

St Thomas C of E
Primary School



Candidate Information Pack

Temporary – Full Time Teaching Assistant

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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.

Letter from Headteacher and Chair of Governors

Dear Applicant

Thank you for your interest in applying for the position of teaching assistant. This is a part time temporary teaching assistant position, working five mornings, to support across Key Stage One and Key Stage Two. We hope you find this information pack useful.

Our mission statement, 'Jesus said, 'Come follow me and live your life the way God wants you to.' is at the heart of our school. This drives us to be the very best we can be which inspires our school vision of excellence in everything we do. The successful candidates will act as a positive role model to others in the way they live out their Christian faith and values.

Excellence permeates every aspect of the school, and we are extremely proud of our inspirational learning environment. Our school has recently undergone a complete one million pound refurbishment which provides excellent modern classrooms and facilities.

If you are somebody with an established reputation for raising standards, coupled with relentless drive and commitment then we want to hear from you. Visits to the school are encouraged and welcomed and can be arranged by contacting our school office. If you wish to discuss the post or find out more about the school, then please contact the school to speak to Mr. Ward.

Yours sincerely,

Mr. Mark Ward
(Headteacher)

Mrs. Jane Dunn
(Chair of Governors)

Jesus grew in wisdom and stature

About Liverpool Diocesan Schools Trust

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 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 are on a journey to grow a Trust in which our schools will continue to thrive under the leadership of headteachers, supported and challenged by local governing bodies and accountable to the board of directors.

We are confident that this will be achieved whilst at the same time ensuring that all of 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

About St Thomas C of E Primary School

We are a church of England primary school in the heart of Lydiate. Our most recent OFSTED inspection was in July 2013, and all areas of the school were judged "Outstanding".

Our school is built on a Christian foundation, and we put God at the centre of everything we do, equipping children with Christian values to prepare them for their lives. In fact our mission statement is based on the bible:

"Come, follow me and live your lives the way that god wants you to."

Our aim is to develop both the character of our children and their academic understanding. We have high expectations of every child, and know that their potential is infinite.

This is supported by our six core values, one of which represents our focus each half term:

- Compassion
- Thankfulness
- Respect
- Responsibility
- Peace
- Forgiveness

Every individual plays a vital part in the life of the school, and our staff relish the impact that they can have. By joining us you will be part of a friendly and passionate team, whose opinions matter.



Working together with our amazing team you will deliver a broad and exciting curriculum, whilst sharing a zest for life and learning.

Job Description

Title:	Teaching Assistant (Temporary)
Salary:	Point 6
Hours:	Full Time (28.2 hours)
Accountable to:	Headteacher
Location:	St Thomas 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.

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. The role will also include specific responsibilities relating to promoting attendance and achievement of children who receive pupil premium funding. In addition, the role will include the overseeing and leadership of lunchtime provision and lunchtime staff.

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.
- 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 make home visits as and when required.

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

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>
Qualifications and Experience	<p>Hold relevant qualifications at a level equivalent to at least NVQ Level 3.</p> <p>Demonstrable levels of numeracy & 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"> • Evidence of specialism in specific curriculum areas • Willingness to participate in other development and training opportunities • First Aid training/training in specific medical procedures. • Experience of Read Write Inc & phonics teaching

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

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

How to Apply

Application Process

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

- Application form and covering letter
- Interview

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 in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email holly.prince@ldst.org.uk or contact the school office on 0151 531 9955.

LDST reserves the right not to progress 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.

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: Monday 10th October 12.00pm

Interview Date: TBC

Start Date of Post: 1st November 2022

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