



# TEACHING ASSISTANT

## BURSCOUGH PRIORY ACADEMY





Dear Applicant,

Thank you for your interest in the Teaching Assistant vacancy at Burscough Priory Academy.

We are a small and thriving community school, within the Endeavour Learning Trust family of schools. Since joining the Trust, we have made rapid and sustained progress over the last three years, with the vision of being a 'Great school at the heart of the community.'

At our school you will find a caring, ambitious and inclusive community; one that is dedicated to celebrating the potential and uniqueness of everyone. To support this commitment, there is a strong curriculum, inspirational and challenging teaching and learning and outstanding pastoral care. In November 2022, this was recognised by Ofsted and we were judged a 'Good' school.

The relationships that are fostered in school between the children and staff are exceptional. We are very aware of our responsibility as a school at the heart of our Burscough community and we know that excellent relationships with our parents, staff and within the wider community are crucial to the success of the children. Our motto is, 'E Pluribus Unum,' which translates as 'Out of Many, One.' You will feel a distinct feeling of togetherness, working as one to make sure our children feel safe, valued and well supported.

Our family ethos is tangible; we work as a team and we want the best for everyone. But we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We hope the information in this pack give you a flavour of who we are and what we do. If you have any further questions about the role please get in touch.

We look forward to receiving your application.

Yours faithfully,

Mrs L.MacLaren,  
Headteacher

## **Teaching Assistant**

### **Part time, Fixed term**

**FTE Salary: £23,893 - £25,979**

**Pro Rata: £13,104.62 - £14,248.73**

Are you looking for a role where each day is different, filled with experiences that are both challenging, enjoyable and fulfilling? A role where you go home with a sense of reward and achievement? An opportunity has arisen at Burscough Priory Academy to join our school as a Teaching Assistant for the purpose of supporting one of our identified students.

We are looking for a dedicated, proactive individual with a passion for working with children, who has a commitment to ensure that all children make the best possible progress in their academic, social and independent skills.

#### **Why you?**

- You are creative, flexible and kind in your approach to supporting children to achieve their best
- You demonstrate good communication skills and show commitment to working in a caring, supportive team.
- You have a clear understanding of the importance of safeguarding

#### **Why us?**

- Join a positive, supportive and encouraging team
- A fantastic Local Government Pension Scheme
- Free on-site parking
- A modern, well-resourced school environment
- 24/7 access to employee wellbeing services
- Encouragement of further and continued professional development
- Term time only employment which supports long holidays

We welcome staff who share our commitment to help children experience better days and better lives. Through ongoing development and training, we ensure our staff are well prepared for their jobs and given every opportunity to extend their skills.

This role is part time, term time only and fixed term until 28<sup>th</sup> June 2024

24 hours per week working Monday, Tuesday & Thursday, Friday 8:30am to 3:20pm

### **HOW TO APPLY**

To apply, please complete an application form in full and send to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org) along with a personal statement to support your application and outline the relevant experience you can bring to Endeavour Learning Trust.

Applications should be submitted by 9am on Monday 11th March 2024

Interviews are to be held on Wednesday 13<sup>th</sup> March 2024

If you require any further information, please contact our Recruitment Manager, Mollie at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org)

### **SAFEGUARDING**

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

## JOB DESCRIPTION

<b>Job Title</b>	Teaching Assistant
<b>Grade</b>	Grade 5 SCP 6-11
<b>Salary</b>	£23,893 - £25,979 per annum
<b>Pro Rata Salary</b>	£13,104.62 - £14,248.72 per annum
<b>Location</b>	Burscough Priory Academy, Trevor Road, Burscough LRO 7RZ
<b>Hours Per Week</b>	24 hours per week – Monday, Tuesday and Thursday, Friday 8:30am until 3:20pm
<b>Weeks Per Year</b>	Term time only
<b>Contract</b>	Fixed term until 28 <sup>th</sup> June 2024
<b>Responsible to</b>	Head of Learning Support

### Job Purpose

Under the teacher's clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the teacher.

### Main Activities

#### Support for Pupils

- Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.
- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to assist pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

#### Support for the Teacher

- To assist in the monitoring/recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake routine classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupil's work

#### Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

#### Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

**NOTE:** In addition, other duties at no higher level of responsibility may be interchanged with / added to this list as required.

## PERSON SPECIFICATION

	KEY CRITERIA	Essential (E)/ Desirable (D)
<b>QUALIFICATIONS</b>	NVQ level 2 or above qualification – appropriate to the post (or equivalent)	D
<b>EXPERIENCE AND KNOWLEDGE</b>	Experience of working with or caring for children of relevant age	E
	Experience of working in a relevant classroom/service environment	D
	Experience of administrative work	D
	Experience of supporting pupils with challenging behaviour	D
<b>SKILLS AND ATTRIBUTES</b>	Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E
	Ability to relate well to children	E
	Ability to work as part of a team	E
	Good communication skills	E
	Ability to supervise and assist pupils	E
	Time management skills	D
	Organisational skills	D
	Knowledge of classroom roles and responsibilities	D
	Knowledge of the concept of confidentiality	E
	Administrative skills	D
	Knowledge of Early Years Foundation Stage	D
	Good numeracy and literacy skills	E
	Ability to make effective use of ICT	D
<b>PROFESSIONAL AND PERSONAL ATTRIBUTES</b>	Commitment to equality and diversity	E
	Commitment to health and safety	E
	Commitment to attendance and punctuality at work	E
	Commitment to equality and diversity	E
	Commitment to safeguarding and protecting the welfare of children and young people	E
<b>OTHER</b>	Clearance through the Disclosure and Barring Service	E
	Compliance and adherence to the document 'Guidance for Safer Working Practice' & 'Guidance for Conduct'	E