



# Teaching Assistant 3



“A great school at the heart of the Churchtown community”





**Imagine with all your mind...**  
**Believe with all your heart...**  
**Achieve with all your might...**

Dear Applicant,

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

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

Churchtown Primary School is a busy, friendly community school which prides itself on its caring staff and welcoming environment. Churchtown Primary is situated close to the centre of the old village of Churchtown near St. Cuthbert's Church and borders onto the Botanic gardens.

We appoint highly motivated staff, who continually strive to provide the best quality teaching and learning for every child in their class every day. We believe in providing the best quality teaching and learning for all our children and work together to ensure that our curriculum engages all learners and provides opportunities for deeper learning.

We hope the enclosed information about the role will encourage you to join us here at Churchtown Primary School.

Yours faithfully,

Mrs Jinnie Payne  
Headteacher

**Teaching Assistant 3**  
**Churchtown Primary School**  
**Monday to Friday 8:45am to 3:15pm**  
**Fixed term, Term time only**

Inspire our lovely little learners! The school wishes to appoint experienced Teaching Assistants to work in our team. The role as a Teaching Assistant is a motivating and rewarding role for applicants with the drive to work within an effective team. The successful candidates will be appointed to provide cover for PPA time throughout the school or to provide cover supervision on an ad-hoc basis across the school.

We are looking for individuals with a passion for working with children, who have 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 candidates 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, KS1 and 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)
- 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

**These posts are part time, fixed term until 31<sup>st</sup> August 2024 and term time only plus inset days**

To apply for this vacancy please complete an application form and return to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org)

Applications must be submitted by 9am on Monday 27<sup>th</sup> November 2023

Interviews are to be held on Friday 1<sup>st</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 3

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Teaching Assistant Level 3
<b>GRADE:</b>	Grade 6 NJC Points 11-19
<b>FTE SALARY:</b>	£25,979 - £29,777 per annum
<b>PRO RATA SALARY:</b>	£18,279.51 - £20,951.88 per annum
<b>LOCATION:</b>	Churchtown Primary School, St Cuthbert's Road, Southport PR9 7NN
<b>HOURS:</b>	30 hours per week - Monday to Friday 8:45am to 3:15pm
<b>CONTRACT:</b>	Fixed term, Term time only plus inset days
<b>RESPONSIBLE TO:</b>	Headteacher

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#### JOB PURPOSE

To work alongside the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs or bilingual needs, and to establish positive, supportive, and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies.

To deliver planned lessons to classes throughout the school to cover teachers PPA time

OR

To provide ad-hoc cover for the unforeseen absence of class teachers across the school

Will assist with the planning, delivery and evaluation of the curriculum and its differentiation amongst pupils. Would be expected to:

- Plan and implement teaching and learning activities to individuals and groups
- To undertake supervisory cover for classes as appropriate
- Establish supportive and constructive relationships with pupils, parents, carers and the wider community

#### MAIN ACTIVITIES

##### Support for pupils

- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to adapt curriculum content according to the needs of pupils.
- To plan and implement intervention programmes with individuals or groups appropriate to the developmental needs of children
- To be fully involved in the planning and development of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupils
- To supervise work that has been set in accordance with the school policy
- To manage the behaviour of pupils whilst they are undertaking the work to ensure a constructive environment in accordance with the school's Behaviour Policy.
- To access the school's Information Systems in accordance with the school's Behaviour Policy, including the input of data relating to behaviour of students
- To assist in the devising of pupil's individual targets and their monitoring and review
- To support pupils as part of a planned inclusion programme
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To respond to any questions from students about process and procedures
- To deal with any immediate problems or emergencies according to the school's policies and procedures
- To report back as appropriate on the progress of students during the class and any issues arising.
- To undertake registration of classes at the beginning of every session.
- To take account of information provided of individual needs and reasonable adjustments for students (eg. SEND/vulnerable within lesson)
- To assist in the specific medical/care needs of pupils when specific training has been undertaken

##### Support for the Teacher

- To undertake classroom administrative tasks including the maintenance of records.

- To provide ideas, resources and learning strategies for lessons
- To liaise with parents, carers and outside agencies, where appropriate.
- Undertake marking of pupils work and recording of achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits.

#### **Support for the School**

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

#### **Support for the Curriculum**

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To be aware of the confidential nature of issues
- To support the use of ICT in learning activities

**Note: In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post**

**Agreed by:** Executive Head

## Person Specification – Teaching Assistant 3

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 3 or equivalent qualification	E	AF
Ability to make effective use of ICT	E	AF
First Aid Qualification (qualification not essential at point of application, training will be given if required)	E	AF
Professional development relevant to the post	E	AF
Experience with the Microsoft Office suite particularly Excel and Word	D	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