



Teaching Assistant



Dear Applicant,

Thank you for taking the time to explore this opportunity with us at Endeavour Learning Trust.

Finding the right place to work means discovering somewhere you feel you truly belong. As you read through this pack, I hope you get a sense of what makes our Trust special: a community of people who care deeply about one another, about the children and families we serve, and about doing this work in a way that feels human, respectful, and full of purpose.

At Endeavour, we are proud of the diversity across our schools. We want people to feel they belong here and to bring their whole selves to work, with all their individuality, experience, and perspective. We believe that approach strengthens us as a Trust and enriches the lives of our children and young people.

We are a growing family of schools across the North West. Each school has its own identity and context, and that matters to us. What connects us is a shared commitment to inclusion, kindness, and ambition for every child. We believe deeply that education should recognise each child as an individual. Every child matters, every colleague matters, and every school matters.

Collaboration sits at the heart of how we work, but it is grounded in trust and respect rather than uniformity. It is about supporting one another, learning together, and knowing you are part of something bigger. Just as importantly, we place real emphasis on looking after our people. We want every colleague to feel supported, trusted, and able to grow both professionally and personally.

If you are someone who wants to make a difference, values community, and is looking for a place where you can be yourself and continue to grow, I hope you will feel at home here.

Thank you again for your interest in joining us. We look forward to receiving your application.

Warmest regards,

A handwritten signature in black ink, appearing to read 'DCL', with a stylized, flowing script.

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



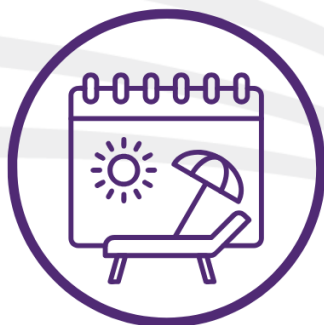
Automatic pay progression for all colleagues in line with their grading structure



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 position at Wellfield Academy, a school within Endeavour Learning Trust.

Wellfield Academy is an ambitious, growing and thriving school. At our school, students experience inspirational and challenging teaching, excellent pastoral care and a genuine belief that every child can succeed. The successful candidate will join us at an incredibly exciting time for the school. We are one of just a small number of schools nationally to be chosen for the Department for Education's Schools Rebuilding Project, which will see us move into a brand-new state of the art school in the coming years. In addition, our fantastic reputation in the local community has secured a significant growth in the number of students attending Wellfield. The number of families choosing Wellfield as their first-choice secondary school has more than trebled in the past three years and we are excited to welcome more staff into the Wellfield family as a result.

As a school situated in the heart of Leyland, one of our many strengths is our community spirit and family feel. Each student is known as an individual and supported by key staff, as well as being challenged to be the best they can be. At Wellfield, we believe that every child should be treated as we would want our own children to be. As a result, our students feel safe and valued in an environment where we find the right balance between support and challenge. Our mantra is 'Nothing but the Best' and this permeates everything that we do for every student and every member of staff. Our family ethos is tangible: we work as a team, and we want the best for everyone.

We are dedicated to developing students who are aspirational, inclusive of one another and rooted in their community. We are extremely passionate about ensuring the successful development of each individual child within an ambitious learning environment. Our students behave well, and they thrive in our warm and inclusive environment. We are proud of our significant improvement over recent years, and we will continue to provide the very best for each and every one of our students. However, we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mr J Lewis
Headteacher

Teaching Assistant

Part time, Permanent, Term time only (plus inset days)

Grade 4 SCP 4-6

FTE £25,185 - £25,989

Pro Rata £17,720.83 - £18,286.55

Do you dream of a role where no two days are the same, offering challenges, enjoyment, and a deep sense of fulfilment? A role that leaves you feeling accomplished and proud, knowing you've made a real difference? Wellfield Academy is excited to offer an opportunity for a Teaching Assistant to become a key part of our vibrant school community. 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.

At Wellfield Academy, we pride ourselves on fostering an inclusive and supportive learning environment where every student is valued and encouraged to achieve their best. As a Teaching Assistant, you will play a vital role in ensuring that all students, feel supported and motivated to reach their full potential.

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. You will be an integral part of our team, contributing to the vibrant and nurturing culture that makes Wellfield Academy a place where students and staff feel inspired to excel. If you are committed to making a positive difference in the lives of our students and are excited about the prospect of working in a dynamic, forward-thinking academy, we would love to hear from you!

This role is part time working 30 hours, permanent and term time only plus inset days. Working hours are 8:30am to 3:00pm Monday to Friday.

HOW TO APPLY

To apply, please complete our online application form in full and in addition, please outline any relevant experience and personal qualities you would bring to Endeavour Learning Trust

Refer to the job description and person specification as a guide and give specific examples to demonstrate your suitability for this post.

If you require any further information about this role please contact Recruitment Lead, Eleanor via e.duncan-jameson@wellfieldacademy.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.

JOB DESCRIPTION



TEACHING ASSISTANT

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

PERSON 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