



Teaching Assistant



“A great school at the heart of the Leyland community”



Dear Applicant,

Thank you for showing an interest in the role of Teaching Assistant at Wellfield Academy, a school in Endeavour Learning Trust.

The successful candidate will be joining a well-established and enthusiastic team at Wellfield Academy, where you will not only have the support of your immediate team members, but the expertise of the Endeavour Learning Trust central team.

Endeavour Learning Trust is an expanding Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are keen to welcome other schools into our Trust and we have strengthened our central team to ensure we have the capacity to continue to support where we are needed most. Our Trust has been further strengthened by the addition of our primary schools and a school with a Sixth Form College, which enables us to embrace the all through nature of education.

Wellfield Academy is an ambitious, growing and thriving school. At our school, students experience inspirational and challenging teaching, excellent pastoral care and a genuine belief that every child can succeed. The successful candidate will join us at an incredibly exciting time for the school. We are one of just a small number of schools nationally to be chosen for the Department for Education's Schools Rebuilding Project, which will see us move into a brand-new state of the art school in the coming years. In addition, our fantastic reputation in the local community has secured a significant growth in the number of students attending Wellfield. The number of families choosing Wellfield as their first-choice secondary school has more than trebled in the past three years and we are excited to welcome more staff into the Wellfield family as a result.

As a school situated in the heart of Leyland, one of our many strengths is our community spirit and family feel. Each student is known as an individual and supported by key staff, as well as being challenged to be the best they can be. At Wellfield, we believe that every child 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 find the right balance between support and challenge. Our mantra is 'Nothing but the Best' and this permeates everything that we do for every student and every member of staff. Our family ethos is tangible: we work as a team, and we want the best for everyone.

We are dedicated to developing students who are aspirational, inclusive of one another and rooted in their community. We are extremely passionate about ensuring the successful development of each individual child within an ambitious learning environment. Our students behave well, and they thrive in our warm and inclusive environment. We are proud of our significant improvement over recent years, and we will continue to provide the very best for each and every one of our students. However, we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We hope the information in this pack give you a flavour of who we are and what we do. We love to talk to potential candidates about the exciting journey we are on so please feel free to contact us. If you have any further questions about the role, please get in touch with our central HR team.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mr J Lewis
Headteacher

Teaching Assistant

Part time, Fixed term

Salary: £23,114 - £23,893 per annum

Pro Rata: £16,263.62 - £16,811.74 per annum

Hours: 30 hours per week

Are you looking for a role where each day is different, filled with experiences that are both challenging, enjoyable and fulfilling? A role where you go home with a sense of reward and achievement? An opportunity has arisen at Wellfield Academy to join our school as a Teaching Assistant for the purpose of supporting one of our identified students.

We are looking for a dedicated, proactive 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.

Why you?

- You are creative, flexible and kind in your approach to supporting children to achieve their best
- You demonstrate good communication skills and show commitment to working in a caring, supportive team.
- You have a clear understanding of the importance of safeguarding

Why us?

- Join a positive, supportive and encouraging team
- A fantastic Local Government Pension Scheme
- Free on-site parking
- A modern, well-resourced school environment with brand new school build planned for 2024
- 24/7 access to employee wellbeing services
- Encouragement of further and continued professional development
- Term time only employment which supports long holidays

We welcome staff who share our commitment to help children experience better days and better lives. Through ongoing development and training, we ensure our staff are well prepared for their jobs and given every opportunity to extend their skills.

To apply for this vacancy, please complete an application form and return via the TES portal

This role is part time, term time only and fixed term for the purpose of supporting a named student

Applications should be submitted by 9am on Tuesday 12th December 2023

Interviews are to be held on Friday 15th December 2023

If you require any further information about this role please contact our Central HR Team at vacancies@endeavourlearning.org or on 01772 817904

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.

Endeavour Learning Trust reserves the right to close the recruitment process earlier than advertised should it received a high volume of applications for this vacancy. Therefore, it is advisable to apply as early as possible if you would like to be considered for this role with Endeavour Learning Trust.

Due to the high volume of applications received by Endeavour Learning Trust we are unable to provide individual feedback on applications.

Please note that in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

This post is subject to an enhanced DBS check

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.

Job Description – Teaching Assistant

JOB DESCRIPTION	
Job Title	Teaching Assistant
Grade	Grade 4 SCP 4-6
Salary	£23,114 - £23,893 per annum
Pro Rata Salary	£16,263.62 - £16,811.74 per annum
Location	Wellfield Academy, Yewland's Drive, Leyland PR25 2TP
Hours Per Week	30 hours per week – Monday to Friday 8:30am to 3:00pm
Weeks Per Year	Term time only plus INSET Days
Contract	Fixed term for the specific purpose of supporting the needs of a named student
Responsible to	Head of Learning Support/ SENDCO
Job Purpose	
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 pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to support students to develop greater independence in the classroom, deepen their understanding and to report progress to the teacher.	
Main Activities	
Support for Pupils	
<ul style="list-style-type: none">- Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.- To develop positive relationships with pupils to assist 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 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.	
Support for the Teacher	
<ul style="list-style-type: none">- To assist in the monitoring/recording of pupil progress and developmental needs.- To assist in pupil supervision and assist in the management of pupil behaviour.- To provide information to the class teacher to assist in the planning of work programmes.- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupil's work	
Support for the School	
<ul style="list-style-type: none">- 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 work.	
Support for the Curriculum	
<ul style="list-style-type: none">- To assist the delivery of educational and developmental work programmes.- To support the use of ICT in learning activities	
NOTE: In addition, other duties at no higher level of responsibility may be interchanged with / added to this list as required.	

Person Specification – Teaching Assistant

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
QUALIFICATIONS AND TRAINING		
The successful candidate will have:		
NVQ level 2 or above qualification – appropriate to the post (or equivalent)	D	AF
EXPERIENCE		
The successful candidate will have:		
Experience of working with or caring for children of relevant age	E	AF/I/T
Experience of working in a relevant classroom/service environment	D	AF/I/T
Experience of administrative work	D	AF
Experience of supporting pupils with challenging behaviour and/or special educational needs or disabilities	D	AF/I
SKILLS AND ATTRIBUTES		
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/Interview
Ability to relate well to children	E	AF/Interview
Ability to work as part of a team	E	AF/Interview
Good communication skills	E	AF/Interview
Ability to supervise and assist pupils	E	AF/Interview
Time management skills	D	AF/Interview
Organisational skills	D	AF/Interview
Knowledge of classroom roles and responsibilities	D	AF/Interview
Knowledge of the concept of confidentiality	E	AF/Interview
First Aid Certificate	D	AF/Interview
Administrative skills	D	AF/Interview
Knowledge of Early Years Foundation Stage	D	AF/Interview
Good numeracy and literacy skills	E	AF/Interview
Ability to make effective use of ICT	D	AF/Interview
OTHER		
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Commitment to attendance and punctuality at work	E	I
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Attend training courses as and when required	E	I
Display Endeavour Learning Trust values and behaviours at all times	E	I

Commitment to equality and diversity	E	I
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I