



KING'S LEADERSHIP  
ACADEMY LIVERPOOL

# TEACHING ASSISTANT (LEVEL 2)

King's Leadership Academy Liverpool is seeking to appoint two Level 2 Teaching Assistants to join a forward thinking and expanding Academy.

PART OF



GREAT SCHOOLS  
TRUST



## WELCOME LETTER FROM OUR CEO

Thank you for your interest in a position within the Great Schools Trust family of Schools. The Great Schools Trust is an education charity that has a proven track record of successful school start up and improvement whilst transforming the lives of children and young people through our unique values driven approach to education.

You will be joining a values driven, highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding candidate who can realise the highest possible quality of services to support our educational vision, strong leadership and effective support to colleagues, to enable the trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

**Shane Ierston**  
CEO

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# PRINCIPAL'S WELCOME



As the principal of King's Leadership Academy Liverpool, it is an honour to welcome you to our school, I hope you find all the information you need right here. At King's leadership Academy our vision is:

**“To develop in each of our student the academic skills, intellectual habits, qualities of character and leadership traits necessary to succeed at all levels and become successful citizens in tomorrow's world.”**

At King's we believe every child can succeed and that great teaching is the key to that success. This sentiment is reflected in our motto, 'Credimus', which translated from Latin literally means we believe.

At King's it is our philosophy:

That all students have the ability to reach their potential and it is the job of all who work at the academy to ensure this happens. We want our students, parents and supporters to share in this belief with us. Our curriculum is based firmly on traditional values, with a focus on outstanding learning. Our students have access to a wide variety of enrichment activities and extended school day to ensure that none fall behind. This can be achieved by appointing only the very best teachers and staff who are committed to serving the students and parents of this community.

We believe in fully supporting our students throughout their education. Our House system ensures that all children feel welcome and included as equal partners in the daily life of the academy.

We are a values-driven school. We believe in them and how they develop the character of our young people. We teach them explicitly and we aim to model these behaviours in all that we do as a school community.

Our values are:

- Achievement & Aspiration
- Self-Awareness
- Professionalism
- Integrity
- Respect
- Endeavour

We believe that developing character in young people is crucial. We teach it via our Aspire Values and we also teach Leadership as a discrete subject. In order to achieve this, we provide an extensive programme of visits to the country's best Universities, a rich careers programme and cultural experiences for all of our pupils. Additional Leadership opportunities such as the Royal Airforce Cadets and The Duke of Edinburgh award are actively encouraged.

King's is unique, it is a non-selective school with grammar school experiences and culture. We strive to truly nurture and develop the academic and creative talents in all our students. All we ask in return from our students is dedication and an honest commitment to hard work. We provide for your children, our students high expectations coupled with a high level of support.

As Principal, I am privileged to be part of such a fabulous team of staff, were we mirror our approach to developing pupil's potential into developing staff. We have weekly CPD, offer a range of NPQ's through our partners and have accelerated the careers of several promising staff through secondment opportunities and several layers of responsibilities available.

If you are as excited about developing pupils and developing your career as we are please book a visit through [admin@kingsliverpool.com](mailto:admin@kingsliverpool.com)

Many Thanks

**Scott Cordon**  
Principal





# OUR MISSION

Providing a strong academic education is at the heart of what we do. King's Leadership Academy has immense strength in all areas of the curriculum, and we are fortunate enough to be fully staffed by highly qualified teachers who are excited and passionate about their subjects. Our teachers possess the skills to inspire, motivate and lead our students to life-long success. Our 'mission board' proudly states that King's Leadership Academy is a place where students' aspirations become a reality. We believe that each and every one of our students has distinct potential and ensuring that they fulfill their potential is not only our challenge but our commitment. Aristotle once told his students that the pursuit of excellence had to become their way of life if they were to succeed. Occasionally, achieving excellence was, for him, not enough. He wanted his students to strive for excellence each and every day of their lives. At King's we believe that this advice, given over two thousand years ago, still holds true today and is good guide to the achievement of both academic and personal success. As an Academy we do not settle for anything but the best for each of our students.



## WORKING AT KING'S LIVERPOOL

King's Liverpool is seeking to appoint two Level 2 Teaching Assistants. We are looking for people who are hardworking, resilient and have strong communication skills.

King's is located in Liverpool with good access to the city centre and local train stations. Class sizes at the school are below average and every student has access to a personal Chrome book. Innovation is one of our strengths, which supports our modern approach to education alongside our commitment to high expectations.

King's is a vibrant diverse school which enjoys a strong sense of community amongst both staff and students.



## JOB PROFILE

**Title:** Teaching Assistant (TA2)  
**Salary:** Scale 3 (points 5-6) £21,575 - £21,968 (FTE) – TTO salary = £16,035 - £16,328)  
**Start Date:** ASAP  
**Contract:** TTO - 32.5 hours per week  
**Location:** King's Leadership Academy Liverpool  
**Reporting to:** Faculty Lead

### MAIN ROLE

#### The Teaching Assistant will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.



# JOB DESCRIPTION

## Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

## Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

## Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with



# JOB DESCRIPTION

- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

## Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## Other areas of responsibility

### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The TA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal or line manager.



# PERSON SPECIFICATION

## Qualifications & Training

- GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths (E)
- First-aid training, or willingness to complete it (E)

## Experience

- Experience working in a school environment or other educational setting (E)
- Experience working with children / young people (E)
- Experience planning and delivering learning activities (E)

## Skills & Knowledge

- Good literacy and numeracy skills (E)
- Good organisational skills (E)
- Ability to build effective working relationships with pupils and adults (E)
- Skills and expertise in understanding the needs of all pupils (E)
- Knowledge of how to help adapt and deliver support to meet individual needs (E)
- Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils (E)
- Excellent verbal communication skills (E)
- Active listening skills (E)
- The ability to remain calm in stressful situations (E)
- Knowledge of guidance and requirements around safeguarding children (E)
- Good ICT skills, particularly using ICT to support learning (E)
- Understanding of roles and responsibilities within the classroom and whole school context (E)

## Personal Qualities

- Enjoyment of working with children (E)
  - Sensitivity and understanding, to help build good relationships with pupils (E)
  - A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school (E)
  - Commitment to maintaining confidentiality at all times (E)
  - Commitment to safeguarding pupil's wellbeing and equality (E)
  - Resilient, positive, forward looking and enthusiastic about making a difference (E)
  - Capacity to inspire, motivate and challenge children and young people (E)
- (E) = Essential  
(D) = Desirable



# TERMS

*The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description*

*is current at the date shown but, in consultation with the post holder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.*

*This appointment is with the Local Academy Council of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Contract'*

*This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access*

*to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This job description is current at the date below but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

## Application and interview process

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**Deadline for applications:** Monday 5th June

**Interviews:** W/C 12th June

**Submit Applications to:** Philippa Fielden at [p.fielden@kingsliverpool.com](mailto:p.fielden@kingsliverpool.com)

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on your letter of application so please read the Job Description and Person Specification carefully before you write your letter of application.

## References and Pre-Employment Checks

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We will seek references for candidates once the position has been offered and we may approach previous employers for information to verify particular experience or qualifications before interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

## Conditional Offer: Pre-Employment Checks

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Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualification
- List 99 check
- Section 128 Check
- Satisfactory DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Completion of Employee Health Declaration
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

# SAFEGUARDING CHILDREN AND YOUNG PEOPLE

King's Leadership Academy Liverpool is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

To find out more about working for the Great Schools Trust and King's Leadership Academy Bolton check out our Twitter or website and please get in touch if you would like a visit or chat with the Principal.

**Website:**

[WWW.KINGSLIVERPOOL.COM](http://WWW.KINGSLIVERPOOL.COM)  
[WWW.GREATSCHOOLSTRUST.ORG](http://WWW.GREATSCHOOLSTRUST.ORG)

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