



THE
PEOPLE'S
LEARNING TRUST

Teaching Assistant RECRUITMENT PACK

WELCOME

At The People's Learning Trust, we are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe in fostering leadership and autonomy to prepare our learners for the future.

Our commitment to inclusivity, collaboration, and excellence ensures that all children receive the support they need to thrive academically and personally.



How we will help children achieve:

We aim to ensure the highest standard of teaching across our Trust.

Our strategies include:

- increasing the number of academies rated outstanding by Ofsted;
- providing robust support and challenge to schools for rapid improvement;
- diminishing attainment gaps between student groups to achieve whole school success.

Our trauma-informed, attachment-aware approach supports all students, including those in referral units who may have felt isolated in the past. We develop curricula that go beyond content, focusing on foundational literacies, character qualities, and competencies.

Our commitment to excellence:

The People's Learning Trust ethos is "That will do, won't do. For us, it is the best or nothing," aligning with the mission of Everton Football Club, "Nil Satis Nisi Optimum". Our dedication to safeguarding, inclusivity, and the highest expectations drives our determination to cultivate success for our young people.





Join us:

We believe in strong community and citizenship values. Our staff benefit from strategic support while each academy retains its unique identity. By joining TPLT, you will be part of a collaborative network committed to educational excellence and community impact. Our links with Everton Football Club and Everton in the Community highlight our dedication to holistic student development. We offer a dynamic environment where professional growth, support, and shared expertise drive success.

If you share our passion for creating positive educational outcomes and making a difference, we invite you to join us and contribute to our mission of excellence and inclusivity.

Our Mission:

We are committed to creating a compassionate, collaborative, and innovative environment where inclusivity, trust, positive relationships, and a love of learning empower individuals to excel and contribute positively to our global community.

Our Values:

- **Inclusivity:** Emphasises equality, inclusion, and nurturing, ensuring everyone is valued and supported.
- **Collaboration:** Promotes teamwork, mutual support, and positive relationships, fostering a cooperative environment.
- **Respect:** Essential for communication and trust, ensuring everyone is treated with dignity and consideration.
- **Trust:** Foundational for building strong, positive relationships and effective collaboration.
- **Community:** Encompasses the sense of belonging, caring environment, and relationships, fostering a supportive and inclusive atmosphere.

Our Goals:

We are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe that fostering leadership and autonomy is the best way to prepare our learners for the future.





ABOUT TPLT

The People's Learning Trust is proud to be part of the Everton family. Our approach to education and the learner experience embodies the philosophy of Everton Football Club, which has been a tremendous source of support and inspiration.

From the outset, we collaborated with a range of stakeholders to establish the core values that underpin our Trust.

Our Founder Schools - Everton Free School and Football College, Waterside Academy, Oldfield Primary School, Meadow Primary School, and Bidston Avenue Primary School - have been instrumental in shaping the Trust's development, contributing actively to our shared vision and strategic direction. The Bridge Short Stay School has also received an academy order to convert and join our growing Trust. In addition, we are currently engaged in due diligence with a number of schools who are interested in joining us, ensuring that strong alignment of values and aspirations is established on both sides before formal partnership begins.

We are committed to an inclusive approach that recognises and supports the needs of our staff. While our academies retain their unique identities, they also benefit from the strategic guidance of the Trust. A strong sense of community is fundamental across all our academies, with a focus on citizenship that extends beyond local and national borders, encouraging our learners to embrace their roles as global citizens.

Our reach extends throughout the Liverpool City Region and beyond, offering access to a wide range of academies across various sectors. We believe that people are stronger together, thriving

when they embrace diversity and use differences to foster positive change.

The Trust's role is to unite people, promote positive communication, enhance understanding and tolerance, build trust, and improve lives.

At The People's Learning Trust, we value our people and strive to ensure that everyone within the Everton Family feels recognised, valued, and happy in their roles. Equality and diversity are central to our ethos. We believe in equal opportunities for all, ensuring that no one is discriminated against in any area of diversity.

Our Trust is committed to recruiting the best leaders, teachers, and support staff because we know that our talent is our greatest asset. We select teachers who can motivate, inspire, and support our students, understanding that our success depends on the performance of our people. We treat all staff equally, with a strong focus on the continuous development of their skills and knowledge. Best practice is shared across the Trust, the Liverpool City Region, and beyond.

Our culture of shared learning and development nurtures creativity, making our Trust a place where everyone can grow and succeed. Our environment is where educators aspire to work and where the school leaders of tomorrow emerge.



THE ROLE SUMMARY

The role involves supporting the work of the classroom teacher thereby making a strong contribution to students' learning and achievement. This may be achieved by providing a cover service to absent teachers, supervising classes/groups of students and ensuring that they carry out the agreed learning activities and tasks set by the teacher with designated responsibility.

Contract: Full time, Term Time only, Permanent

Salary: NJCE Scale Grade 3 Point 5 – 9
FTE Salary £25,583 – £27,254 (Actual Salary £22,163.73 – £23,611.40)

Location: Everton Free School, 42-44 Spellow Lane, Liverpool, L4 4DF

Responsible to: Leader of Learning Support

Responsible for: N/A

Start date: As soon as possible




JOB DESCRIPTION

Key Accountabilities

Specific Duties

- Supporting the work of the classroom teacher thereby making a strong contribution to students' learning and achievement.
- Providing a cover service to absent teachers, supervising classes/groups of students and ensuring that they carry out the agreed learning activities and tasks set by the teacher with designated responsibility.
- Assist in providing support for individual and groups of students inside and outside of the classroom.
- Assist in the planning of lessons with the teacher/ subject lead and assist the teacher in the full classroom planning cycle and with the management and preparation of resources.
- Assist class teachers with maintaining student's records.
- Assist in the educational and social development of pupils under the direction and guidance of the SENCO and classroom teachers.
- Support and nurture the students in your care by ensuring a secure, stimulating learning environment for them.
- Attend staff meetings / briefings and other meetings with colleagues and / or Governors as required.
- Work closely with teachers to ensure the all-round development of each child in the group, planning appropriately for individual daily progress.

Pastoral Support

- To work flexibly depending on the needs of students, parents/carers, and other stakeholders.
 - To follow up, report and record incidents either encountered directly and/or referred by colleagues.
 - To contribute and work to resolve conflicts when encountered.
 - To liaise with senior colleagues when necessary in regard to individual student's personal and educational development.
 - Be available to support and participate in lunchtime and after-school clubs/meetings in order to facilitate engagement of students with a range of activities.
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- To follow the School's behaviour policies, procedures and guidelines at all times, and contribute to their development as appropriate.
- To maintain strict confidentiality of information at all times.


Developing Strong Working Relationships

- Create and maintain good working relationships among all members of the School community.
- Sustain and develop own motivation, as well as supporting colleagues in their own motivation and development.
- Foster a service orientated, 'can do', approach and a culture of support within teams, ensuring that there are mutually supportive working relationships between academic and support staff.

Safeguarding Students

- Monitor potential safeguarding student's risks and work with the School Designated Safeguarding Officer to promote safer working practice throughout the School.
- Understand the School Safeguarding and Child Protection policy, procedures and best practice guidelines. Use this understanding to ensure safer recruitment, safe working practices, appropriate reporting of concerns and contribute positively to an anti-bullying environment.
- To be responsible for promoting and safeguarding the welfare of all students and young people attending or associate with the School.

Other Responsibilities

- To keep up to date with current relevant education developments, policy and new technologies in order to enhance the quality of services.
 - To work such hours as may reasonably be required for the proper fulfilment of duties, including some evenings.
 - To undergo any training required in order to perform duties effectively.
 - To undertake any other duties or one-off tasks at the reasonable request of the Principal or CEO.
 - To exercise a commitment to the School's mission statement and stated ethos, including equal opportunities policy and health and safety policies.
 - To take responsibility for your own development and to help realise your own potential by undertaking any necessary internal or external training sessions.
 - Ensure effective communication within your team and across the School whilst actively offering support and guidance as necessary.
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- To ensure understanding, awareness and compliance with the Equal Opportunities policy.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, co-operative and flexible in line with the needs of the School & College.

The post holder is required to undertake additional duties as may be reasonably expected within the scope and grading for the post.

PERSON SPECIFICATION

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done

Desirable: Requirements that would enable the candidate to perform the job well

Evidence: A – Application form, I – Interview, R – Reference

Qualifications & Professional Development	Essential	Desirable	Evidence
GCSE Maths & English Grade 4 (C) or above	✓		A
Evidence of Professional Development		✓	A
Full understanding of the safeguarding requirements and how to promote the welfare of students	✓		A / I
Eligibility to work in the UK	✓		A / I
Knowledge and Experience	Essential	Desirable	Evidence
Experience of successfully managing challenging behaviour and helping young people to grow in confidence with a positive vision for the future	✓		A / I
Have experience of supporting aspects of inclusion, and meeting successfully the needs of students with complex special educational, social and emotional needs	✓		A / I
Supporting students across the ability range and experience of working with children with low reading ages	✓		A / I
Skills and Abilities	Essential	Desirable	Evidence
Excellent organisation and administrative skills, both orally and in writing		✓	A

Ability to work effectively with, relate to, and earn the trust of young people, their families and carers, and all relevant external agencies	✓		A / I
To identify the challenges and barriers that many young people experience, and to engage in strategies to help them to overcome these	✓		A / I
Ability to champion imagination, creativity and flexibility to reflect the needs of each individual	✓		A / I
To be an inspirational role model with a commitment to the highest possible achievements for all	✓		A / I / R
Ability to enthuse and engender a desire for learning in students	✓		A / I
The ability to tackle difficult issues and take difficult decisions and convey outcomes clearly and sensitively	✓		A / I / R
Commitment to the team and being a strong team player – fostering an inclusive workplace, valuing diversity, and promoting success for all	✓		A / I / R



HOW TO APPLY

The People's Learning Trust values equality and diversity and is committed to safeguarding and promoting the welfare of children and young people. As such, we expect all staff and volunteers to share this commitment.

Applicants will be subject to safer recruitment practices, including satisfactory references and an enhanced DBS check.

For more information about the role, you are welcome to contact Rebecca Stevenson (School Business Manager) via email rebecca.stevenson@evertonfreeschool.com

SUBMITTING YOUR APPLICATION

Completed applications should be submitted via MyNewTerm.

Closing date for applications is 12pm on Friday 13th February 2026.

Interviews will take place in February/March.

KEY BENEFITS

- Flexible working hours and opportunities.
- CPD offer.
- Access to an Enhanced Tailored Health Plan through Simplyhealth (support with everyday healthcare costs such as dental check-ups and treatment, routine eye examinations and prescription eyewear, physiotherapy treatments and 24/7 access to GP and mental health support).
- Opportunity to purchase personalised further annual health benefits at a reduced cost (such as Private Medical Insurance, Dental Insurance and Cycle to Work Scheme).





DATA PROTECTION

Protecting your personal data is of the utmost important to the Trust and we take this responsibility very seriously. Any information obtained by the Trust is held and processed in accordance with the relevant data protection legislation. The data you provide with us will be securely stored by the Trust in accordance with the General Data Protection Regulation (GDPR).

You do have the right to object to us processing your data in this way.

If you believe you have the relevant qualifications, skills, knowledge and personal attributes, then we would welcome an application.



