



Teaching Assistant (Level 3)

Churchtown Primary School



Dear Applicant,

Thank you for your interest in the position of Teaching Assistant at Churchtown Primary School.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', with a stylized flourish at the end.

David Clayton
Chief Executive

Endeavour Learning Trust's Mission and Values

We will serve our communities to ensure that every child realises their potential

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

Our Values

Individuality

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

People centred

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

Belonging

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

Transformation

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

Togetherness

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.

ENDEAVOUR LEARNING TRUST

OUR SCHOOLS





Dear Applicant,

Thank you for your interest in the position of Teaching Assistant at Churchtown Primary School.

I am delighted to send you the enclosed information about our school. I hope you will find it helpful and on behalf of the whole school community, we would like to take this opportunity to extend a very warm welcome.

Churchtown Primary is part of Endeavour Learning Trust and has thrived as part of a successful family of schools. Our children are hardworking, enthusiastic and keen to work with their teachers and the support staff to get the very best out of each and every day at school.

Ours is a happy school; we work together for the good of the team and we are a team where everyone is valued as an individual. In our school we have high expectations but also a pragmatic emphasis on challenge and support. This counts for children and staff, teaching and non-teaching, everyone wants the best for everyone else.

In our team, our staff are committed to improving the experience of our children with a genuine desire to help them become the best person they can be. They are wholly optimistic and driven to making the school the very best it can be. Underpinning all we do is a commitment to developing the children in our school to become kind, well rounded and confident learners. We want to develop young people who believe in, and have the skills, to realise their own worth and potential.

The Trustees and our Local Academy Council are extremely proud of the school's journey and successes to date. We are committed to promoting an ethos and culture of high aspiration and celebration, whilst providing a friendly and inclusive environment underpinned by a pastoral care system that values every member of the school community.

At the core of these roles lie curriculum and teaching and learning. The successful candidates will have experience of leading a broad, balanced and inspiring curriculum and high quality teaching and learning. Most important to this end is a genuine sense of collaborative effort. The impact of the curriculum will be evidenced through the analysis of student performance and outcomes.

If you would like to visit us or if you would like to discuss any aspect of this post further, please do not hesitate to contact us.

Yours faithfully,

Mrs Jinnie Payne
Headteacher

Teaching Assistant (Level 3)
Part time, Fixed term & Term time only
Grade 6 SCP 11-19
£25,979 - £29,777 FTE
£19,803 - £22,698 per annum
Required for September 2024

A truly exciting opportunity has arisen at Churchtown Primary School, to join us in the role of Teaching Assistant. Our school is on a journey of continuous improvement and we are keen to recruit individuals who are passionate about supporting our children to learn, who have a commitment to ensure that all children make the best possible progress in their academic, social and independent skills.

The role will involve supporting our children in the classroom, providing cover for PPA time throughout the school and providing cover supervision on an ad-hoc basis across the school.

All of our staff are ambitious for our young people and are driven to ensure that they receive the very best education possible, in a calm and nurturing environment. We are leaving no stone unturned to raise standards across our school, as we strive to provide our pupils with the experiences and outcomes that they deserve. We welcome applications from highly motivated and enthusiastic practitioners who are eager to be a part of our exciting journey.

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.

Why join us?

- Join a truly supportive and encouraging team
- Full and continued support from specialist staff within Central Trust team.
- Access to the Teachers/Local Government Pension Scheme (as appropriate)
- Free on-site parking
- Access to company car lease scheme
- A modern, well-resourced school environment
- 24/7 access to employee wellbeing package
- Encouragement of further and continued professional development
- 50% off Endeavour Children's Holiday Camps

This role is part time (32.5 hours per week), fixed term and term time only plus inset days. Hours of work are Monday to Friday 8:30-3:30

HOW TO APPLY

To apply, please complete our application form and include a personal statement to support your application and outline the relevant skills and experience you can bring to Endeavour Learning Trust. Please return to vacancies@endeavourlearning.org

Applications should be submitted by 9.00am on Thursday 6th June 2024

Interviews are to be held on 13th and 14th June 2024

If you require any further information please contact our Recruitment Manager, Mollie at 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

To work alongside the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs or bilingual needs, and to establish positive, supportive, and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies.

To deliver planned lessons to classes throughout the school to cover teachers PPA time

To provide ad-hoc cover for the unforeseen absence of class teachers across the school

Will assist with the planning, delivery and evaluation of the curriculum and its differentiation amongst pupils. Would be expected to:

- Plan and implement teaching and learning activities to individuals and groups
- To undertake supervisory cover for classes as appropriate

Establish supportive and constructive relationships with pupils, parents, carers and the wider community

Support for Children

- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to adapt curriculum content according to the needs of pupils.
- To plan and implement intervention programmes with individuals or groups appropriate to the developmental needs of children
- To be fully involved in the planning and development of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupils
- To supervise work that has been set in accordance with the school policy
- To manage the behaviour of pupils whilst they are undertaking the work to ensure a constructive environment in accordance with the school's Behaviour Policy.
- To access the school's Information Systems in accordance with the school's Behaviour Policy, including the input of data relating to behaviour of students
- To assist in the devising of pupil's individual targets and their monitoring and review
- To support pupils as part of a planned inclusion programme
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To respond to any questions from students about process and procedures
- To deal with any immediate problems or emergencies according to the school's policies and procedures
- To report back as appropriate on the progress of students during the class and any issues arising.
- To undertake registration of classes at the beginning of every session.
- To take account of information provided of individual needs and reasonable adjustments for students (eg. SEND/vulnerable within lesson)
- To assist in the specific medical/care needs of pupils when specific training has been undertaken

Support for Teachers

- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, resources and learning strategies for lessons
- To liaise with parents, carers and outside agencies, where appropriate.
- Undertake marking of pupils work and recording of achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits.

Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To be aware of the confidential nature of issues
- To support the use of ICT in learning activities

Corporate Responsibilities

- To follow school procedures regarding signing in and out, as well as any other procedures relating to attendance.
- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example.
- Actively promoting school policies and procedures.
- Responsibility for own continued professional development.
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Attending meetings scheduled in the school calendar punctually.
- Adhering to the School's Safeguarding Policy.

PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
QUALIFICATIONS AND TRAINING		
The successful candidate will have:		
NVQ Level 3 or equivalent qualification	E	AF
Ability to make effective use of ICT	E	AF
First Aid Qualification (qualification not essential at point of application, training will be given if required)	E	AF
Professional development relevant to the post	E	AF
Experience with the Microsoft Office suite particularly Excel and Word	D	AF
EXPERIENCE		
The successful candidate will have:		
Experience of working with or caring for children of relevant age	E	AF/I
Experience of working with students with medical needs	D	AF/I
Experience of working in a relevant classroom/service environment	D	AF/I
Experience of Administrative work	D	AF/I
Experience of supporting pupils with challenging behaviour	D	AF/I
SKILLS AND ATTRIBUTES		
The successful candidate will be able to:		
Ability to operate at a level of understanding and competence equivalent to NVQ level 2 standard	E	AF/I
Demonstrate that they are able to develop effective working relationships	E	AF/I
Capable of working effectively as a member of a team	E	AF/I
Evidence of organising tasks efficiently to deadlines with strong attention to detail and accuracy	E	AF/I
Accuracy and attention to detail incorporating good numeracy and literacy and IT skills	E	AF/I
Adaptable with a flexible approach to work	E	AF/I
Operate a computer and other standard office equipment	E	AF/I
Have excellent time management skills	E	AF/I
PERSONAL QUALITIES AND ATTRIBUTES		
The successful candidate will have:		
Ability to form effective and appropriate working relationships/boundaries with young people	E	AF/I
Ability to handle highly confidential or sensitive information in an appropriate and secure manner	E	AF/I
Evidence of demonstrating discretion and confidentiality	E	AF/I
The ability to respond effectively to challenges	E	AF/I

A flexible approach to working practices	E	AF/I
To be willing to undertake first aid training & manual handling training	E	AF/I
Maintain effective working relationships with school, staff and students and those encountered in the course of work	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
OTHER		
Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I