

Teaching Assistant

Level 2

Candidate Information Pack

Highfield St Matthew's CE Primary



Welcome to Liverpool Diocesan Schools Trust

Thank you for your interest in working in one of our amazing schools and committing to making a difference to learners right across our Trust.

LDST is a multi-academy Trust of 19 primary schools that welcomes young people and colleagues of all faiths and none and is committed to providing a high-quality education and environment where Christian values and principles permeate all that we do.

As a Trust, we have a very clear purpose, and an uncompromising vision: The right of all to have a great education is at the heart of everything we do so that all learners, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our **core values of collaboration, difference, local and inclusion**, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.

All our schools' benefit from high levels of collaboration and a strong school improvement function and central team, which give the capacity to support schools, evaluate and intervene where needed. Strong networks and a culture of support ensures a high level of accountability matched with only the challenge required to enable local leadership to flourish.

We do this to ensure that our schools are self-sustaining, and we are committed to being:

- **Respectful** of the individual identity of our schools –knowing their strengths and understand where improvements are needed
- **Resourceful** and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement
- **Responsive** to the context of each school, adapting strategies where necessary to promote and sustain improvements
- **Relentless** in our pursuit of excellence and led by a belief that every child can achieve

Our family of schools' support and connect, share practice, and provide an excellent education built on distinctly Christian values so that *all* children, learners and staff across our Trust, flourish. Our established networks provide exciting opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role is extremely important to us and this is reflected in our strategic People Pillar and People Strategy:



Learn

We learn from our colleagues' experiences and best practice to get the **fundamentals of HR** right.



Love

We love and appreciate our colleagues by supporting their **wellbeing and mental health.**



Achieve

We must **attract** the best talent and support **retention** of existing colleagues with comprehensive **development** for existing colleagues to successfully fulfil their roles and **progress** their careers within the Trust.



Together

We are **one Trust**. We will foster a **culture of belonging** for everyone and strive for **excellence** for all.

We are a fully inclusive organisation and encourage applications from individuals from all communities regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.

What we can offer you

- **Continuing Professional Development** – All support staff can apply for fully-funded apprenticeships up to degree level.
- **Leadership Pathways** – We have a wealth of development opportunities that are open to colleagues and we are exceptionally proud of our very high levels of internal promotion.
- **Annual Trust Wide Conference** – For all colleagues to celebrate and learn together.
- **Collaboration** – Regular networking opportunities across our networks for different staff groups.
- **Trust Wellbeing Group** – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work like our Trust Wide employee assistance programme and reward platform.



Laurie Kwissa, Chief Executive Officer

JOB TITLE: Teaching Assistant Level 2

Salary: NJC Support Staff Salary Pay Scale Point 4 £25,185 per annum, pro rata rising to Scale Point 5 £25,583 per annum, pro rata

Hours: 30.25 Term time only

Contract: Fixed term until 31/08/2027 although may be extended depending on school/business needs

Location: Highfield St Matthew's CE Primary, Billinge Road, Wigan, WN3 6BL

About Highfield St Matthew's CE Primary



Highfield St Matthew's is a happy and harmonious school and was quite rightly judged to be Good in all areas in our most recent Ofsted inspection in March 2023. Our school team is dedicated to ensuring all children are happy, content, hardworking and successful.

The school also had a very successful SIAMS inspection in 2024, and this reflects our ongoing commitment to ensuring the highest possible standards within a Christian environment of love, respect and care. Our bespoke SHINE Curriculum provides a unique and exciting curriculum that is created to suit our children's needs and allow them to excel in all they do. Our best practice has been externally recognised through accredited quality marks in English, Maths, Geography and Science.

As a Primary Academy, we are very proud to be part of Liverpool Diocesan Schools Trust (LDST). LDST is a family of schools that welcomes young people of all faiths and none, working together to provide an excellent education built on distinctly Christian values. We work in a collaborative way with a family of 19 schools in our Trust, and our staff benefit from ongoing training and development to continue to provide the very best standards of education and care.

We are a two-form entry Primary School with Nursery, and our school is attended by approximately 420 children. Our staff know our children and families very well,

so even though we are a large school, we very much retain a family and community ethos. We have 14 bright and equipped classes, a large Nursery space plus a fabulous outdoor area for our Early Years children. We also have bright and attractive libraries in Key Stage 1 and 2 plus a sensory room. Outside we have extensive school grounds including several playgrounds, large school fields, an outdoor gym, trim trails and a MUGA.

We operate our own Before and After School Club Care Facility known as Trinity from a separate building located on the school grounds which is well equipped and homely.

We are proud to have strong and purposeful links with Highfield St Matthew's Church and Wigan West Hub. Revd. Fran and Revd Sam and other clergy come into school regularly to meet with the children and staff, and lead Worship. We also host our own SHINE Worship community in school each fortnight for families to come together, to pray, eat and share.

The ethos within our school is purposeful, calm and happy within a Christian context. We want to work with our parents and carers to achieve success for every child in our care and we highly value your contributions in this process.

Please take some time to look through our school website. Visits to school for prospective candidates are warmly welcomed and encouraged, and we look forward to showing you Highfield St Matthew's CE Primary school in action! Please contact our friendly school office on 01942 747818 or HSTM@LDST.org.uk to make an appointment to visit the school.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

- **Closing date: 13/07/2026 at midday**
- **Shortlisting: 13/07/2026**
- **Interviews: w/c 13/07/2026**

Main Duties

Organisation

- | | |
|-----------|---|
| 1. | Attend to children's personal needs and related programmes, including first aid, welfare, social, health, physical hygiene. |
| 2. | Assist with liaising with parents. |

3.	Assisting with classroom organisation and provide support to the class teacher.
Service Provision	
4.	Provide routine support in the classroom.
5.	To ensure the safety of all children by following necessary safeguarding procedures including updating the electronic reporting system (CPOMS)
6.	Where appropriate, ensure that targets from any support plans are met and any necessary recording undertaken.
7.	Follow directions given by the teacher including adapting any work to ensure that all children can access the curriculum.
8.	Liaise with staff in relation to the use of the Evolve Lunch Ordering System.
9.	Work with individuals and small groups as directed by the teacher. Support and Deliver the Read, Write inc. programme.
10.	Actively participate in the everyday classroom routines and be sympathetic to the ethos of the school.
11.	Encourage children to interact with others and engage in activities.
12.	Accompany staff and children on class visits and visits to church.
13.	Be aware of children's problems / progress and report to senior staff.
14.	As directed by the SENDCo deliver high quality interventions and groups following training.
15.	As directed by SLT perform lunchtime supervision duties.
16.	Following the guidelines given by SLT and class teachers assist with the maintenance, updating and creation of wall displays.
17.	Manage children's behaviour reporting difficulties.
18.	Using the whole school behaviour systems to reward good behaviour.
19.	Support children to understand instructions.
20.	Undertake children's record keeping as requested.
21.	Appreciate and support the role of other professionals.
22.	Relate well to children and adults.
23.	Work as a team.
24.	Act as a role model to children.
25.	Respond to children's individual needs.
26.	Participate in training and performance management.
27.	Undertake personal care of pupils as needed.
General Responsibilities	

28.	Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, GDPR, confidentiality and data protection, reporting all concerns to an appropriate person.
29.	Contribute to the overall ethos, work and aims of the school.
30.	Appreciate and support the role of other professionals.
31.	Attend and participate in relevant meetings as required.
32.	Attend and participate in relevant training as required.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Person Specification – Teaching Assistant

Skills		Essential (E) or Desirable (D)
1.	Be able to demonstrate experience of small group work and articulate the benefits provided by these interventions.	E
2.	Experience of managing children’s behaviour and demonstrating positive behaviours.	E
3.	Participate in development and training opportunities.	E
4.	Ability to relate well to children and adults.	E
5.	Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning.	E
6.	Able to improve their own practice through observations, evaluations and discussion with colleagues.	E
Qualifications and Experience		Essential (E) or Desirable (D)
7.	Level 3 qualification in Early Years Education or equivalent (e.g., CACHE, NVQ, BTEC)	E for TA3 role
8.	Good numeracy and literacy skills to GCSE grade C or above	E
9.	Confident in the teaching of phonics using the Read, Write inc. Programme.	D
10.	Have experience of working in two key stages	E

11.	Have experience of working with additional and complex needs children	E
12.	Have experience of fulfilling the outcomes within an EHCP	E
13.	Have relevant de-escalation experience	E
14.	Team Teach qualification	D
15.	Willingness to participate in relevant training and development opportunities.	E
Knowledge and Understanding		Essential (E) or Desirable (D)
16.	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	E
17.	Ability to build and maintain successful relationships with pupils and treat them consistently, with respect and consideration and demonstrate concern for their development as learners.	E
18.	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.	E
19.	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.	E
20.	Have a flexible 'can do' attitude and contribute to the wider life of the school	E
Professional Values and Practice		Essential (E) or Desirable (D)
21.	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.	E
22.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.	E

How to Apply

Application Process

The application process for this role is a 2-stage process:

- Application form completed on MyNewTerm
- Interview and tasks

To be considered for this role you must apply for the role through MyNewTerm. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

Please contact our friendly school office on 01942 747818 or HSTM@LDST.org.uk to make an appointment to visit the school.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

- **Closing date: 13/07/2026 at midday**
- **Shortlisting: 13/07/2026**
- **Interviews: w/c 13/07/2026**
- **Start date: 01/09/2026**

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen