



Candidate Information Pack

Apprentice Teaching Assistant Level 2

Jesus grew in wisdom and stature

St James' House, 20 St James Road, Liverpool L1 7BY
contact@ldst.org.uk | www.ldst.org.uk

Liverpool Diocesan Schools Trust is a company limited by guarantee. Company Number 09235635

Our Trust Prayer

We thank you, God of Love, for the gift of children,
Bless the work of our Trust, that in all we do
young people may grow in wisdom and stature,
and so come
to know you,
to love you
and to serve you
as Jesus did.

We make this prayer in his name who is God
with you and the Holy Spirit, now and forever.

Amen

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About Liverpool Diocesan Schools Trust

We believe

Jesus said 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

We believe that as a diocesan led Multi Academy Trust (MAT) we create stronger bonds of collaboration and cooperation, sharing good practice, addressing areas of weakness and offering increased opportunities for professional development.

We are on a journey

We are on a journey to grow a Trust in which our schools will continue to thrive under the leadership of headteachers, supported and challenged by local governing bodies and accountable to the board of directors.

We are confident that this will be achieved whilst at the same time ensuring that all of our family of schools benefit from high levels of collaboration.

These are the things we value

Our values are more than just a statement; they are the core principles that guide our decisions and actions. We arrived at our values through consultation, looking at both the account in Genesis 18 of the visit to Abraham of three angels and also particularly at the icon of this event painted by Andrei Rublev. Through this we identified the core values to our Trust:

- Collaboration
- Valuing the Local
- Valuing Difference
- Inclusion

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 THE CHURCH
OF ENGLAND

About Glazebury CE Primary School

"Growing together at the heart of God's Community"

Our mission: to promote a safe, stimulating and nurturing environment, where children are encouraged to flourish, reaching their full potential, whilst recognizing their own self-worth.

Through our broad, balanced, and enriching curriculum, we aim to affirm the partnership of home, school, parish, and wider community. From this strong foundation our children will be encouraged to build on our core Christian values of LOVE and WISDOM, developing appreciation of the resources around us, with particular emphasis on respecting the differing world view of others.

Our school is a popular and successful school. As a Church of England school our Christian values underpin all that we do, and we have close links with local churches. We joined LDST in December 2018 to deepen these links and to continue to improve the education we provide to our children.

We are very proud of our 2015 OFSTED where we were rated as Good. This rating rewards the hard work and commitment of our staff to school improvement. We will continue improving and reach our goal of being Outstanding, so that all our children reach their full potential.

Our staff are committed to raising standards for all pupils. They pride themselves on working effectively together and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning. To facilitate this, we take full advantage of our fantastic surroundings including; our garden area, playground equipment, and wonderful field. By integrating these into learning we provide a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight into what makes us a truly successful and happy school.

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Job Description

Title: **Apprentice Teaching Assistant Level 2**

Salary: £4.30 per hour (related to age of applicant)

Hours: 32.50 hours per week, Term Time only 38 weeks

Times: 8:30am to 3:45pm (45 minutes lunch)

Accountable to: Head Teacher – Mrs Karen Mowbray / EYFS Leader Mrs Katie Prescott

Location: Glazebury CE Primary School, Warrington Road, Glazebury, Cheshire WA3 5LA

Main Purpose:

To work towards qualification with total People and gain experience with support of Glazebury CE Primary to:

work with and supervise individuals and groups of children under the direction/instruction of teaching &/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.

JOB PROFILE- to gain experience to ensure that the following are undertaken:

SUPPORT FOR THE PUPIL UNDER THE DIRECTION / INSTRUCTION OF THE TEACHER

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
- Provide specific support as directed by the teacher to pupils dependant upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.

SUPPORT FOR THE TEACHER

- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals.
- Report pupil achievements, progress and issues as appropriate in agreed formats.
- Undertake pupil record keeping as requested.
- Administer routine primary tests and assessments as directed.

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- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents/carers.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and school procedures.
- Assist with the display of children's work.
- Provide minimal clerical/administration support (e.g. photocopying, typing filing, collecting money etc)

SUPPORT FOR THE CURRICULUM UNDER THE DIRECTION OF THE TEACHER

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles.
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality, behaviour and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate, within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Assist in the specific medical and care needs of children when specific training has been undertaken.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

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**Glazebury CE Primary School
PERSON SPECIFICATION**

DEPARTMENT/SCHOOL: Glazebury (Aided) C.E. Primary School

POST TITLE: TEACHING ASSISTANT (LEVEL 2) Apprentice
GRADE: 4

E = ESSENTIAL **D = DESIRABLE**

SKILLS

- Ability to work effectively within a team environment, understanding classroom roles and responsibilities **D**
- Ability to build effective working relationships with all pupils and colleagues **E**
- Ability to promote a positive ethos and role model positive attributes **E**
- Ability to work with children at all levels regardless of specific individual need. **E**
- Good personal numeracy and literacy skills **E**

KNOWLEDGE & UNDERSTANDING

- General understanding of national curriculum and other basic learning Programmes/techniques (within specified age range/subject area) **D**
- General awareness of inclusion, especially within a school setting **D**
- Experience of resources preparation to support learning programmes **D**
- Effective use of ICT to support learning **E**
- Understanding of other basic technology - video, photocopier **D**

QUALIFICATIONS

- Requirement to complete Teaching assistant qualification with Total People **E**
- Willingness to participate in relevant training and development opportunities **E**
- Training in special educational needs strategies **D**
- Willingness to undertake appointed person certificate in first aid administration. **D**

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Appointment to this post is subject to a satisfactory enhanced DBS check, 2 satisfactory references, and verification of qualifications.

How to Apply

Application Process

The application process for this role is a 2 stage process:

- Application form
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email: glazeburyprimary@ldst.org.uk or contact the school on 01925 763234.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role, if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas, outside the EEA, are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: Monday 26th July 2021 at 12 noon

Interview Date: Tuesday 27th July 2021

Start Date of Post: Wednesday 1st September 2021

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