



## Candidate Information Pack

# **Apprentice Teaching Assistant Level 3**

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St James' House, 20 St James Road, Liverpool L1 7BY  
[contact@ldst.org.uk](mailto:contact@ldst.org.uk) | [www.ldst.org.uk](http://www.ldst.org.uk)

## **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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## 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 3**

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 and providing specialist support in a specific curricula/resource area.

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

### SUPPORT FOR THE PUPIL

- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Provide consistent support to all pupils, responding appropriately to individual pupil needs.
- Assist with the development and implementation of Individual Education Plans.
- 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, employing strategies to recognise and reward achievement within established school procedure.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- Use specialist (curricular/learning) skills/training/experience to support pupils.

### SUPPORT FOR THE TEACHER

- *Provide minimal clerical/administration support (eg photocopying, typing filing, collecting money etc) - may be deleted if not appropriate to school need*

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- Assist with the display of children's work
- Establish and maintain an appropriate learning environment under the supervision of the teacher
- Contribute to lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- 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.
- *Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested - may be deleted if not appropriate to school need*
- Administer and assess routine primary tests and accurately record achievement/progress.
- Promote positive values attitudes and 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.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teacher's supervision.

### **SUPPORT FOR THE CURRICULUM**

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs.
- Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Assist pupils to access learning activities through specialist support eg. curriculum/SEN specialism
- Determine the need for, prepare and maintain general and specialist equipment and resources.

### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality 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.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

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- Attend and participate in regular meetings as appropriate.
- Participate in training and other learning activities as required
- Establish own best practice and use to support others.
- Assist in the supervision, training and development of classroom support staff
- Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

**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.**

### PERSON SPECIFICATION TA3- Apprentice

**DEPARTMENT/SCHOOL:** Glazebury CE Primary school

**POST TITLE:** TEACHING ASSISTANT (LEVEL 3) Apprentice  
**GRADE:**

**E = ESSENTIAL**

**D = DESIRABLE**

#### SKILLS

- |   |   |
|---|---|
| ☞ Ability to work effectively within a team environment, understanding classroom roles and responsibilities                       | E |
| ☞ Ability to build and maintain 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 and identify learning styles as appropriate. | E |
| ☞ Ability to adapt own approach in accordance with pupil needs  | E |
| ☞ Excellent personal numeracy and literacy skills   | E |

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### KNOWLEDGE & UNDERSTANDING

- 📖 Advanced understanding of national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas etc **E**
- 📖 Understanding of principles of child development, learning styles and Independent learning. **D**
- 📖 Working knowledge of relevant policies/codes of practice/legislation **D**
- 📖 Understanding of inclusion, especially within a school setting **E**
- 📖 Experience of resources preparation to support learning programmes **E**
- 📖 Effective use of ICT to support learning **E**
- 📖 Understanding of other basic technology - video, photocopier **D**

### QUALIFICATIONS

- 📖 Minimum 2 years experience of working with children in an educational setting (within specified age range/subject area). **D**
- 📖 NVQ III or equivalent in teaching assistance **D**
- 📖 Willingness to participate in relevant training and development opportunities with school and Total people **E**
- 📖 Training in special educational needs strategies **D**
- 📖 Willingness to undertake appointed person certificate in first aid administration. **E**

### PROFESSIONAL VALUES AND PRACTICE

**Must be able to demonstrate all of the following**

- 📖 High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
- 📖 Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.
- 📖 Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work.
- 📖 Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice
- 📖 Able to liaise sensitively and effectively with parent s and carers,

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recognising role in pupils' learning.

- 📖 Able to improve their own practice through observations, evaluation and discussion with colleagues.

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](mailto: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 27<sup>th</sup> July 2021**

**Start Date of Post: Wednesday 1<sup>st</sup> September 2021**

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