

Parish C.E.  
Primary School



**Level 2 Teaching Assistant (+SEN)  
Temporary Post  
Candidate Information Pack**

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## Trust Prayer

We thank you, God of Love, for the gift of children,  
bless the work of our Trust, that in all we do  
young people may grow in wisdom and stature,  
and so come  
to know you,  
to love you  
and to serve you  
as Jesus did.

We make our prayer in his name who is God  
with you and the Holy Spirit, now and for ever.

*Jesus grew in wisdom and stature*

# Letter from Headteacher and Chair of Governors

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Dear Applicant,

Thank you for your interest in applying for our Level 2 Teaching Assistant (+SEN) position. We hope you find this information pack useful.

Our motto 'Growing in Christ' is at the heart of our school. This drives us to view children through God's eyes and to encourage the whole school community to be the very best they can be. The successful candidate will act as a positive role model to others in the way they live out their Christian faith and values.

If you are a practitioner with an established reputation for raising standards, coupled with relentless drive and a positive outlook then we would love to hear from you.

If you wish to discuss the post or find out more about the school, then please contact the school to speak to Mrs. Young the Headteacher.

Yours sincerely,

Mrs. Jennifer Young  
(Headteacher)

Rev Harry Wood  
(Chair of Governors)

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# About Liverpool Diocesan Schools Trust

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## We believe

Jesus said 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

We believe that as a diocesan led Multi Academy Trust (MAT) we can create stronger bonds of collaboration and cooperation, sharing good practice, addressing areas of weakness and offering increased opportunities for professional development.

## We are on a journey

We have created a Trust in which our schools thrive under the leadership of headteachers, supported and challenged by local governing bodies and accountable to the board of trustees.

We have achieved this whilst at the same time ensuring that all our family of schools benefit from high levels of collaboration.

## These are the things we value

Our values are more than just a statement; they are the core principles that guide our decisions and actions. We arrived at our values through consultation, looking at both the account in Genesis 18 of the visit to Abraham of three angels and also particularly at the icon of this event painted by Andrei Rublev. Through this we identified the core values to our Trust:

- Collaboration
- Valuing the Local
- Valuing Difference
- Inclusion

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# About Parish C of E Primary School

Parish is a very successful, happy school built on Christian beliefs and values. It is a one form entry Church of England Primary school with an intake of 30 children each September. We also have a Pre-School Nursery which offers 30 hours per week placements and wraparound care.

Our dedicated and dynamic team at Parish work extremely hard to ensure that all our children are able to learn in an inclusive, safe and secure environment. We aim to provide a high-quality education, which enables each child to realise their full potential. We value strong partnerships with parents, governors, the Church and local community and work closely with them to ensure that our children leave the school as well-rounded individuals.

We were judged to be 'outstanding' in all areas by Ofsted in January 2016 and we were also awarded an 'outstanding Church School' grading in our June 2016 SIAMs inspection.

In 2020 we received the 'School Governor of the Year' award and the 'Innovative and Creative Literacy' award for the second year running at the prestigious Educate Awards and we also hold many educational accolades, such as the British Council International School Award and the School Games Gold Award

We are proud of our school and hope that our website will give you a real insight into what makes Parish a truly special place to work and learn.



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# Job Description

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**Title:** Level 2 Teaching Assistant + SEN (temporary)

**Salary:** NJC SCP 3 - £18,562 (pro rata £11,762) + SEN Allowance (£839 per annum)

**Hours:** 27.5 hours per week, term-time only plus 5 days

**Accountable to:** Headteacher

**Location:** Parish C of E Primary School

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job commensurate with the salary and job title.

## Teaching Assistant

### Main Duties

To work with and supervise groups of children or individual pupils under the direction/instruction of teaching and/or senior staff. Assist and support with classroom and behaviour management, preparation of work and displays. Contribute to the raising of standards in pupil achievement.

### Support for 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

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- In liaison with the teacher, utilise strategies such as individual and small group interventions to support pupils in achieving learning targets.
- Report pupil achievements, progress and issues as appropriate in agreed format.

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- Undertake pupil record keeping as requested.
- Administer routine primary tests.
- 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 and carers.

### **Support for the Curriculum**

- Undertake as required structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles.
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher.
- 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 child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- 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.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Contribute to the wider life of the school e.g. PTA events such as fairs and discos.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To encourage an active partnership between children/parents/school by working creatively and positively with parents to achieve maximum involvement in their child's education.
- To encourage parents to understand the importance of their role in their child's education.
- To support Remote Learning (including making home visits) if necessary.

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**This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.**

**Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Further Safeguarding policies can be found at <http://www.parish.st-helens.sch.uk/>. Candidates should also refer to 'Guidance for safer working practice for those working with children and young people in education settings' which can be found by following the link - <https://www.saferrecruitmentconsortium.org/GSWP%20Sept%202019.pdf>**

**Appointment to this post is subject to a satisfactory enhanced DBS check, 2 satisfactory references, and verification of qualifications.**

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# Person Specification

We strive to achieve excellence and to not only maintain our school, but to improve and enrich our school. To achieve this, you will need to:

- > Champion and role model a culture of high aspirations and high expectations
- > Work flexibly to meet the changing demands and priorities
- > Ensure that all staff are respectful towards pupils, with an unshakeable belief in their entitlement to a high quality education
- > Engage with and promote the aims and objectives of both the school and LDST

	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications and Experience</b>	<p>Hold relevant qualifications at a level equivalent to at least NVQ Level 3.</p> <p>Demonstrable levels of numeracy &amp; literacy equivalent to GCSE (A-C)</p> <p>Experience of working in a school setting (voluntary or paid).</p>	<ul style="list-style-type: none"> <li>• Evidence of specialism in specific curriculum areas</li> <li>• Willingness to participate in other development and training opportunities</li> <li>• First Aid training/training in specific medical procedures.</li> </ul>

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**Knowledge & Skills**

- Good numeracy/literacy skills
  - Ability to observe and monitor progress, and maintain records
  - Able to maintain confidentiality
  - Willingness to support additional offsite educational activities
  - Have good communication and expressive skills.
  - Model exemplary behaviour; supervise children, encourage good social skills and adhere to defined standards
  - Liaise and communicate effectively with others
  - Demonstrate good organisational skills
  - Work with an individual or a group
  - teach new concepts as agreed with the class teacher
  - Implement strategies for developing writing, reading, and number skills
  - extend children's thinking skills
  - Assess children's understanding
  - discuss with children their understanding of learning objectives;
  - Suggest ways of developing their learning;
  - Able to develop good personal relationships within a team
  - Able to establish and develop positive relationships with parents, governors and the community
- knowledge and understanding of:**
- the Primary school curriculum and other basic learning programmes
  - how to support children in literacy and numeracy
  - supporting children with Special Educational Needs
  - how children learn and how to motivate them
  - child development and the ways in which children learn
  - the roles played by various adults in a child's education
- Knowledge of delivering Read, Write, Inc phonic sessions.
  - Knowledge of the Early Years Foundation Stage
  - An understanding of how to support children with speech and language delay
  - Ability to use ICT to support learning
  - behaviour management strategies

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	<ul style="list-style-type: none"> <li>• Knowledge of relevant policies/codes of practice and awareness of legislation</li> <li>• Aware of safeguarding procedures and how to provide a safe environment for children</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Able to enthuse and inspire</li> <li>• Willingness to be flexible</li> <li>• Willingness to contribute to the wider school</li> <li>• Energy and a good sense of humour</li> <li>• High personal and professional standards</li> <li>• Positive, enthusiastic, highly organised and patient Ability to work flexibly within a small team and use own initiative</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Demonstrate a commitment to equal opportunities</li> </ul>	

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## How to Apply

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### Application Process

The application process for this role is a 2 stage process:

- Application form and supporting letter
- Selection Day

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification will be contacted to arrange their participation in a selection day which will include a formal interview.

LDST reserves the right to progress no candidates to the next stage of the process, or not to appoint to the role, if candidates fail to demonstrate the essential criteria in the person specification.

To arrange an informal visit, to ask any questions, or to submit your completed application form, please email [rachel.clare@ldst.org.uk](mailto:rachel.clare@ldst.org.uk) or contact the school office on 01744 678430.

Applicants from overseas, outside the EEA, are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date:** Friday 1<sup>st</sup> October 2021

**Selection Day:** Wednesday 6<sup>th</sup> October 2021

**Start Date of Post:** Monday 1<sup>st</sup> November (or as soon after as possible)

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# Jesus grew in wisdom and stature.

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