



# TA3 / HLTA

## Woodlea Junior School



Dear Applicant,

Thank you for your interest in the position of TA3 / HLTA at Woodlea Junior 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 two 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,

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**

# Why join Endeavour?



Fantastic pension schemes:  
Teachers Pension Scheme and  
Local Government Pension  
Scheme



Access to 24/7 SAS  
Health & Wellbeing service.  
Counselling, Physiotherapy,  
Private Medical and more



Free membership with  
Vivup Employee Benefits,  
Lifestyle Savings &  
Cycle to Work Scheme



Automatic pay progression for  
both Teaching and Support staff  
in line with their grading  
structure



Excellent CPD Offer for all  
colleagues to truly support each  
stage of your professional  
development



Enhanced family leave benefits  
and pay, to offer support to you  
at life's most important  
moments



Term time only contracts  
OR 26 days annual leave  
PLUS bank holidays. 32 days  
following 5 years' service



We honour continuous service  
with other local authorities or  
multi academy trust



Access to our Learning  
Management System and  
flexibility around CPD to allow  
you to learn at your own pace

**TA3 / HLTA, full time equivalent (as TA 19h, HLTA 18h)**

**Permanent, Term time only (plus INSET)**

**Working hours: 8:30am-4:15pm**

We are delighted to offer the opportunity for a TA3 / Higher-Level Teaching Assistant to join our caring and ambitious staff team here at Woodlea Junior School, working as a Teaching Assistant in the morning and HLTA in the afternoon covering PPA and release time. You will cover absences in the first instance and additionally there are extra curricular opportunities for you to deliver to our children.

All of our staff at Woodlea 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.

We are looking for a dedicated and experienced practitioner. You will plan and deliver high-quality learning experiences tailored to whole class, groups meeting individual needs. You will also support with the assessment of pupils, developing resources and the learning environment.

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 Woodlea 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 37 hours per week Monday to Friday 8:30am until 4.15pm.

## **HOW TO APPLY**

To apply, please complete our online application form in full, along with a personal statement to support your application, outlining the relevant experience you can bring to Woodlea Junior School.

We strongly recommend that you contact the school to arrange a visit to Woodlea.

Applications should be submitted by 9am on Monday 9<sup>th</sup> March. Shortlisting will take place that same day.

*Interviews and tasks are to be confirmed.*

If you require any further information please contact our Business Manager, [bursar@woodlea.lance.sch.uk](mailto:bursar@woodlea.lance.sch.uk), 01772421992.

## **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



TA3 / HLTA

To work alongside the class teachers in a collaborative way.

To meet the personal, social and curriculum related needs of pupils, and to establish positive, supportive, and constructive relationships with pupils, parents and carers.

To plan and deliver lessons to children across the school.

To cover PPA and release time across Key Stage 2.

To cover absences in the first instance.

Will assist with the planning, delivery and evaluation of the curriculum and its adaptation.

### **Support for Children**

To work collaboratively with teachers in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to adapt curriculum content according to the needs of pupils.

To plan and implement intervention programmes with individuals or groups appropriate to the developmental needs of children

To be fully involved in the planning and development of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupils

To supervise work that has been set in accordance with the school policy

To manage the behaviour of pupils whilst they are undertaking the work to ensure a constructive environment in accordance with the school's Behaviour Policy.

To assist in the devising of pupil's individual targets and their monitoring and review

To develop positive relationships with pupils and staff to assist pupil progress and attainment.

To deal with any immediate problems or emergencies according to the school's policies and procedures

To report back as appropriate on the progress of students during the class and any issues arising.

To take account of information provided of individual needs and reasonable adjustments for students (eg. SEND/vulnerable within lesson)

### **Support for Class Teachers**

To undertake classroom administrative tasks including the maintenance of records.

To provide ideas, resources and learning strategies for lessons

To liaise with parents, carers and outside agencies, where appropriate.

Undertake marking of pupils work and recording of achievement.

Administer tests and assist in the invigilation of exams.

Assist in the supervision of children on trips/visits.

### **Support for the School**

To assist in providing a purposeful, orderly and supportive environment for learning.

To support the promotion of positive relationships with parents, carers and outside agencies.

To work within school policies and procedures.

To attend staff training/meetings as appropriate.

To take care for their own and other people's health and safety.

To liaise with the School's appropriate person with regard to the ordering supplies and equipment

Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.

To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

### **Support for the Curriculum**

To be familiar with the content of the school curriculum.

To assist in the delivery of appropriate programmes of work.

To be aware of the confidential nature of issues

To support the use of ICT in learning activities

### **Corporate Responsibilities**

To follow school procedures regarding signing in and out, as well as any other procedures relating to attendance.

Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example.

Actively promoting school policies and procedures.

Responsibility for own continued professional development.

Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.

To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.

Attending meetings scheduled in the school calendar punctually.

Adhering to the School's Safeguarding Policy.

| Personal Attributes required (on the basis of the job description)  | Essential (E)<br>Or<br>Desirable (D) | Identified by:<br>Application Form (AF), Interview (I), Test (T) or other |
|---|--------------------------------------|---|
| <b>QUALIFICATIONS AND TRAINING</b>  |                                      |   |
| The successful candidate will have:   |                                      |   |
| HLTA or NVQ Level 3 or equivalent qualification (or the willingness to work towards)                              | E                                    | AF  |
| Ability to make effective use of ICT  | E                                    | AF  |
| First Aid Qualification (qualification not essential at point of application, training will be given if required) | D                                    | AF  |
| Professional development relevant to the post   | E                                    | AF  |
| Experience with the Microsoft Office suite particularly Excel and Word  | D                                    | AF  |
| <b>EXPERIENCE</b>   |                                      |   |
| The successful candidate will have:   |                                      |   |
| Experience of working with children in Key Stage 2  | E                                    | AF/I  |
| Experience of working with or caring for children of relevant age   | E                                    | AF/I  |
| Experience of working with students with medical needs  | D                                    | AF/I  |
| Experience of covering classes  | E                                    | AF/I  |
| Experience of working in a relevant classroom environment   | D                                    | AF/I  |
| Experience of Administrative work   | D                                    | AF/I  |
| Experience of supporting pupils with challenging behaviour  | D                                    | AF/I  |
| <b>SKILLS AND ATTRIBUTES</b>  |                                      |   |
| The successful candidate will be able to:   |                                      |   |
| Ability to operate at a level of understanding and competence equivalent to NVQ level 3 standard                  | E                                    | AF/I  |
| Demonstrate that they are able to develop effective working relationships   | E                                    | AF/I  |
| Capable of working effectively as a member of a team  | E                                    | AF/I  |
| Evidence of organising tasks efficiently to deadlines with strong attention to detail and accuracy                | E                                    | AF/I  |
| Accuracy and attention to detail incorporating good numeracy and literacy and IT skills                           | E                                    | AF/I  |
| Adaptable with a flexible approach to work  | E                                    | AF/I  |
| Operate a computer and other standard office equipment  | E                                    | AF/I  |
| Have excellent time management skills   | E                                    | AF/I  |

| <b>PERSONAL QUALITIES AND ATTRIBUTES</b>  |   |      |
|---|---|------|
| The successful candidate will have:   |   |      |
| Ability to form effective and appropriate working relationships/boundaries with young people  | E | AF/I |
| Ability to handle highly confidential or sensitive information in an appropriate and secure manner  | E | AF/I |
| Evidence of demonstrating discretion and confidentiality  | E | AF/I |
| The ability to respond effectively to challenges  | E | AF/I |
| A flexible approach to working practices  | E | AF/I |
| To be willing to undertake first aid training & manual handling training  | E | AF/I |
| Maintain effective working relationships with school, staff and students and those encountered in the course of work  | E | AF/I |
| A commitment to contributing to the wider school, Trust and its community   | E | AF/I |
| <b>OTHER</b>  |   |      |
| Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' | E | I    |
| Commitment to comply with and adhere to the document 'Guidance for Conduct'   | E | I    |
| Commitment to undertake further ongoing training and professional development   | E | I    |
| Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)                                | E | AF/I |