. All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK.
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate.
- Documentary proof of current name and address (i.e utility bill, dated within the last three months).
- Where appropriate any documentation evidencing changes of name.
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies of certified copies are not sufficient.

References and Pre-Employment Checks

We will seek references for candidates who have been successful at shortlisting and have been invited for interview. We will seek references prior to attending for the interview. We may approach previous employers for information to verify experience or qualifications before interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional offer: Pre-employment Checks

Any offer to successful candidates will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Section 128 check
- Prohibition order
- Satisfactory DBS Disclosure and Barred List Check
- Verification of professional status such as QTS status, NPQH (where required)
- Completion of Employee Health Declaration
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance.





Vacancy Specific Information



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Job Vacancy

Role: Teaching Assistant

Salary Band: Grade 2 SCP 3 - 5

Contract: Permanent, 31.25 hours per week, 39 weeks

We are a hardworking, ambitious and dedicated team of staff who strive to deliver excellent outcomes for our pupils through an engaging and stimulating curriculum, challenging and varied learning opportunities as well as a caring, nurturing environment. St Teresa of Lisieux Primary is a welcoming school, firmly driven by its Catholic mission. The Governing Body wish to appoint a professional Teaching Assistant with a clear vision and strong commitment to the Catholic ethos of our school.

We know that achieving excellent outcomes for our pupils means investing in quality staff and we place real emphasis on providing personalised professional development for our team. We wish to appoint an enthusiastic, Teaching Assistant.

Closing date for applications: 09:00 Monday 14 October 2024

Interview date: 18th and 21st October 2024

Application packs are available on the Trust website at www.allsaintsmat.org/vacancies.

Completed application forms should be forwarded to recruitment@allsaintsmat.org

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

The Trust is an equal opportunities employer.

Job Description

Job Title: Teaching Assistant

Grade and Salary: Grade 2, SCP 3 - 5 (£22,737 - £23,500 FTE)

Reporting to: Head of School

Contract Type: Permanent, 31.25 hours per week Term Time + 5 Inset Days

Responsible for: .

Duties and Responsibilities:

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 dependant 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
- To provide one to one support in either a care/special needs capacity for individual pupils, as directed by the teacher

Support for the Teacher

- Provide clerical/administration support (e.g. photocopying, typing, filing, data input, collecting money etc.)
- Assist with the display of children's work
- 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
- Report pupil achievement, 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 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 and communicate information as required

Support for the Curriculum

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles, including small group work
- Undertake literacy/numeracy programmes, 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 levels 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 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
- Have an awareness of and support the role of other colleagues
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Extended service activities (Breakfast / After School / Club Care)

- Close liaison with parents, school and other childcare and play related agencies.
- Provide a variety of appropriate play opportunities for children some of whom may require special attention and/or will have come from various racial, cultural and religious backgrounds.
- Lead groups of children in specific sport, game craft and learning activities. Manage behaviour and adapt the activity to meet the needs of groups or individuals. Assist with preparing for activities.
- Assist with the evaluation events and activities and contribute to the development of the service including making recommendations for change and development of the activities.
- Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
- Maintain play environments to the appropriate health and safety standards and ensure its suitability for the users. Contribute to the corporate responsibility for continuously checking that premises, fences, gates, etc are safe, and in good repair, reporting defects promptly.
- To participate in the planning of activities and trips.
- Ensure the overall quality of the play/care environment is maintained and always appears welcoming to the users.
- Ensure the delivery of creative play opportunities in a safe and caring environment.
- Provide safe, creative appropriate play opportunities, prepare activities, organise the programme and so on.
- Encourage parental involvement and support of the club.
- Liaison with parents, schools and other childcare and play related agencies

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
- To be responsible for improving your own practice through observation, evaluation and discussion
- To comply with the Data Protection Policy / legal requirements and School policies and procedures and Code of Practice within the service area of the post.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.



Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Academy's Appraisal process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post
- An Enhanced DBS Check will be requested on successful application to a position at the Trust
- The Trust operates a no smoking policy

Person Specification

Knowledge	Rank	Evidence
Demonstrate an understanding of the national curriculum and other basic learning programmes/ techniques (within specified age range/subject area e.g. Numeracy and Literacy strategies)	E	A / I / R
An awareness and an understanding of issues of inclusion, especially within a school setting	E	
Training in Special Educational Needs strategies	D	
Skills and Abilities		
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	E	A / I / R
Ability to build effective working relationships with all pupils and colleagues	E	
Ability to promote a positive ethos and promote a positive attitude as a role model	E	
Ability to work with children at all levels regardless of specific individual need e.g. individual learning styles	E	
Ability to promote the positive values, attitudes and behaviour that are expected from the pupils with whom they work in accordance with the schools aims	E	
Able to liaise sensitively and effectively with parents and carers recognising the role in pupils' learning	E	
Excellent numeracy and literacy skills as required	E	
Ability to undertake structured and agreed learning activities	E	
Ability to undertake clerical/administrative duties and provide support as required	E	
The ability to prepare and organise a range of resources to support learning programmes	D	
Effective use of ICT to support learning	D	
Training in the literacy/numeracy strategy	D	
Training in Special Educational Needs strategies	D	
Qualifications		
NVQ II or equivalent in Teaching Assistance	D	A / I
Experience		
Relevant experience of working with and/or caring for children within a specified age range/subject area	E	A / I
Above within an educational setting	D	



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St Teresa of Lisieux is proud to be a member of the All Saints Multi Academy Trust.
All Saints Multi Academy Trust is the operating name for The Liverpool Joint Catholic and Church of England Academies Trust (Company Number 07007398).
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