



Application Pack
Level 2 Teaching Assistant
Temporary until 31st August 2022



THE DEANERY

Church of England High School and Sixth Form College

An education for life.

Jesus said, "I have come that they may have life – life in all its fullness."
John 10:10

Dear Applicant,

Thank you for your interest in this post at The Deanery Church of England High School and Sixth Form College. I hope the attached documentation will provide you with the information you need and that you will feel encouraged to apply for the post.

The Deanery is an 11-18 Church of England school at the heart of the local community in Wigan. We are a successful and heavily oversubscribed school of around 1450 pupils with a thriving and growing Sixth Form. Serving the Diocese of Liverpool and the parishes of the Wigan Deanery, we aim to provide an education for life, enabling all of our community to flourish and live life to the full. We live by our Christian values of Faith, Hope, Love, Wisdom, Courage and Integrity and our mantra Work Hard, Be Kind, Make a Difference.

As a school, we nurture young people in body, mind and spirit, recognising that there is a spiritual dimension to the fullness of life. We see all young people as individuals, recognising their unique God-given talents, potential and purpose and seeking to nurture these through a rich, deep and horizon-broadening curriculum. We promote a culture of academic excellence and the highest expectations, set firmly within a guiding framework of lived and visible Christian values, beliefs and practices. We are passionate about excellence in education and aim to give pupils the very best start in life with the firm belief that excellent teaching transforms lives. We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs.

At The Deanery, we believe that a traditional ethos and common sense approach to the curriculum and behaviour works best in promoting pupils' progress, both academically and socially. This includes:

- Strict discipline
- Smart school uniforms
- Academic rigour
- High expectations

We have dedicated and highly motivated teaching and support staff, who are committed to the continual improvement of the school. We place a very high value on managing staff workload and wellbeing, as recognised by the NASUWT's Valued Worker Scheme.

The Deanery enjoys a magnificent new £27m building, opened in 2017. We have outstanding facilities, including advanced science laboratories, state of the art purpose

built curriculum suites, sixth form centre, a modern ICT network, new 4G all-weather pitches, activity studio, gym and a fully equipped technology suite. Learning here has never been more exciting.

Please do take a look at our website to get a fuller picture of our school and what we stand for. On it you will be able to see our prospectus, details of our curriculum offer and the wide-ranging opportunities available to pupils.

We take being a Church school seriously and expect all colleagues to support our ethos, whatever their own personal faith position may be. Our aim is simply to serve our local community through providing an outstanding education to children of all faiths and none. We emphasise our Christian distinctiveness through regular acts of worship, but more importantly by valuing and caring for every member of our community.

If you would like to visit the school prior to applying please contact my PA, Mrs Wogan, on 01942 597501. If you wish to make an application please complete the form and write a letter (no longer than 2 sides of A4 – font Tahoma 11) outlining how your skills and experience fit you for the post and how you will contribute to the life of The Deanery.

We are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Appointments are made subject to satisfactory references and to an enhanced Disclosure and Barring Service check.

The Deanery is a very welcoming and close-knit community and a great place to work! If you share our vision and would like to be a part of this dynamic and successful school, I would encourage you to apply for the post. Alternatively, you can send us your CV to add our talent pool for any future vacancies that may be of interest to you.



Mr M Wood
Headteacher


About us

Introduction

A school with a church foundation has existed on this site for 89 years. In 1932, All Saints' Senior Church School was founded for *'the nurture of the hearts and minds of children'* in Wigan. In 1971, All Saints' School closed to allow the formation of a new high school. For the last 50 years, The Deanery Church of England High School has honoured that rich legacy and has been a beacon of distinctive Christian education for generations.

Our school sits at the heart of Wigan and serves young people and families from every parish of the town.

Our school's history can be seen in its badge:

- 30 dots, representing the 30 traditional parishes in the Wigan Deanery
 - The Red Rose of Lancashire
 - 3 crosses to represent the 3 original constituent schools
 - A branch from the Wiggin Tree
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- The school badge is a shield with a red border containing 30 white dots. Inside the shield, there is a red rose, a green branch, and three white crosses.
- Our pupils and students are fantastic – they are highly motivated and engaged young people with supportive and caring parents.
 - As a Church of England school, we aim to maintain a distinctly Christian ethos while being genuinely welcoming and inclusive.
 - We have over 1450 pupils and students, including over 150 in our Sixth Form.
 - The school admits 250 children into Year 7 each year, and is heavily oversubscribed.
 - In 2020, we had over 850 applications for one of our places in Year 7.
 - We offer a rich co-curricular provision, including music, drama and sport.
 - Our school building was completed in September 2017 offering state of the art facilities.
 - Our Sixth Form Centre gives us a modern area in which to work and study. It allows us to have a distinctive sixth form which is still closely linked to the main school.
 - In 2020, our Sixth Form was the top performing college in Wigan for Value Added and above national averages.

Leadership

Mr Martin Wood, taking on his second headship, joined the school in 2019 as Headteacher, leading a dynamic and forward-thinking Senior Leadership Team. This team comprises three Deputy Headteachers, two Assistant Headteachers and the School Business Manager.

Pastoral care and academic guidance

The Senior Progress Leaders, Heads of Year and Form Tutors have responsibility for the welfare, academic progress and behaviour of pupils in their care. The tutors in each year group have a particularly important role as they look after the same group of children as they move through the school. Time is set aside each day for a programme of activities designed to promote pupils' social and learning skills, support literacy and to enable tutors to get to know each pupil as an individual. Pupil Voice is important to us and we have an active School Council and Executive Student Leadership Team.

Links between home and school

We aim to develop strong links between home and school. We hold consultative meetings between staff and parents to discuss any concerns, acknowledge successes and agree targets for future improvement.

Parents also receive termly monitoring reports and are provided with regular communications about developments in school.

In addition, we publish various brochures and organise information evenings for parents at key points in their children's education, together with prize evenings to celebrate the success of pupils at different Key Stages.

"Pupils have positive attitudes to learning. They take pride in their work and behave well in lessons and during social times"

Ofsted

Special educational needs and disabilities

We place equal value on the education of all pupils. Those with special educational needs or disabilities are encouraged to achieve their potential within each curriculum area where they are provided with differentiated materials by their class teachers, whilst teaching assistants also offer additional individual support. Some pupils are withdrawn from lessons for brief periods to work with specialist staff.

Co-curricular activities

A wide variety of out-of-school clubs and activities are available to pupils. These vary across the academic year but might include science, cookery, film club, eco club, computing and many others. There are a wide range of opportunities in physical education and the arts. The school enjoys an excellent reputation for music; we have school bands and choirs, and a large number of musical functions are held annually. There are also excellent opportunities for pupils to begin or continue instrumental tuition as well as to participate in the annual school musical production. Educational visits and exchanges all appear in our annual programme. Enrichment activities are vital to the development of our pupils and we continue to seek new and exciting educational opportunities to develop each individual.

Our Sixth Form

We are proud of our Sixth Form and the support, care and guidance we provide to our students, along with excellent teaching and facilities, including a designated Sixth Form area. Our experienced Sixth Form team consists of a Head of Sixth Form, Assistant Head of Sixth Form, Guidance & Welfare Officer, dedicated Sixth Form Administrator, 3 Learning Support Assistants, Careers Advisor and Progress Tutors. The team is a strong group of professionals whose focus on every student as individuals has driven up standards at a rapid pace. The Sixth Form has increased in capacity over the last few years, offering a wide range of Level 3 academic and vocational subjects.

A relentless approach to student focused achievement and progress is what specifically drives the Sixth Form. We have excellent levels of achievement; 90.1% of all grades are A*-C or equivalent and 65% of all grades are A*-B or equivalent. The recent DfE performance tables place our Sixth Form top, when compared with other colleges in Wigan for students' progress at A Level and in academic subjects. We are the best performing college in Wigan for attainment in Technical Level Qualifications. We are extremely proud of our students and their achievements. Our results are testimony to the hard work of the staff and students, and are a reflection of the caring, Christian ethos within the Sixth Form. 93% of our Year 13 students who applied for university were accepted on to their first choice university course.

Our Sixth Form study zone offers opportunities for independent and supported study. Extra-curricular opportunities are extensive including the opportunity to achieve the Duke of Edinburgh Gold Award. High prior attainers are invited to participate in the Deanery Sixth Form Elite Programme. Our Enhancement programme offers the opportunity for tailored work experience placements, volunteering or further academic study via the EPQ. Trips and visits within subject areas help students to develop additional knowledge and skills. We encourage students to take on roles of responsibility within the school community, such as the Senior Leadership Team, Student Voice and Student Ambassador Programme.



Student quotes

"Life at Sixth Form is fantastic. The staff are extremely friendly and there is a great deal of support."

"The support at Sixth Form is excellent, as you are able to discuss any issues that you are having in and out of lessons with a member of staff."

We offer a comprehensive programme to guide students towards Post-18 options. They receive impartial advice about their next steps, including university, apprenticeships and employment. We are ambitious for our students and our expectations of conduct and commitment are high. It is a place for students who want to work hard and realise their potential, and we are proud to support them on their journey.

The ethos of the Sixth Form is emphasised via the words of our Senior Leadership Team – ‘since arriving here, we have all been privileged to experience the close-knit community of the Sixth Form. At the college we have a vast support network that is dedicated to assisting every single student in their studies. The encouragement offered from staff is immense and they are always eager to help in any way possible, making the Sixth Form a wonderful place to be if you want to gain the most from your education.’



Student quote

“At the college we are guided with moral and spiritual support, to become better people and develop ourselves as a person. As the sixth form is a Christian college, we embrace our school values and work on maturing into adults.”

Why work at The Deanery?

Our core employee rewards and benefits include:

- You will join our Christian family based on our values of faith, love, hope, wisdom, courage and integrity
- Great students, who behave impeccably – you can make a massive difference to each and every one of them
- A professional working environment in which all staff are valued, listened to and able to fully use their gifts and talents
- 'Warm and strict' behaviour systems, with very warm relationships, meaning pupils feel safe and secure
- Exceptionally visible Senior Leadership Team with open door policy
- A Mental Health and Well-Being Lead who is responsible for wellbeing of staff and students
- A feedback policy focused on a range of strategies including whole class and verbal feedback
- A bespoke CPD programme for all staff, exciting career opportunities and individual teaching and leadership coaching
- Access to a range of middle and senior leadership programmes
- Collaborative planning with centralised, shared schemes of work and resources
- Personal mentors for Early Career Teachers and Trainees
- An induction process that collates all information needed to become part of our school
- State of the art facilities, located in the centre of the wonderful town of Wigan
- Competitive salary
- Pension scheme
- Higher preference in our Admissions Policy for children of staff
- Family friendly leave, pay and working arrangements
- Free on-site parking
- Free staff laptop
- A dedicated, enthusiastic and highly professional staff team
- The opportunity to teach A Level in our expanding Sixth Form
- We have been awarded the NASUWT Valued Worker Scheme in recognition of exceptional support for staff



The Valued Worker Scheme is an initiative jointly promoted by the NASUWT, GMB, UNISON and Unite to recognise and support good employment relations in schools and colleges.

The Valued Worker Scheme aims to recognise those employers that are committed to valuing their staff. The scheme recognises employers who commit to treating all employees fairly, equitably and with dignity.

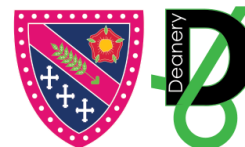
About the Role

Our SEND team includes over 20 staff, with varying roles, to support those pupils who need a little help to access their learning activities.

Our Level 2 Teaching Assistants support the development and implementation of Individual Education Plans both in and outside the classroom. It is vital that you can establish constructive relationships with pupils and interact with them according to individual needs, helping to promote the inclusion and acceptance of all pupils.

We want you to encourage all our pupils to interact with others, whilst at the same time, setting challenging and demanding expectations and promoting self-esteem and independence.





Job Description – Level 2 Teaching Assistant

Responsible to	SENCO
Salary	G3 (£18,812 - £19,562 pro-rata; actual salary - £12,337 - £12,871)
Start Date	As soon as possible
Hours:	29 hours 10 minutes per week, term-time only (Monday – Friday: 8.35am – 3.00pm; 35-minute lunch break)

School Mission Statement:

As a Church of England school, we aim to provide an education for life, enabling all of our community to flourish and live life to the full.

Our values: Faith, Hope, Love, Wisdom, Courage and Integrity.

Main duties and responsibilities:

Support for pupils

- Supervise and provide particular support for pupils, and others, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education and Pupil profiles.
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Assist with the planning of learning activities.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress and problems
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams where required
- Deliver structured and agreed learning activities/teaching programmes within interventions.
- Deliver programmes linked to local and national strategies, e.g. literacy, numeracy, recording achievement and progress and feed back to teaching staff



- To prepare, maintain and use resources required to meet the relevant learning activity and assist pupils in their use

Support for the curriculum

- Deliver structured and agreed learning interventions, adjusting activities according to pupil responses
- Deliver programmes linked to local and national strategies, for example, literacy, numeracy, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use those resources required to meet the relevant learning activity and assist pupils in their use

Other duties:

- Assist with the supervision of pupils out of lesson times, including before and after school as may be reasonably directed
- Accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed
- Provide first-aid support as required
- Any other duties deemed reasonable as directed by the SENDCo

To develop professionally, all staff are expected:

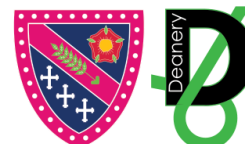
- To receive and act on feedback to build on strengths and improve performance
- To take ownership of their own professional development, engaging in professional development activities as appropriate to their own career stage
- To contribute to the professional development of others as appropriate to own career stage
- To keep up to date on current teaching, learning and behaviour management strategies and know how to adapt them, including how to personalise learning to provide opportunities for all learners to achieve their potential

To manage young people effectively, all staff are expected:

- To understand how young people develop and to make effective personalised provision for children with specific learning needs including higher prior attaining pupils
- To manage pupils' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's Behaviour Policy
- To promote the self-control and independence of pupils through a range of behaviour management strategies and through developing pupils' social, emotional and behavioural skills
- To know how to identify potential safeguarding issues and follow safeguarding procedure

To provide the best possible learning environment, all staff are expected:

- To establish a purposeful and safe learning environment which enhances learning
- To be responsible for the safety of those working in the classroom; this includes ensuring that the room is free from clutter and untidy storage, that faults are reported according to procedures laid down; this includes awareness of the dangers of equipment and material being used, availability of first aid materials and knowledge of procedures in case of accidents



Applicable contract terms

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 (role definition) is current at the date shown, but in consultation with you it is liable to variation by the management of the school via the Headteacher to reflect or anticipate change in or to the job commensurate with the responsibility level (grade).

Person Specification

Attribute	Essential	Desirable	Application form	Letter	Assessed by Reference	Task/ observation	Interview
Training and Qualifications							
GCSE grades 9-4 in English & Maths	✓		✓				
5 GCSE grades 9-4 at GCSE inc. English & Maths, or equivalent Level 2 qualifications		✓	✓				
First Aid Certificate (or willingness to undergo training in First Aid)	✓		✓				
Proficient use of ICT	✓		✓			✓	
Church connection							
Fully supportive of Church school ethos and the school's mission statement	✓			✓			✓
Previous experience							
Previous experience in a similar role, working with or caring for children of a relevant age		✓	✓		✓		✓
Previous experience within a Local Authority/school /similar establishment		✓	✓		✓		✓
Previous experience of delivering structured learning activities / teaching programmes		✓	✓		✓		✓
Principles of effective behaviour management	✓				✓	✓	✓
Behavioural competencies							
Demonstrate excellent communication and interpersonal skills	✓			✓	✓	✓	✓
Build and maintain effective relationships	✓			✓	✓	✓	✓
Demonstrate personal enthusiasm and commitment to the role through professional	✓			✓	✓	✓	✓

appearance and demeanour					
Manage conflict	✓		✓	✓	✓
Prioritise, plan and organise themselves	✓		✓	✓	✓
Think creatively to anticipate and solve problems	✓		✓	✓	✓
Listen to and reflect on feedback	✓		✓	✓	✓
Develop effective teamwork	✓		✓	✓	✓
Letter and application form are fully completed and error-free	✓	✓	✓		
Strong support/positive recommendation from referees	✓			✓	

All staff are expected to model the following values, behaviours and attitudes:

- Actively supporting, articulating and promoting the Christian values and ethos of this Church of England High School and Sixth Form College
- Putting pupils first and being positive about young people
- Committing fully to the safeguarding of pupils
- Having a commitment to excellence and high standards in everything we do
- Having and communicating the highest expectations of young people academically and personally
- Having a commitment to social justice and equality of opportunity
- Being committed to ethical behaviour: demonstrating integrity, honesty, resilience, professionalism, kindness and humility
- Behaving in a professional manner with staff and pupils at all times, treating all members of the school community with dignity and respect
- Contributing to the overall aims of the school by complying with and implementing school policies and by working collaboratively as part of pastoral and academic teams

We actively welcome visits and would be delighted to show you around our school. If you would like to come and see us in action, please contact Mrs Tracy Wogan, Executive Assistant to the Headteacher, on 01942 597501 or swogant@deanery.wigan.sch.uk

You can also get a feel for the school by following us on Social Media –

 @deaneryhigh

 /TheDeanery

If you require overnight accommodation there are hotels in the area. Here are a few suggestions:

Premier Inn, Wigan Town Centre £51 per night
Harrogate St, Wigan, WN1 1BL
0333 321 9349

Mercure Wigan Oak Hotel £59 per night
Orchard St, Wigan, WN1 3SS
01942 826888

The Bocket Arms Hotel £44 per night
38 Mesnes Rd, Wigan, WN1 2DD
01942 403500



"Staff and pupils relate very positively to one another. These supportive relationships, and the school's positive approach to equality and diversity, underpin pupils' good attitudes to learning."

Ofsted

Selection Process

Application	Interview Tasks	Interview
<p>Through your application form and letter, we are looking for:</p> <ul style="list-style-type: none"> • What positive impact you could have on our school • Your personality, attitude and what makes you unique • Why you want to work at The Deanery 	<p>Shortlisted candidates may be asked to carry out the following tasks:</p> <ul style="list-style-type: none"> • Support a lesson • Pupil discussion activity • Subject knowledge assessment • Tour of the school • Personality profile 	<p>The interview panel will comprise the Headteacher, senior staff and governors</p>

Please see our website for Privacy Notices

Key Dates

Friday 17th September 2021

Deadline for receipt of applications is 9.00am.

Applications should be emailed to Mrs T Wogan, Executive Assistant to the Headteacher:

swogant@deanery.wigan.sch.uk

Candidates invited to interview will be contacted by email. Formal interviews will be held at The Deanery Church of England High School & Sixth Form College

Wednesday 22nd September 2021

If you have not heard from us, please assume that you have not been shortlisted and accept our thanks for your interest and best wishes for your future career.

Our 8 rules for recruiting

We practise Safer Recruitment above everything else.

We recruit people who will add value to the school and our culture.

We do not recruit people who won't contribute well to both.

We recruit people who are enthusiastic, self-motivated and passionate.

We do not recruit people who just want a job.

We recruit people who inspire and work well with others.

We do not recruit people who prefer to work alone.

We recruit people who will grow with their department and with the school.

We do not recruit people with narrow skill sets or interests.

We recruit people who are well rounded, with unique interests and talents.

We do not recruit people who live only to work.

We recruit people who are ethical and who communicate openly.

We do not recruit people who are political and manipulative.

We recruit only when we have found a great candidate.

We do not settle for anything less.

About Wigan



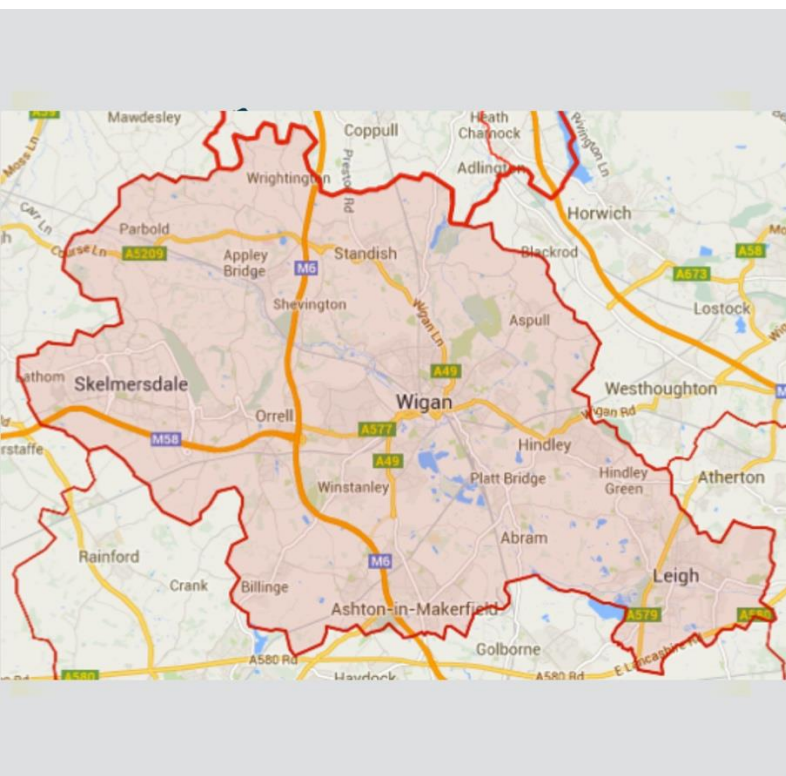
Manchester and
Liverpool Airports only
45 minutes away

Average house prices:

£97,500 terraced
£139,000 semi-detached
£223,500 detached

Wigan was once again voted Greater Manchester's happiest place to live in 2020

Residents scored an average
of 7.6 out of 10 on the
cheeriness scale, according
to the government's 2020
wellbeing survey



Getting Around

At the heart of the motorway network, Wigan has easy access to the M6, M58 and M61 so there is no better place to live.

The West Coast rail line runs right through Wigan, which makes London and other great cities of the UK accessible within a few hours. We are located only a 10-minute walk away from both train stations.

We are also only a 5-minute walk from Wigan's bus station.

A rich history

From the first century when the area was conquered by the Romans through to the present day, Wigan has a vibrant and rich history meaning it is great for history buffs.

Also Wigan Pier, a wharf on the Leeds and Liverpool canal, was made famous by the writer George Orwell in his book, 'The Road to Wigan Pier.'

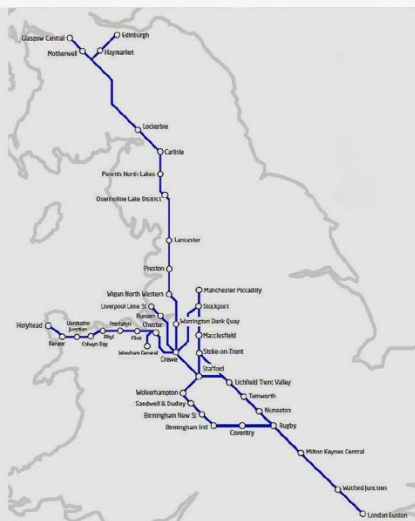
After the decline of industrial activities in the region, Wigan Pier's collection of warehouses and wharfs became a local heritage centre and cultural quarter.



Sporting Traditions

Wigan has a proud tradition of sporting excellence, especially in Rugby League, with Wigan Warriors being one of the most famous and successful sporting clubs in the world.

In football, Wigan Athletic play in the English Football League and won the FA Cup in 2013.



The Northern Powerhouse

Wigan is a key player in Greater Manchester devolution and the delivery of a Northern Powerhouse.

With 320,000 residents and growing industries in finance, professional services, digital and logistics the town's residents are very proud of its industrial past, but even more excited about its future.

The Great Outdoors

70% of Wigan's 77 square miles comprise of open space.

Worthington Lakes, Fairy Glen and Haigh Woodland Park are perfect spots for those who love the great outdoors.





Work Hard.
Be Kind.
Make a Difference.

The Deanery Church of England High School and Sixth Form College
Frog Lane, Wigan WN1 1HQ

01942 768801

enquiries@deanery.wigan.sch.uk
www.deanery.wigan.sch.uk

