



# Teaching Assistant 2



“Providing great schools at the heart of the local community”



Dear Applicant,

Thank you for showing an interest in Northbrook Primary Academy, a school in Endeavour Learning Trust.

Northbrook Primary Academy is a thriving and growing school which prides itself on its nurturing environment. At Northbrook you will experience belonging to something really special; a place where staff and children share a sense of pride in their collective achievements and teamwork is central to all that we do.

We are a school with high ambitions and individually strive for our personal best. At the same time, we pride ourselves on our family feel and prioritise getting to know each of our children as individuals, so we get the balance right between academic challenge and effective support. We are all committed to our continuous improvement and a future that builds on current strengths while embracing opportunities for further development.

At Northbrook Primary Academy our values lie at the very heart of the School and foster the clear expectations that we have of everyone within our community to conduct themselves the Northbrook way. As a result, we have fantastic children who take pride in themselves and their school. Teaching is characterised by high levels of enjoyment, engagement and the 'buzz' of learning.

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 Secondary School, which enables us to embrace the all through nature of education.

Our family ethos is tangible; we work as a team; we want the best for everyone. But 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 across the Trust.

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

Yours faithfully,

Mr M Cunniffe  
Headteacher

**Teaching Assistant 2**  
**Grade 4 SCP 4-6**  
**Part time, Permanent**  
**Term time only plus inset**

Inspire our lovely little learners! The school wishes to appoint an experienced Teaching Assistant to join our team, This role as a Teaching Assistant is a motivating and rewarding role, for an applicant with the drive to work within an effective team.

We are looking for an 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. Our core aim is to provide children with the skills, knowledge, attitudes and confidence which are necessary to enable them to make informed choices for themselves. The children experience a wide range of learning opportunities that are intended to develop them academically and personally.

The successful candidate must be able to:

- Work as part of a team and have strong interpersonal skills and be an excellent communicator
- Have a good understanding of the EYFS and/or KS1 and/or KS2
- Develop positive relationships with children who need additional support in the classroom

We can offer you:

- A caring and supportive school environment
- Growing Multi Academy Trust (MAT)
- Free on-site parking
- 24/7 access to our Employee Wellbeing Package
- A fantastic Local Government Pension Scheme
- Encouragement of continued professional development
- Term time only employment which supports school holidays

**This post is part time (31.25 hrs per week), permanent and term time only plus inset days**

To apply for this vacancy, please download and complete our application form in full. Due to safeguarding legislation, we cannot accept CVs.

Applications must be submitted by 9am on Thursday 7<sup>th</sup> December 2023

Interviews are to be held on Monday 11<sup>th</sup> December 2023

If you require any further information about this role please contact our Recruitment Manager, Mollie at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@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.

Please note that in line with Keeping Children Safe in Education, 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 2

<b>Job Title</b>	Teaching Assistant 2
<b>Grade</b>	Grade 4 SCP 4-6
<b>Salary</b>	£23,114 - £23,893 per annum
<b>Pro-Rata</b>	£17,033.43 - £17,607.50 per annum
<b>Location</b>	Northbrook Primary Academy, Bannister Drive, Leyland PR25 2GB
<b>Hours Per Week</b>	31.25 hours per week. Monday - Friday 8:30am -3:15pm
<b>Weeks Per Year</b>	Term time only plus 5 inset days
<b>Contract</b>	Part time, Permanent
<b>Responsible To</b>	Headteacher

**Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

### Job Purpose

Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. Monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils, parents and carers. Provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.

### Key Responsibilities / Accountabilities

#### Support for Pupils

- Under the general supervision and direction of the teacher to implement structured
- learning activities for individuals and groups of pupils.
- To undertake activities in order to monitor the personal social and emotional needs of
- pupils.
- To develop positive relationships with pupils to promote 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 implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- 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.
- To supervise and provide particular support for pupils, including those with SEND needs, in particular pupils with Social, Emotional and Mental Health needs and physical needs, ensuring their safety and access to learning activities
- To work with children and young people who have complex needs, providing an appropriate level of emotional and physical support where necessary
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal and Intimate Care programmes
- Provide support for pupils with challenging behaviour taking account of support plans and risk assessments under the direct supervision of a teacher;
- Dealing with complex behaviour/emotional needs
- Dealing with complex physical, care and personal needs, including lifting and handling and intimate care
- Support complex sensory needs
- Attend appropriate in-service training as required to address the complex needs of the pupils
- Communicate with parents/cares and other professionals around complex issues/needs
- Be aware that the job may require TAs to work in difficult and challenging conditions arising from anti-social, difficult behaviour or medical conditions

#### Support for the Teacher

- To monitor and record pupil progress and developmental needs.
- To produce relevant classroom resources.
- To undertake classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.

- To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.
- 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
- To provide administration support where required in the organisation
- To attend staff training as appropriate
- To contribute to the duty rotas at unstructured times as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Assistant Head in charge of Health & Safety.
- To work within the Trust's policies and procedures
- To contribute to the provision of an effective environment for learning
- To support the promotion of positive relationships with parents and outside agencies
- To support and encourage the Trust's ethos and its objectives, policies and procedures.
- To uphold the Trust's policy in respect of child protection and safeguarding matters

### **Health and Safety**

- Provide basic first aid, liaising with senior leaders and medical staff and if appropriate referral to health service in emergency cases.
- May be asked to administer medications subject to agreement and in line with school policy.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare and fire procedures.
- Work to the school's policies.

### **Safeguarding**

- To be responsible for promoting and safeguarding the welfare of children and young persons with whom the post-holder comes into contact with, or is responsible for in line with School Policies.

**NOTE:** In addition, other duties at no higher level of responsibility may be interchanged with / added to this list as required.

**Agreed by: Headteacher**

## Person Specification – Teaching Assistant 2

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
<b>QUALIFICATIONS AND TRAINING</b>		
The successful candidate will have:		
NVQ Level 2 or above qualification / 5 GCSE's A* - C including English and Mathematics/Grade 9 to 5	E	AF
First Aid Qualification (qualification not essential at point of application, training will be given if required)	E	AF
<b>EXPERIENCE</b>		
The successful candidate will have:		
Experience of working with or caring for children of relevant age	E	AF/I
Experience of working with students with medical needs	D	AF/I
Experience of working in a relevant classroom/service environment	D	AF/I
Experience of Administrative work	D	AF/I
Experience of supporting pupils with challenging behaviour	D	AF/I
<b>SKILLS AND ATTRIBUTES</b>		
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/I
Demonstrate that they are able to develop effective working relationships	E	AF/I
Capable of working effectively as a member of a team	E	AF/I
Evidence of organising tasks efficiently to deadlines with strong attention to detail and accuracy	E	AF/I
Accuracy and attention to detail incorporating good numeracy and literacy and IT skills	E	AF/I
Adaptable with a flexible approach to work	E	AF/I
Operate a computer and other standard office equipment	E	AF/I
Have excellent time management skills	E	AF/I
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>		
The successful candidate will have:		
Ability to form effective and appropriate working relationships/boundaries with young people	E	AF/I
Ability to handle highly confidential or sensitive information in an appropriate and secure manner	E	AF/I
Evidence of demonstrating discretion and confidentiality	E	AF/I
The ability to respond effectively to challenges	E	AF/I
A flexible approach to working practices	E	AF/I
To be willing to undertake first aid training & manual handling training	E	AF/I

Maintain effective working relationships with school, staff and students and those encountered in the course of work	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
<b>OTHER</b>		
Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I