



# Teaching Assistant



BELONGING



PEOPLE CENTRED



INDIVIDUALITY



TOGETHERNESS



TRANSFORMATIONAL

Dear Applicant,

Thank you for your interest in the position of Teaching Assistant at Burscough Priory Academy.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West. In our family of schools at this point in our growth, we have six secondary schools and six primary schools formally in the Trust.

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 committed to growing our Trust further and we are strengthening our central team to ensure we have the capacity to continue to support where we are needed most. All of our schools and our staff provide us with rich opportunities to learn from and with each other.

We strive to ensure that our family ethos is tangible; that we work as a team; that we want the best for everyone. We are also staunch in our commitment to working in a way which protects the wellbeing of our staff; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, collectively, in our classrooms, staffrooms, schools, our central team and across the Trust.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DLC', with a stylized flourish at the end.

David Clayton  
Chief Executive

# 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.



**LINAKER PRIMARY SCHOOL**



**CHURCHTOWN PRIMARY SCHOOL**



**TARLETON ACADEMY**



**NORTHBROOK PRIMARY ACADEMY**



**WOODLEA JUNIOR SCHOOL**



**ENDEAVOUR LEARNING TRUST**



**ORMSKIRK SCHOOL**



**BURSCOUGH PRIORY ACADEMY**



**WELLFIELD ACADEMY**



**STRIKE LANE PRIMARY SCHOOL**



**BRINDLE GREGSON LANE PRIMARY**

# Our Employee Offer



Health & Wellbeing services that offer private Counselling, Physiotherapy, GP services & more.



Free membership with Vivup, offering Employee Benefits, Lifestyle Savings & a Cycle to Work Scheme



Enhanced family leave benefits & pay, to offer you support at life's most important moments



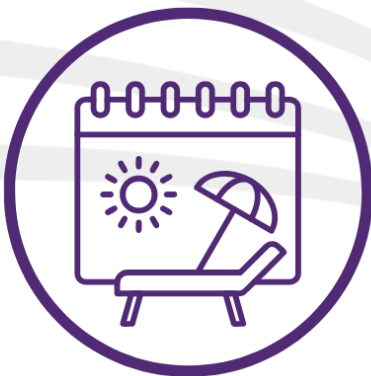
Automatic pay progression for all colleagues in line with their grading structure



An excellent CPD Offer for all colleagues to truly support each stage of your professional development



An excellent Learning Management System & flexibility around your CPD, to allow you to learn at your own pace



Term time only contracts OR 26 days annual leave PLUS bank holidays. rising to 32 days after 5 years service



Honouring continuous service with other local authorities & Multi Academy Trusts



We remain in the Teachers Pension Scheme and Local Government Pension Scheme

Dear Applicant,

Thank you for your interest in the Teaching Assistant vacancy at Burscough Priory Academy.

We are a small and thriving community school, a proud member of the Endeavour Learning Trust. Ours is a small but steadily growing, well-established, highly respected Trust in the North West.

Our school is driven by what we believe, our vision, mission and values. We work to be 'A School with Ambition for All. Everyone Matters, Everyone Succeeds.' From founding, E Pluribus Unum, translated to Out of Many, One, is the school's motto and mission; we work as one. We genuinely believe that collaboration has a positive, multiplying effect. Our values, Kindness, Respect and Ambition, underpin and drive the work we do - they are wholly visible, lived and celebrated. They allow us to enjoy our community, celebrate the individual and enrich our experience. Ambition challenges us all, students and staff, to be better than yesterday and better again tomorrow. When you visit us, you will see and feel our values in action.

Our school is an oasis of calm and one where students feel safe. This is by design and not chance, planned upon the solid foundation of simple, high expectations, clear standards and well-rehearsed routines. This means that here, teachers can teach and students learn, and we do so together. The subject and personal development curriculum is ambitious, teaching challenges thinking and support for our students underpins everything we do. In November 2022, this was recognised by Ofsted and we were judged a 'Good' school.

The relationships that are fostered in school between the children and staff are exceptional. We are very aware of our responsibility as a school at the heart of our Burscough community and we know that excellent relationships with our parents, staff and within the wider community are crucial to the success of the children.

Our family ethos is tangible; we work as a team and we want the best for everyone. This means as individuals, together, in our classrooms, staffrooms, schools and right across our Trust. We are staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to the work - home balance is real, everything is examined through the workload lens, carefully balanced to meet the needs of our young people.

We hope the information in this pack gives you a flavour of who we are and what we do. If you have any queries or would like to visit us, please get in touch.

We look forward to receiving your application.

Yours faithfully,



Lucy MacLaren  
Headteacher

## **Teaching Assistant**

**Part time, Permanent & Term time only plus inset days**

**Grade 5 SCP 6-11**

**FTE £25,989 - £28,142**

**Pro Rata £18,560.17 - £20,097.75**

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? An opportunity has arisen at Burscough Priory Academy to join our school as a Teaching Assistant for the purpose of supporting one of our identified students.

We are looking for a dedicated, proactive 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.

Why you?

- You are creative, flexible and kind in your approach to supporting children to achieve their best
- You demonstrate good communication skills and show commitment to working in a caring, supportive team.
- You have a clear understanding of the importance of safeguarding

If you are passionate about making a difference and believe every child deserves the very best, we would love to hear from you!

### **ROLE DETAILS**

This role is part time (31.25 hrs), permanent and term time only (plus inset days).

Working hours are Monday to Friday 8:45am to 3:30pm, working 31.25 hours per week.

### **HOW TO APPLY**

To apply, please complete our online application form in full, along with a personal statement to support your application and outline the relevant experience you can bring to Endeavour Learning Trust.

If you require any further information, please contact our Operations Lead, Alexa at [a.oldfield@burscoughprioryacademy.org](mailto:a.oldfield@burscoughprioryacademy.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.

## TEACHING ASSISTANT JOB DESCRIPTION



### **Job Purpose**

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

	<b>KEY CRITERIA</b>	<b>Essential (E)/ Desirable (D)</b>
<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

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