



# Teaching Assistant

Northbrook Primary Academy



Dear Applicant,

Thank you for your interest in the position of Teaching Assistant at Northbrook Primary Academy.

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 showing an interest in the role of Teaching Assistant at Northbrook Primary Academy, part of the Endeavour Learning Trust.

Northbrook Primary Academy is a growing and thriving school. At our school, you will find inspirational and challenging teaching and learning, outstanding pastoral care and a genuine belief that every child can succeed. Our overriding priority is to get to know each of our children for their own special uniqueness. Building and maintaining strong relationships with our parents is essential to this and we also take our role at the heart of the community seriously. We are proud of our significant improvements over recent years and we will continue to provide the very best for each and every one of our students.

We are a school with a nurturing environment which is dedicated to developing happy, respectful and independent young people. All of our staff are extremely passionate about ensuring the successful development of each individual child. Our children behave really well and they thrive in our warm, welcoming yet ambitious environment.

One of our many strengths is our community spirit and family feel; our size means that each student is well known as an individual and supported by key staff, as well as being challenged to be the best they can be. Getting the right balance between academic and pastoral support is vital to us. At Northbrook Primary, we believe that every student should be treated as we would want our own children to be. As a result, our students feel safe and valued in an environment where we get the right balance between encouragement and support and stretch and challenge.

We hope the information in this pack give you an insight to who we are and what we do.

Yours faithfully,

Mr M Cunniffe  
Headteacher

## Teaching Assistant

Part time, Permanent

Grade 4 SCP 4-6

£23,151.49 - £23,893 pro rata

£15,873 - £16,381 per annum

At an exciting time in the School's and Trust's journey, we are delighted to offer the opportunity for a Teaching Assistant to join our caring and ambitious staff team here at Northbrook Primary Academy.

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 are looking for an 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. Our core aim is to provide children with the skills, knowledge, attitudes and confidence which are necessary to enable them to make informed choices for themselves. The children experience a wide range of learning opportunities that are intended to develop them academically and personally.

Why you?

- You can work as part of a team and have strong interpersonal skills and be an excellent communicator
- You have a good understanding of the EYFS and/or KS1 and/or KS2
- You can develop positive relationships with children who need additional support in the classroom

Why join us?

- Join a truly supportive and encouraging team
- Full and continued support from specialist staff within Central Trust Team.
- Access to the Local Government Pension Scheme
- 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 position is part time, permanent and term time only. Working 30 hours per week Monday to Friday 8:45am until 3:15pm

### HOW TO APPLY

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

Applications should be submitted by 9am on Friday 14<sup>th</sup> June 2024

Interviews are to be held on Wednesday 19<sup>th</sup> June 2024

Candidates should ensure that they and their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

If you require any further information please contact our Recruitment Manager, Mollie at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org) or on 01772 817904

### 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



## TEACHING ASSISTANT

Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. Monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils, parents and carers.

Provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.

### Support for Pupils

- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils.
- To undertake activities in order to monitor the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to promote 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 implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- 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.
- To supervise and provide particular support for pupils, including those with SEND needs, in particular pupils with Social, Emotional and Mental Health needs and physical needs, ensuring their safety and access to learning activities
- To work with children and young people who have complex needs, providing an appropriate level of emotional and physical support where necessary
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal and Intimate Care programmes
- Provide support for pupils with challenging behaviour taking account of support plans and risk assessments under the direct supervision of a teacher;
- Dealing with complex behaviour/emotional needs
- Dealing with complex physical, care and personal needs, including lifting and handling and intimate care
- Support complex sensory needs
- Attend appropriate in-service training as required to address the complex needs of the pupils
- Communicate with parents/cares and other professionals around complex issues/needs
- Be aware that the job may require TAs to work in difficult and challenging conditions arising from anti-social, difficult behaviour or medical conditions

### Support for the Teacher

- To monitor and record pupil progress and developmental needs.
- To produce relevant classroom resources.
- To undertake classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.
- 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
- To provide administration support where required in the organisation
- To attend staff training as appropriate
- To contribute to the duty rotas at unstructured times as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Assistant Head in charge of Health & Safety.
- To work within the Trust's policies and procedures
- To contribute to the provision of an effective environment for learning
- To support the promotion of positive relationships with parents and outside agencies
- To support and encourage the Trust's ethos and its objectives, policies and procedures.
- To uphold the Trust's policy in respect of child protection and safeguarding matters

### Health and Safety

- Provide basic first aid, liaising with senior leaders and medical staff and if appropriate referral to health service in emergency cases.
- May be asked to administer medications subject to agreement and in line with school policy.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare and fire procedures.
- Work to the school's policies.

### Safeguarding

To be responsible for promoting and safeguarding the welfare of children and young persons with whom the post-holder comes into contact with, or is responsible for in line with School Policies.

**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.**



## PERSON SPECIFICATION

<b>Personal Attributes required (on the basis of the job description)</b>	<b>Essential (E) Or Desirable (D)</b>	<b>Identified by: Application Form (AF), Interview (I), Test (T) or other</b>
<b>QUALIFICATIONS AND TRAINING</b>		
The successful candidate will have:		
NVQ Level 2 or equivalent qualification / 5 GCSE's A* - C including English and Mathematics/Grade 9 to 5	E	AF
First Aid Qualification (qualification not essential at point of application, training will be given if required)	D	AF
<b>EXPERIENCE</b>		
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
<b>SKILLS AND ATTRIBUTES</b>		
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
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>		
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
<b>OTHER</b>		
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