



# Teaching Assistant L3



Dear Applicant,

Thank you for your interest in our position at Ormskirk School.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and 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, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and six primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

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 'DCL', with a stylized flourish at the end.

David Clayton  
Chief Executive



**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 Mission

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



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.



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.



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.



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.



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.

## **Teaching Assistant Level 3**

**Full time, Permanent & Term time only + 5 days**

**Grade 6 SCP 11 - 19**

**FTE £28,142 - £32,061**

**Pro Rata £21,451.58 - £24,438.88**

At an exciting time in the School's and Trust's journey, we are delighted to offer the opportunity for a Level 3 Teaching Assistant to join our caring and ambitious staff team here at Ormskirk School.

All of our staff at Ormskirk School are ambitious for our children and are driven to ensure that they receive the very best education possible, in a calm, supportive and inspiring environment. We are leaving no stone unturned in our drive to raise standards and to provide all our pupils with the experiences and outcomes they deserve.

Our core aim is to provide children with the skills, knowledge, attitudes and confidence necessary to make informed choices for themselves and to become independent, resilient learners. We pride ourselves in our high expectations, consistency across the whole school and engaging lessons for all. Our children at Ormskirk School will experience a broad range of learning opportunities that promote academic progress, personal growth and emotional well-being.

This position is full time, permanent and term time only plus inset days. Working 32.5 hours per week Monday to Friday 8:30am until 3:45pm.

### **HOW TO APPLY**

To apply, please complete the 'mynewterm' online application form and include a personal statement to support your application and outline the relevant skills and experience you can bring to Endeavour Learning Trust.

Applications must be submitted by 9am on 16<sup>th</sup> April 2026

Interviews are to be held on 23<sup>rd</sup> April 2026

If you have any further questions, please feel free to contact our Heads PA, Kirstie May at [k.may@ormskirk.lancs.sch.uk](mailto:k.may@ormskirk.lancs.sch.uk)

### **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



TA L3

### **Principal Responsibilities:**

- Supporting learning and teaching
- Developing pupils' independence skills
- Supporting the personal care and mobility needs of the pupils
- Working collaboratively with colleagues from the multi-disciplinary team
- Providing support to colleagues in mainstream schools.

### **Duties will include:**

- Assisting with the learning and teaching processes as directed by the class teacher.
- Organising resources for classroom activities as directed by the teacher.
- The supervision, control and direction of individuals, small groups and whole classes of children (lesson plans and Schemes of Work provided by teacher), as directed by the Headteacher.
- The organisation, washing and cleaning of tables, equipment, play areas, aprons etc. before and after activities.
- Preparation and maintenance of materials and equipment for classroom activities.
- Assisting with the monitoring and control of material and equipment stocks.
- Establish and maintain, as directed by the Headteacher, appropriate inventories of equipment, furniture and other resources.
- Liaison with parents, teachers and other agencies as directed by the Headteacher.
- Contributing to the planning, recording, reporting, monitoring and assessment systems which assist the individual pupil's developmental process.
- The invigilation of examinations.
- Providing clerical support to the class teacher.
- Assisting with classroom display.
- Attending assemblies.

### **Developing children's independence skills**

Under the direction of the Headteacher:

- Plan and deliver, in accordance with school policy, programmes designed to promote the personal care and independence of individual, small groups and whole classes of pupils.
- Participate in the school's arrangements for managing individual pupil behaviour and social skill development including planning, writing, evaluating and reviewing individual Behaviour Management Plans, and working collaboratively with other staff to implement the plans.
- Establish and review targets to monitor, evaluate and improve pupil performance.

### **Supporting the personal care and mobility needs of the children**

- Assisting with the general support of pupils including feeding, washing, dressing and toileting including those children with special difficulties.
- Contributing to the maintenance of a safe environment for children.
- Attending to the physical and emotional welfare of the children.

### **Providing support to colleagues in mainstream schools.**

In partnership with the SENDCo, plan, deliver and evaluate training, advice, guidance and support to colleagues in other primary, secondary and special schools.

Assist with the organisation, monitoring and delivery of training to students and other adults on placement at Ormskirk School.

To work with the Headteacher and Leadership Team to extend the provision made available by the school beyond the school day to the benefit of the pupils, their families, and the community.

Participate in school arrangements for the appraisal of Teaching Assistants.

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## PERSON SPECIFICATION

	<b>KEY CRITERIA</b>	<b>Essential (E)/ Desirable (D)</b>
<b>QUALIFICATIONS</b>	To hold an NVQ Level 3 equivalent qualification (eg NNEB) related to childcare or child development	D
	Evidence of sustained professional development	D
<b>EXPERIENCE AND KNOWLEDGE</b>	Experience of supporting pupils with special educational needs in a mainstream or special school environment, or other environments	E
	The ability to establish and review targets to monitor, evaluate and improve pupil performance	E
	The ability to communicate effectively, both verbally and in writing, with staff, parents, the community and relevant external agencies	E
	The ability to relate to and work with others as a member of the team	E
	The ability to work collaboratively with other staff in relation to meeting the full range of pupil needs	E
	The ability to plan, delivery and evaluate training, advice, guidance and support to colleagues and pupils in other primary, secondary and special schools	E
	The ability to plan, deliver and evaluate programmes to promote pupils' personal care and independence	E
	To have a sound awareness of, and commitment to develop over time, a significant in-depth knowledge and understanding of: <ul style="list-style-type: none"> <li>• The needs of children with a wide variety of SEN including PD &amp; medical difficulties, MLD, ASD and CLD</li> <li>• The implications for the support, learning and teaching of children with a wide variety of SEN including PD &amp; medical difficulties, MLD, ASD and CLD</li> <li>• Pupils' educational, emotional, moral, physical and social development across the age range of the school</li> <li>• The needs and aspirations of parents of children with a wide variety of SEN</li> <li>• The roles and responsibilities of occupational therapists, physiotherapists, speech &amp; language therapists and nursing staff</li> </ul>	E E E E E
	Knowledge of current developments with regard to supporting children with special educational needs	E
	An understanding of continuity and progression in learning	E
<b>PROFESSIONAL AND PERSONAL ATTRIBUTES</b>	The ability to motivate and relate well to children and adults	E
	The ability to be an example of good practice reflecting the policies of the Governing body	E
	A high standard of professionalism and self-discipline	E
	Able to build and maintain professional relationships with staff, pupils and parents	E
	Self-motivated with a willingness to take on responsibility	E

<b>APPROACH TO WORK</b>	Demonstrates an awareness of current educational developments and legislation	E
	Demonstrates a commitment to keep up to date with developments and innovations in relation to children with special educational needs	E
	Demonstrates a commitment to high quality and high standards	E
	Demonstrates a commitment to involving parents as partners in the education process	E
	Demonstrates a commitment to equal opportunity	E
	Demonstrates an appreciation of pupils' and parents' needs and aspirations	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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