



# Teaching Assistant



Dear Applicant,

Thank you for showing an interest in Ormskirk School, part of the Endeavour Learning Trust family.

If you feel you share our values, have the vision, passion and drive to work in education and want to be part of a dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

### **Our School**

Our school community is built upon shared core values. Our belief in opportunity for all means that we are an inclusive and aspirational school, encouraging all to fulfil their individual potential and enjoy their learning. Although we have been through a difficult time recently as a school we are now enjoying rapid and sustainable development in partnership with Endeavour Learning Trust.

Our Values:

- Truly Collaborative
  - 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 everyone in our Trust, our families and the communities we serve
- People Centred
  - We foster authentic, positive relationships which are based on the foundations of respect, listening, kindness, support and constructive challenge. We are approachable, open and honest
- Inclusive
  - Equity of opportunity is central to our practice, and we will invest time, training and resources so that everyone is included and has the best chance to be their very best
- Unique
  - We are firmly committed to recognising, celebrating and investing in the individuality of all our children and young people, each staff member across the Trust and the distinct ethos and identity of each of our schools
- Aspirational
  - 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 best potential

Our commitment is to make Ormskirk School and Sixth Form College a place where everyone is proud to belong.

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 John Burnham  
Headteacher

# 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.



**BRINDLE GREGSON**  
**LANE PRIMARY**



**NORTHBROOK**  
**PRIMARY ACADEMY**



**TARLETON**  
**ACADEMY**



**LINAKER PRIMARY**  
**SCHOOL**



**ENDEAVOUR**  
**COMMUNITY**



**WELLFIELD**  
**ACADEMY**



**ORMSKIRK**  
**SCHOOL**

**Teaching Assistant**  
**Part time, Permanent**  
**Grade 4 SCP 4-6**  
**FTE £24,404 - £25,183**  
**Pro Rata £17,171.30 - £17,719.42**

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? Opportunities have arisen at Ormskirk School to join our school as a Teaching Assistant on a permanent basis. 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.

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!

**ADDITIONAL DETAILS**

This position is part time (29.25hrs), permanent and term time only. Monday to Friday 8:40am – 3:15pm with 45 minute unpaid lunch

**HOW TO APPLY**

Please complete our application form in full, and send to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org) please include a personal statement to support your application and outline the relevant skills and experience you can bring to Endeavour Learning Trust.

Applications should be submitted by 9am on Monday 30<sup>th</sup> June 2025

Interviews are to be held on Monday 7<sup>th</sup> July 2025

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

**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.

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.

## 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)/<br>Desirable (D) |
|---|---|---------------------------------|
| <b>QUALIFICATIONS</b>                       | NVQ level 2 or above qualification – appropriate to the post (or equivalent)                            | D                               |
| <b>EXPERIENCE AND KNOWLEDGE</b>             | 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                               |
| <b>SKILLS AND ATTRIBUTES</b>                | 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                               |
| <b>PROFESSIONAL AND PERSONAL ATTRIBUTES</b> | 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                               |
| <b>OTHER</b>                                | Clearance through the Disclosure and Barring Service  | E                               |
|   | Compliance and adherence to the document 'Guidance for Safer Working Practice' & 'Guidance for Conduct' | E                               |