



KING'S LEADERSHIP  
ACADEMY HAWTHORNES

TEACHING  
ASSISTANT  
(LEVEL 1)

RECRUITMENT PACK

PART OF



GREAT SCHOOLS  
TRUST



# MESSAGE FROM THE CHIEF EXECUTIVE OFFICER



Thank you for your interest in a position within the Great Schools Trust family of schools. The Great Schools Trust is an education charity with a proven track record of successful school start-up and improvement. The Trust is a highly innovative, inspirational and ambitious organisation, transforming the lives of children and young people through its unique, values-driven approach to education.

We are seeking an outstanding candidate who can realise the highest quality of services to support our educational vision, strong leadership and effective support to colleagues, enabling 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**

## OUR VISION

To develop a family of Great Schools that allow all students, irrespective of starting point or background, to access university or a career of their choice and succeed in life.



# PRINCIPAL'S WELCOME



Our school is part of The Great Schools Trust, a small but expanding multi-academy trust situated in the Northwest of England. At the Trust 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.'

## **Why King's Leadership Academy Hawthornes?**

We are a growing school of committed friendly staff, with a cohort of students who are polite, enthusiastic and keen to learn right across the curriculum. We are a school centred in our Aspire Values – Achievement, Aspiration, Self-awareness, Professionalism, Integrity, Respect and Endeavour. It is these values that drive our behaviours and relationships, a 'lingua franca' that helps to bind our community together. An inspector captured the mission of the school when he observed that we were 'building better people' - something we are proud of.

Our aim is to provide a curriculum for our students that enables them to access real knowledge and a chance to progress to high-quality higher education or training. We also aim to create an enriched offer that provides cultural capital for all of our students, irrespective of their personal circumstances. We also prioritise diversity and inclusivity and pride ourselves on the welcome we give every student and their families.

We tackle disadvantage rigorously. We provide every student with a chrome book, free breakfast and breaktime food, free residential experiences to build self-esteem and teamwork, and free opportunities to join the Duke of Edinburgh scheme. We have won national recognition for Combined Cadet Force sponsored by the Royal Marines. No student is left behind and we remove barriers to learning at every opportunity.

## **We take the development and well-being of our staff equally as seriously.**

Everyone is provided with a laptop, and we have recently invested in state-of-the-art ICT infrastructure for every classroom. We hold CPD on two evenings a week – our late finish for Thursday Enrichment allows an early finish on a Friday for a second CPD session. This collaborative approach has allowed the Trust to develop a common curriculum and strong assessment policies that allow staff to focus on work-life balance and having the energy to focus on the classroom.

These approaches have led to extremely high levels of staff retention and attendance. Our school is a place where people want to teach, where parents want to send their children, and where children want to study.

If you are interested in a post at King's Leadership Academy Hawthornes, I strongly recommend you visit us and see the work we do for yourself. We are situated in Bootle, two miles from Liverpool city centre. The school is within Sefton local authority.

I look forward to meeting you.

**Andrea St John**

**Principal**

## Teaching Assistant (Level 1)

**Salary:** Scale 1 - 2-3 - £23,656 - £24,027 (FTE) - £17,933 - £18,214 – pro rata salary

**Contract:** Term Time + 5 days

**Hours:** 32.5 hours per week

**Location:** King's Leadership Academy Hawthornes

**Reporting to:** SENCo

**Start date:** ASAP

### Working at King's Hawthornes

King's Leadership Academy Hawthornes is seeking to appoint a talented and enthusiastic Teaching Assistant (TA1) to join our ambitious, forward-thinking academy.

We are a vibrant and diverse school with a strong sense of community amongst both staff and students. We wish to appoint a highly motivated individual who loves their subject and shares our vision for helping shape our students into successful citizens in tomorrow's world.

Our school is located in Bootle, Liverpool, and we would like to welcome and encourage you to visit us before applying for this post.

### Key Benefits

- A Trust that prioritises the well-being of its staff
- Flexible working opportunities
- Highly competitive salaries
- Access to the Teacher Pension Scheme and Local Government schemes
- Generous holiday entitlement of 30 days for support staff
- BUPA Employee Assistance Programme that provides access to tools to help manage well-being, along with services such as counselling and access to a child and dependent care helpline
- Good occupational sickness and maternity/paternity schemes
- A unique approach to Performance Leadership
- A commitment to personal and professional development, with training and support for each staff member
- The opportunity to develop your career within and across the Trust academies
- Salary sacrifice scheme - Cycle to Work.

### Overview

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect. These values extend beyond the school into the wider community. To assist teachers in delivering high-quality educational experiences to students. To support the educational, social, and emotional development of students under the guidance and supervision of a teacher or other senior staff members.



## **Key Responsibilities**

### **Classroom Support:**

- Assist the class teacher in managing classroom activities and maintaining a positive learning environment
- Provide support to individual students or small groups to enhance their learning experience
- Help prepare teaching materials and resources as directed by the class teacher
- Supervise students during lessons, break times, and other activities as required.

### **Learning Support:**

- Support the learning of students, particularly those with special educational needs (SEN) or disabilities
- Use effective strategies to support students' learning and behaviour
- Provide assistance with literacy and numeracy activities, either in small groups or one-to-one
- Assist in the assessment of students' progress by providing feedback to the teacher.

### **Classroom Management:**

- Help manage student behaviour and ensure a safe and supportive environment
- Assist in the implementation of Individual Education Plans (IEPs) and behaviour management plans as needed.

### **General Duties:**

- Support the maintenance of clean, safe, and orderly classroom and school environments
- Attend meetings, training sessions, and other events as required
- Perform any other duties as directed by the teacher or school leadership team that are within the scope of the role.

### **Communication & Collaboration:**

- Work collaboratively with teachers, support staff, and other professionals to provide consistent support to students
- Maintain positive relationships with students, parents, and carers.

### **Health & Safety:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety, and security
- 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 academy's child protection policy
- Report any concerns regarding student welfare to the appropriate person.

### **Professional Development:**





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- 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
- Engage with the Trust's People-Centred Leadership strategy.



### **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 students in the school.

Please note, the above is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The postholder may be required complete other duties appropriate to the level of the role, as directed by the Principal or Line Manager.



## Person Specification

### Qualifications:

- GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths (E)
- Level 1 Teaching Assistant qualification (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)
- Supporting children with special educational needs (SEN) (E)
- Working with students who have physical disabilities (D).

### Skills & Abilities:

- 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 but may be reviewed at any time 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 scale.*

*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 Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for applicants who may have a disability, or continued employment for any employee who develops a disabling condition.*

## **Application and Interview Process**

**Deadline for applications:** Sunday 9<sup>th</sup> February

**Interviews:** W/C 10<sup>th</sup> February

**Submit Applications to:** Phoebe Prenderville at [p.prenderville@kingshawthornes.com](mailto:p.prenderville@kingshawthornes.com)

The selection panel will short-list candidates based on the information given in the comprehensive application form. Applicants will be assessed against the criteria for the role and candidate profile.

## **References & Pre-Employment Checks**

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.

## **Our Commitment to Safeguarding**

Great Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:

- Two **satisfactory references**, one of which must be from your most **recent employer**
- Proof of **identity, address** and **right to work** in the UK
- Verification of relevant **qualifications**



- Candidates who have worked or been resident **overseas** for three months or more within the last five years will be subject to **criminal record checks** from the relevant **jurisdiction(s)**
- Verification of **medical fitness** for the role
- Confirmation that the applicant is not named on the **Children's Barred List**, administered by the DBS
- A satisfactory **enhanced disclosure** from the DBS
- Satisfactory completion of the **probationary period**
- **Prohibition** check (where applicable).