

# Our Lady Queen of Peace

Catholic Engineering College



## **Application Pack**

Teaching Assistant Level 2

### Letter to Applicants

Dear Applicant

Thank you for expressing an interest in our post of Teaching Assistant Level 2 at Our Lady Queen of Peace Catholic Engineering College. Our Lady Queen of Peace is a fully inclusive Catholic school in Skelmersdale. We warmly welcome students of all abilities and backgrounds.

Our Lady Queen of Peace Catholic Engineering College is a very special Catholic community, in the heart of Skelmersdale, where everyone works hard to ensure that our young people receive an education in an environment where they are cared for, and where they can fully develop and thrive.

Our Mission Statement 'In Christ We Grow' recognises that gospel values are at the centre of every aspect of school life. Our expectations are high for every young person, and we expect everyone in our community to strive for excellence through caring, sharing and achieving their very best.

Our Lady Queen of Peace is looking for a Teaching Assistant who:

- Embraces the Catholic Mission and Ethos of the school
- Is passionate about working with young people
- Will support the education, personal and social development of pupils
- Will work collaboratively with class teachers
- Is a good communicator
- Is ambitious and highly aspirational for students
- Wants to forge strong relationships with students of all abilities and backgrounds
- Will inspire students to work hard and achieve their best despite any personal difficulties they may be experiencing
- Cares deeply for the vulnerable and disadvantaged
- Has high standards and expectations
- Wants to make a huge difference to the lives of our young people

The school is on a journey of rapid improvement and has an exciting future. It will provide the training and support needed and the opportunity for you to develop your skills successfully as a Cover Supervisor. You will be a valued member of the staff team and we look forward to receiving your application.

If you wish to visit the school in advance, please contact the HR Manager Mrs N. Barber via email: [n.barber@olqp.lancs.sch.uk](mailto:n.barber@olqp.lancs.sch.uk). You will be made very welcome.

The closing date for the return of completed application forms is **9.00am on 16<sup>th</sup> May 2025**. Only shortlisted applicants will be contacted. **Please note, interviews will take place on Tuesday 20<sup>th</sup> May 2025**. The post is subject to relevant safeguarding checks which include a satisfactory enhanced DBS clearance.

Kind regards

Mrs. M Henshaw  
Headteacher

### Mission Statement

#### *In Christ We Grow*

As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

<b>Salary</b>	Grade 4, point 4-6, £24,404 - £25,183 (pro rata) (Actual salary £15,833 - £16,349)
<b>Required</b>	1 <sup>st</sup> September 2025
<b>Contract</b>	Permanent
<b>Hours of Work</b>	28 hours and 20 minutes per week, Term Time Only  8.30am – 3:00pm Monday - Friday  <i>(A degree of flexibility in working hours may occasionally be required by negotiation between the hours of 7:30 a.m. and 5.30 p.m.)</i>

### Job Purpose:

To explicitly support the Catholic ethos of the school and, 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 students in the class including those with special needs and/or bilingual needs and to establish positive relationship with students and assist them to complete structured learning activities. The role would be to ensure students remain on task and to report progress to the teacher.

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post.

### **Support for Students**

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

### **Support for the Teacher**

- To assist in the monitoring/recording of student 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 student supervision and assist in the management of student 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 student 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 students' work
- 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 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/student/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To complete first aid training and carry out first aid duties as per rota.

### **Support for the Curriculum**

- To be competent with the content of the curriculum.
- To be familiar with the content of the school curriculum.
- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities.
- Any other duties appropriate to the grade at the request of the Headteacher and SLT.

Note: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified and other duties, at no higher a responsibility level, may be interchanged with/added to this list at any time.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

**This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.**

### Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
<b>Training and Experience</b>	<p>NVQ level 2 or above qualification – appropriate to the post (or equivalent)</p> <p>4 GCSEs or equivalent including Maths and English</p> <p>Experience of working with or caring for children of relevant age</p> <p>First Aid Training (or willingness to undertake training)</p>	<p>Experience of working in a relevant classroom/ service environment</p> <p>Experience of Administrative work</p> <p>Experience of supporting learners with challenging behaviour</p>	Application Form Interview
<b>Knowledge and skills</b>	<p>Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard</p> <p>Ability to relate well to children</p> <p>Ability to work as part of a team</p> <p>Good communication skills</p> <p>Ability to supervise and assist learners</p> <p>Knowledge of the concept of confidentiality</p> <p>Good numeracy and literacy skills</p> <p>Flexible attitude to work</p>	<p>Time management skills</p> <p>Organisational skills</p> <p>Knowledge of classroom roles and responsibilities</p> <p>First Aid Certificate</p> <p>Administrative skills</p> <p>Knowledge of Foundation Stage/National Curriculum</p> <p>Ability to make effective use of ICT</p>	Application Form Interview References
<b>Personal Qualities</b>	<p>Commitment to undertake in-service development</p> <p>Enthusiasm</p> <p>Integrity</p> <p>Tact</p> <p>Patience</p> <p>Reliability</p>		Application Form Interview References
<b>Approach to work</b>	<p>Excellent attendance and punctuality record</p> <p>Flexibility</p> <p>Teamwork</p> <p>Initiative and ability to work independently</p> <p>Support for ethos of school</p>		Application Form Interview

### Appointment Process

Number of Roll : 860

Please visit our website [www.olqp.org.uk](http://www.olqp.org.uk) for more information about the school.

**Closing date for applications:** 9.00am on Friday 16<sup>th</sup> May 2025

**Interviews:** Tuesday 20<sup>th</sup> May 2025

Applicants are asked to provide a completed application form including a supporting statement detailing why you believe your experiences, skills, personal qualities, training and/or education are relevant to your suitability for the post and how you meet the person specification.

Governors prefer applications to be returned by email to Mrs Natalie Barber :

[n.barber@olqp.lancs.sch.uk](mailto:n.barber@olqp.lancs.sch.uk)

Please note: Receipt of an application will be acknowledged by email. Only successful applicants will be contacted. It is our policy to take up references for shortlisted applicants from their present school. It would assist this process if you are able to provide email addresses for all referees on your application form. Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed. All appropriate safeguarding and attendance at work checks will be requested.

If you have any questions regarding the application process, please contact us via the details below:

Our Lady Queen of Peace Catholic Engineering College  
Glenburn Road  
Skelmersdale  
Lancashire  
WN8 6JW

Tel : 01695 725635

Email : [n.barber@olqp.lancs.sch.uk](mailto:n.barber@olqp.lancs.sch.uk)

Website: [www.olqp.org.uk](http://www.olqp.org.uk)

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.

Our Lady Queen of Peace Catholic Engineering College is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The school will also be conducting an online search on any shortlisted candidates. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment.