

1:1 Teaching Assistant

Candidate Pack

Salary

NJC SCP 7-8 £27,274 - £27,709 FTE
(£20,256 - £20,579 pro-rated)

Contract Type

Fixed Term

Contract Term

32.5 Hours Per Week

Location

Litherland Moss Primary School,
Litherland Campus, Sterrix Ln,
Litherland, Liverpool L21 0DB

About us

✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

With kindness:

we look out for each other.

With integrity:

we do the right thing.

With tenacity:

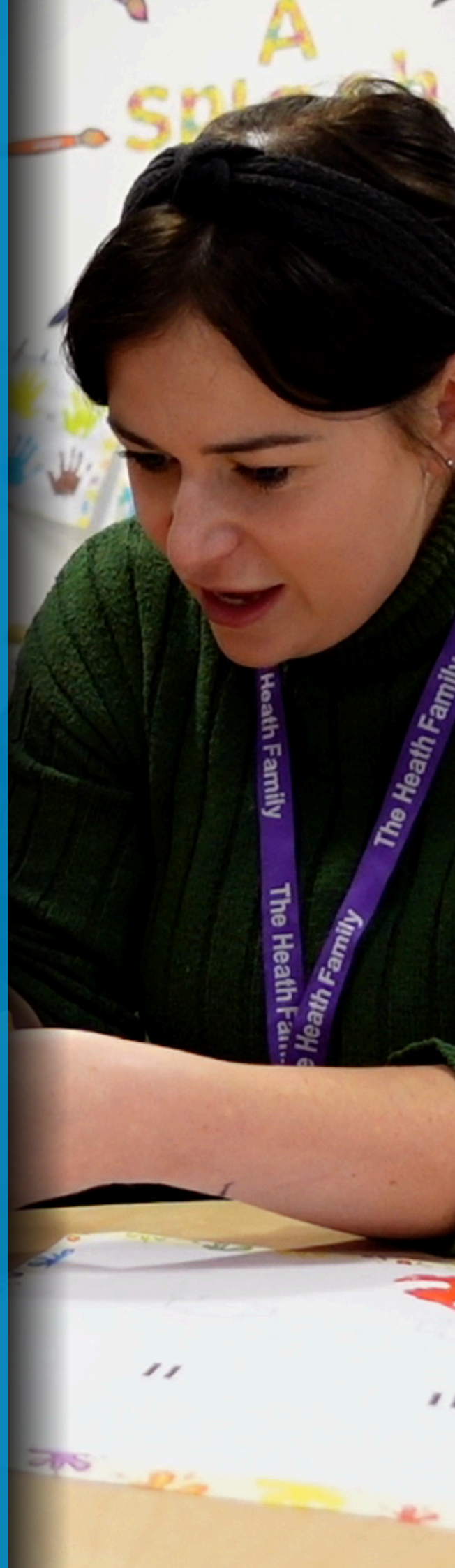
we do what it takes.

✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

✓ HOW WE WILL SUCCEED

Through clarity, collaboration, accountability, and academic rigour.



We offer:

- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance. Your emotional wellbeing is important to us and we strive to balance work and life and nurture the best possible environment for high performance and job satisfaction
- ✓ Work laptop
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Employer Pension Contribution – Local Government Pension Scheme (LGPS)
- ✓ Employee Assistance Programme (EAP)



Job Description

SALARY

(£20,256 - £20,579 pro-rated)

HOURS

32.5 Hours Per Week

CONTRACT TYPE

Fixed Term - term time only

CLOSING DATE

Monday 2nd November at 12:00

KEY ROLE:

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes or enable access to learning with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.
- To lead and maintain positive and enjoyable break times/lunchtimes for pupils including organising and participating in physical games and activities.

Specific Duties and Responsibilities**Support for Pupils**

- To support pupils' development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance
- To support the learning of individuals and groups of pupils as identified in the weekly curriculum planning and to act as a role model, setting high expectations
- To focus on individual pupils to ensure their needs are being met within the group
- To work with other staff to develop and implement the support plans for pupils
- To encourage pupils to interact and work co-operatively with others
- To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement
- To promote the inclusion and acceptance of all pupils within the classroom
- To participate in pupils' play and extend and stimulate language through conversation

Job Description

Support for Teachers

- To plan with teachers the daily/weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate
- To liaise with other professionals to ensure an appropriate learning environment
- To set out, prepare, use and tidy equipment
- To promote home school partnerships
- To listen, support and discuss issues sensitively with parents and carers under the teacher's supervision and to participate in feedback sessions/meetings with parents

Support for Teachers cont.

- To monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To provide objective and accurate feedback and reports as required to the teacher on pupil achievement progress and other matters ensuring the availability of appropriate evidence
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required
- In class to undertake marking of pupils work as agreed with the teacher and accurately record achievement/progress
- To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher
- To provide minimal clerical support, e.g. administer coursework, produce worksheets for agreed activities, photocopying, filing, receiving and passing money to the school office etc
- To work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

Job Description

Support for the Curriculum

- To implement local and national learning strategies, e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To help pupils access learning activities through specialist support
- To determine the need for, prepare and maintain general and specialist equipment and resources

Support for the School

- To promote the policies and ethos of the school, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- To display pupils' work to reflect their achievement
- To supervise pupils on outings and visits as required
- To supervise pupils in enrichment/playtime activities during scheduled breaks in the school day
- To attend staff meetings as required
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Headteacher, receiving training where necessary from the school

Support for the School cont.

- To be a proactive member of the school and class team
- To participate positively and professionally in effective relationships with team members
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils
- To attend relevant courses and learning activities in order to update knowledge as required
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific project

Person Specification

PERSON SPECIFICATION		
CATEGORY/ITEM	ESSENTIAL	DESIRABLE
Qualifications, Knowledge & Experience		
Teaching Assistant Level 2 Qualification.		X
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in	X	
First-aid training, or willingness to complete it.		X
Experience working in a school environment or other educational setting.		X
Experience working with children / young people with special educational needs	X	
Experience planning and delivering learning activities.		X
Good literacy and numeracy skills.	X	
Good organisational skills.	X	
Knowledge of how to help adapt and deliver support to meet individual needs.	X	
Subject and curriculum knowledge relevant to the role, and ability to apply this	X	

About the Trust



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How to apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to recruitment@theheathfamily.org.uk

Application closing date: Monday 2nd November at 12:00

Shortlisting Date:

Interview Date: Wednesday 4th November