Candidate Information Pack

3 x Temporary Teaching Assistant
Our 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 this prayer in his name who is God
with you and the Holy Spirit, now and forever.
    Amen
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 Highfield St. Matthew’s C.E. Primary School

At Highfield St. Matthew’s C.E. Primary School our core values are Compassion, Trust, Friendship, Reverence and Justice.

Our school aims are

- To be a happy, caring and safe school where all can expect to develop their talents
- To be a school where every child knows and feels that he or she is valued, cared for and is making a positive contribution to their own development and the life of the school
- To establish and develop a curriculum which motivates, challenges and meets the needs of all the children in our care
- To ensure that each child achieves his or her potential
- To recognise, promote and develop excellence through achievement, progress and effort
- To provide a learning environment, which value the individual and promotes disciplined, enquiring minds and equips children with the necessary skills for their future role in society
- To make a positive contribution to the life of the local community and the environment in which we live

To achieve these aims we work hard to promote a relaxed and friendly atmosphere in which people are always welcome and where trust and respect play an important part. We can only achieve our aims by working together in partnership with our whole school community of children, staff, parents, Governors and friends.

As a Church of England school our Christian values underpin all that we do, and we have close links with two local Churches. We joined the Liverpool Diocesan Schools Trust (LDST) in November 2018, to deepen these links and to continue to improve the education we provide to our children.

In our last Ofsted inspection, in 2017, we were rated as ‘requires improvement’. Since then, we have worked hard in raising standards and improving our school. We will continue on our improvement journey, so that all our children reach their full potential.

Our staff are committed to raising standards for all our pupils. They pride themselves on working effectively together and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning through a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight and are looking for a candidate who would like to join us in our journey of raising standards and attainment for all pupils.

Jesus grew in wisdom and stature
Job Description

Title: Teaching Assistant (Level 2) Temporary

Salary: Grade 3 (scp 3–5)
£12,483 - £12,988 per annum pro-rata
£9.36 - £9.74 per hour

Hours:

**Post 1 - 27.5 hrs working in KS2**
Term-time working 38 wks per year plus 3 INSET days
Temporary until August 2021
Please note, this position is temporary dependent on funding for a child with particular need. If the funding ceases or the child moves from the school the post will cease.

**Post 2 - 22.5 hrs working in KS2**
Term-time working 38 wks per year plus 3 INSET days
Temporary until August 2021

**Post 3 - 27.5 hrs working in KS2**
Term-time working 38 wks per year plus 3 INSET days
Temporary until August 2021
Please note, this position is temporary dependent on funding for a child with particular need. If the funding ceases or the child moves from the school the post will cease.

Accountable to: Headteacher, Deputy Headteacher & Class teacher

Location: Highfield St. Matthew’s C.E. Primary School

Main Purpose:
Under the direction of teaching/senior staff to undertake support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils in the classroom.

Work under the direction of school staff and through liaison with the wider support services. Flexibility and ability to work in partnership will be key skills as well as an ability to work autonomously when required.

Commitment to pastoral support and a good understanding of autistic and attachment issues are essential. Delivering nurture provision would be desirable.
Main Duties:

- To supervise and provide particular support to a pupil, ensuring their safety and access to learning activities
- To assist with the development and implementation of Individual education/behaviour plans and personal care programmes
- To establish constructive relationships with the supported pupil and interact with them according to individual needs
- To provide specialist support to the supported pupil with barriers to learning on a one to one basis, in a small group or in or out of the classroom
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To provide feedback to the supported pupil in relation to progress and achievement under guidance of the teacher
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work
- To assist with the planning of learning activities and preparation of resources
- To monitor the supported pupil’s responses to learning activities and accurately record achievement/progress as directed
- To provide regular feedback to teachers on the supported pupil’s achievement, progress and problems
- Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- To assist with the supervision of pupils out of lesson times, including before and after school as may be reasonably directed
- To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed
- Contribute to the overall ethos/work/aim of the school and the LDST including participation in school events, possibly outside of working hours
- To uphold the LDST Code of Conduct
- Be aware of and support the difference and ensure all pupils have equal access to opportunities to learn and develop
- To contribute to the development and implementation of relevant policies and procedures
- To be a positive role model at all times
- Embrace and actively take a shared responsibility for your own continuing professional development by participation in a range of appropriate professional development opportunities
- To participate in staff performance management process and be responsible for self-motivation towards agreed targets
- To undertake First Aid and Safeguarding Training as per the school training cycle

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ldst@liverpool.anglican.org. | www.ldst.org.uk

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Other specific duties

- To carry out the duties in the most effective, efficient and economic manner available
- To work collaboratively with specialist support services
- To undertake Safeguarding training and updates as part of your CPD
## Personal Specification

<table>
<thead>
<tr>
<th>Source</th>
<th>Essential</th>
<th>Desirable</th>
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</thead>
<tbody>
<tr>
<td>A = Application</td>
<td>I = Interview</td>
<td>R = References</td>
</tr>
<tr>
<td>T = Task/Observation</td>
<td>P = Presentation</td>
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### A Experience
- Experience of working and interacting with children of a relevant age and or learning need: E, A, I

### B Training and Qualifications
- NVQ level 2 or equivalent qualification or an comparable level of experience: E, A, I
- Basic level of literacy & numeracy: E, A, I
- Willingness to undertake further relevant teacher assistant training: D, I
- Willingness to undertake basic first aid: D, A, I

### C Knowledge and Understanding
**Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.**

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Essential</th>
<th>Desirable</th>
<th>Source</th>
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<tbody>
<tr>
<td>Knowledge of basic Health and Safety</td>
<td>D</td>
<td>A, I</td>
<td></td>
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<tr>
<td>Basic knowledge of how to use ICT to support learning</td>
<td>E</td>
<td>A, I</td>
<td></td>
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<tr>
<td>Understanding of how to use relevant equipment/resources</td>
<td>E</td>
<td>A, I</td>
<td></td>
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<tr>
<td>Some knowledge of children’s games and activities</td>
<td>E</td>
<td>A, I</td>
<td></td>
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<tr>
<td>A knowledge of the national/foundation stage curriculum and other basic learning programmes</td>
<td>D</td>
<td>A, I</td>
<td></td>
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<tr>
<td>Understanding of relevant policies, codes of practice and awareness of relevant legislation</td>
<td>D</td>
<td>A, I</td>
<td></td>
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<tr>
<td>Basic understanding of child development and learning processes</td>
<td>D</td>
<td>A, I</td>
<td></td>
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### D Personal Skills, Abilities and Competencies
**Applicants should be able to provide evidence that they have the necessary skills and abilities required.**

<table>
<thead>
<tr>
<th>Ability</th>
<th>Essential</th>
<th>Desirable</th>
<th>Source</th>
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</thead>
<tbody>
<tr>
<td>Ability to communicate with and relate well to pupils and adults</td>
<td>E</td>
<td>A, I</td>
<td></td>
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<td>Ability to work under supervision and as a team member</td>
<td>E</td>
<td>A, I</td>
<td></td>
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<tr>
<td>Ability to work in accordance with the schools health and safety policies</td>
<td>E</td>
<td>A, I</td>
<td></td>
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<tr>
<td>Ability to deal with minor injuries</td>
<td>D</td>
<td>A, I</td>
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### E Legal Issues
- Legally entitled to work in the UK: E, A, I

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The 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 [https://www.highfieldsaintmatthews.wigan.sch.uk/](https://www.highfieldsaintmatthews.wigan.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%20May%202019%20final.pdf](https://www.saferrecruitmentconsortium.org/GSWP%20May%202019%20final.pdf)

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
- 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.

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.

*All application forms are returnable to the school via post only.*

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<tr>
<th>Date</th>
<th>Details</th>
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<tbody>
<tr>
<td>Closing Date:</td>
<td>03.07.2020 mid-day</td>
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<tr>
<td>Shortlisting:</td>
<td>06.07.2020</td>
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<tr>
<td>Interview Date:</td>
<td>13.07.2020 (either via ‘Zoom’ or in person)</td>
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<tr>
<td>Start Date of Post:</td>
<td>01.09.2020</td>
</tr>
</tbody>
</table>

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