



Teaching Assistant Level 2



Dear Applicant,

Thank you for your interest in this 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 five 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

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.



**BURSCOUGH
PRIORY ACADEMY**



**BRINDLE GREGSON
LANE PRIMARY**



**CHURCHTOWN
PRIMARY SCHOOL**



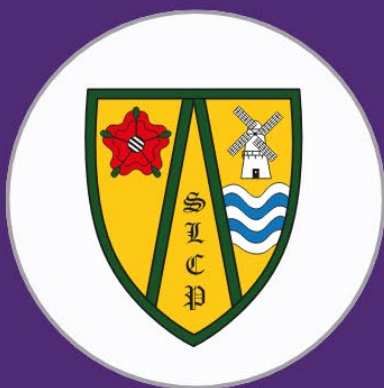
**NORTHBROOK
PRIMARY ACADEMY**



**TARLETON
ACADEMY**



**LINAKER PRIMARY
SCHOOL**



**STRIKE LANE
PRIMARY SCHOOL**



**WELLFIELD
ACADEMY**



**ORMSKIRK
SCHOOL**

Teaching Assistant Level 2

1 Year Fixed Term Contract

£25,185 - £25,989 FTE

£16,834.89 - £17,372.32 Annually (Actual)

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? Opportunities have arisen at Ormskirk School to join our school as a Teaching Assistant on a permanent basis. We are seeking an enthusiastic, proactive individual with a genuine passion for supporting children and a steadfast commitment to helping them excel in their academic, social, and personal development.

This position is perfect for someone who thrives in a collaborative setting and is driven by the opportunity to work closely with young people, helping to shape their educational journey and future aspirations. As a Teaching Assistant, you will play a vital role in creating a supportive and inspiring learning environment where students feel confident and motivated to achieve their best. We are looking for an individual with a passion for working with young people, who has a commitment to ensure that all pupils make the best possible progress in their academic, social and independent skills.

ADDITIONAL DETAILS

This position is part time (29.25hrs), permanent and term time only. Monday to Friday 8:40am – 3:15pm with 45 minute unpaid lunch

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 should be submitted by 9am on Friday 10th July

Interviews are to be held on Tuesday 14th July

If you have any further questions, please feel free to contact our Central HR team at 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



TEACHING ASSISTANT LEVEL 2

Job Description

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

PERSONAL SPECIFICATION

	KEY CRITERIA	Essential (E)/ Desirable (D)
QUALIFICATIONS	NVQ level 2 or above qualification – appropriate to the post (or equivalent)	D
EXPERIENCE AND KNOWLEDGE	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
SKILLS AND ATTRIBUTES	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
PROFESSIONAL AND PERSONAL ATTRIBUTES	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
OTHER	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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