



Teaching Assistant



Dear Applicant,

Thank you for your interest in the position of Teaching Assistant at Wellfield Academy.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and five primary schools formally in the Trust.

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 committed to growing our Trust further and we are strengthening our central team to ensure we have the capacity to continue to support where we are needed most. All of our schools and our staff provide us with rich opportunities to learn from and with each other.

We strive to ensure that our family ethos is tangible; that we work as a team; that we want the best for everyone. We are also staunch in our commitment to working in a way which protects the wellbeing of our staff; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, collectively, in our classrooms, staffrooms, schools, our central team and across the Trust.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', is positioned above the printed name of the signatory.

David Clayton
Chief Executive

Endeavour Learning Trust's Mission and Values

We will serve our communities to ensure that every child realises their potential

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

Our Values

Individuality

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

People centred

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

Belonging

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

Transformation

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

Togetherness

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.



**BURSCOUGH
PRIORY ACADEMY**



**BRINDLE GREGSON
LANE PRIMARY**



**CHURCHTOWN
PRIMARY SCHOOL**



**NORTHBROOK
PRIMARY ACADEMY**



**TARLETON
ACADEMY**



**LINAKER PRIMARY
SCHOOL**



**ENDEAVOUR
COMMUNITY**



**WELLFIELD
ACADEMY**



**ORMSKIRK
SCHOOL**

Dear Applicant,

Thank you for your interest in the Teaching Assistant position at Wellfield Academy, a school within Endeavour Learning Trust.

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 enclosed information about the role will encourage you to apply.

Yours faithfully,

Mr J Lewis
Headteacher

Teaching Assistant

Part time, Permanent

Grade 4 SCP 4-6

FTE £24,404 - £25,183

Pro Rata £17,171.30 - £17,719.42

Do you dream of a role where no two days are the same, offering challenges, enjoyment, and a deep sense of fulfilment? A role that leaves you feeling accomplished and proud, knowing you've made a real difference? Wellfield Academy is excited to offer an opportunity for a Teaching Assistant to become a key part of our vibrant school community. We are seeking an enthusiastic, proactive individual with a genuine passion for supporting children and a steadfast commitment to helping them excel in their academic, social, and personal development.

At Wellfield Academy, we pride ourselves on fostering an inclusive and supportive learning environment where every student is valued and encouraged to achieve their best. As a Teaching Assistant, you will play a vital role in ensuring that all students, feel supported and motivated to reach their full potential.

This position is perfect for someone who thrives in a collaborative setting and is driven by the opportunity to work closely with young people, helping to shape their educational journey and future aspirations. You will be an integral part of our team, contributing to the vibrant and nurturing culture that makes Wellfield Academy a place where students and staff feel inspired to excel. If you are committed to making a positive difference in the lives of our students and are excited about the prospect of working in a dynamic, forward-thinking academy, we would love to hear from you!

Why join us?

- ✓ A truly supportive and encouraging team of dedicated staff and a People Strategy that focuses on realising our colleague's potential and being an 'employer of choice'
- ✓ A comprehensive CPD offer for all our colleagues to really support your professional development
- ✓ Access to a brilliant Learning Management System and flexibility around CPD to allow you to learn at your own pace
- ✓ Access to the Local Government Pension Scheme!
- ✓ Free on-site parking
- ✓ 24/7 access to an exceptional employee wellbeing package offering counselling, physiotherapy, private GP services and much more
- ✓ Encouragement of further and continued professional development
- ✓ Full and continued support from specialist staff within central Trust team
- ✓ Term time only employment which supports long holidays
- ✓ 50% off Endeavour Children's Holiday Camp
- ✓ Access to employee benefits, lifestyle savings, a cycle to work scheme, the Blue Light Card with thousands of discounts and savings on big brands!

This role is part time working 30 hours, permanent and term time only plus inset days. Working hours are 8:30am to 3:00pm Monday to Friday.

To apply, please complete our online application form in full and in addition, please outline any relevant experience and personal qualities you would bring to Endeavour Learning Trust
Refer to the job description and person specification as a guide and give specific examples to demonstrate your suitability for this post.

Applications should be submitted by 9am on Thursday 24th April 2025.

Interviews are to be held on Wednesday 30th April 2025

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

SAFEGUARDING

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

JOB DESCRIPTION



TEACHING ASSISTANT

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 ensure pupils remain on task and to report progress to the teacher.

Support for Pupils

- 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

- To assist in the monitoring/recording of pupil 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 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.
- To liaise with the school's nominated person in respect of pupil 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 pupil's work

Support for the School

- 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

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

PERSON SPECIFICATION

	KEY CRITERIA	Essential (E)/ Desirable (D)
QUALIFICATIONS	NVQ level 2 or above qualification – appropriate to the post (or equivalent)	D
EXPERIENCE AND KNOWLEDGE	Experience of working with or caring for children of relevant age	E
	Experience of working in a relevant classroom/service environment	D
	Experience of administrative work	D
	Experience of supporting pupils with challenging behaviour	D
SKILLS AND ATTRIBUTES	Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E
	Ability to relate well to children	E
	Ability to work as part of a team	E
	Good communication skills	E
	Ability to supervise and assist pupils	E
	Time management skills	D
	Organisational skills	D
	Knowledge of classroom roles and responsibilities	D
	Knowledge of the concept of confidentiality	E
	Administrative skills	D
	Knowledge of Early Years Foundation Stage	D
	Good numeracy and literacy skills	E
	Ability to make effective use of ICT	D
PROFESSIONAL AND PERSONAL ATTRIBUTES	Commitment to equality and diversity	E
	Commitment to health and safety	E
	Commitment to attendance and punctuality at work	E
	Commitment to equality and diversity	E
	Commitment to safeguarding and protecting the welfare of children and young people	E
OTHER	Clearance through the Disclosure and Barring Service	E
	Compliance and adherence to the document 'Guidance for Safer Working Practice' & 'Guidance for Conduct'	E