

# **Teaching Assistant**

## **Level 2 or Level 3**

### **Candidate Information Pack**

## **St James' C E Primary School**



**SAINT JAMES'**  
Church of England School

# About Liverpool Diocesan Schools Trust

## We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

## What is our Purpose?

**Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.**

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

## What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity, address inequality, overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.

- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.
- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

## Our Core Values

### We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

### We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

### We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

### We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

**We are a fully inclusive organisation and encourage applications from individuals from minority communities.**

# Job Description

Title: Teaching Assistant Level 2 or Level 3 (working in SEND provision)

Salary: Level 2 SCP5 £25,584.00 (FTE) - £ 19,128.52 (Pro Rata Salary)

Level 3 SCP 8 £26,824 (FTE) - £20,698 (Pro Rata Salary)

Hours: 33 hours per week – Term time only.

Start date – As soon as possible

<b>Main Duties</b>	
<b>Organisation</b>	
<b>Service Provision</b>	
<b>1.</b>	Attend to children's personal needs and related programmes, including first aid, welfare, social, health, physical hygiene.
<b>2.</b>	Assist with liaising with parents.
<b>3.</b>	Assisting with classroom organisation and provide support to the class teacher.
<b>4.</b>	Provide routine support in the classroom.
<b>5.</b>	To ensure the safety of all children by following necessary safeguarding procedures including updating the electronic reporting system (CPOMS)
<b>6.</b>	Where appropriate, ensure that targets from any support plans are met and any necessary recording undertaken.
<b>7.</b>	Follow directions given by the teacher including adapting any work to ensure that all children can access the curriculum.
<b>8.</b>	Liaise with staff in relation to the use of the Evolve Lunch Ordering System.
<b>9.</b>	Work with individuals and small groups as directed by the teacher. Support and Deliver the Read, Write inc. programme.
<b>10.</b>	Actively participate in the everyday classroom routines and be sympathetic to the ethos of the school.
<b>11.</b>	Encourage children to interact with others and engage in activities.
<b>12.</b>	Accompany staff and children on class visits and visits to church.
<b>13.</b>	Be aware of children's problems / progress and report to senior staff.
<b>14.</b>	As directed by the SENDCo deliver high quality interventions and groups following training.
<b>15.</b>	As directed by SLT perform lunchtime supervision duties.
<b>16.</b>	Following the guidelines given by SLT and class teachers assist with the maintenance, updating and creation of wall displays.
<b>17.</b>	Manage children's behaviour reporting difficulties.
<b>18.</b>	Using the whole school behaviour systems to reward good behaviour.

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| <b>19.</b> | Support children to understand instructions.            |
| <b>20.</b> | Undertake children's record keeping as requested.       |
| <b>21.</b> | Appreciate and support the role of other professionals. |
| <b>22.</b> | Relate well to children and adults.                     |
| <b>23.</b> | Work as a team.   |
| <b>24.</b> | Act as a role model to children.                        |
| <b>25.</b> | Respond to children's individual needs.                 |
| <b>26.</b> | Participate in training and performance management.     |

### **General Responsibilities**

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| <b>27.</b> | Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, GDPR, confidentiality and data protection, reporting all concerns to an appropriate person. |
| <b>28.</b> | Contribute to the overall ethos, work and aims of the school.   |
| <b>29.</b> | Appreciate and support the role of other professionals.   |
| <b>30.</b> | Attend and participate in relevant meetings as required.  |
| <b>31.</b> | Attend and participate in relevant training as required.  |

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

## Person Specification – Teaching Assistant

<b>Skills</b>	<b>Essential (E) or Desirable (D)</b>
1. Be able to demonstrate experience of small group work and articulate the benefits provided by these interventions.	E
2. Experience of managing children's behaviour and demonstrating positive behaviours.	E
3. Participate in development and training opportunities.	E
4. Ability to relate well to children and adults.	E
5. Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning.	E
6. Able to improve their own practice through observations, evaluations and discussion with colleagues.	E
<b>Qualifications and Experience</b>	<b>Essential (E) or Desirable (D)</b>
7. Level 3 qualification in Early Years Education or equivalent (e.g., CACHE, NVQ, BTEC)	E for TA3 role
8. Good numeracy and literacy skills to GCSE grade C or above	E
9. Confident in the teaching of phonics using the Read, Write inc. Programme.	D
10. Have experience of working in two key stages	E
11. Have experience of working with additional and complex needs children	E
12. Have experience of fulfilling the outcomes within an EHCP	E
13. Have relevant de-escalation experience	E
14. Team Teach qualification	D
15. Willingness to participate in relevant training and development opportunities.	E
<b>Knowledge and Understanding</b>	<b>Essential (E) or Desirable (D)</b>
16. Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	E

<b>17.</b>	Ability to build and maintain successful relationships with pupils and treat them consistently, with respect and consideration and demonstrate concern for their development as learners.	E
<b>18.</b>	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.	E
<b>19.</b>	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.	E
<b>20.</b>	Have a flexible 'can do' attitude and contribute to the wider life of the school	E
<b>Professional Values and Practice</b>		<b>Essential (E) or Desirable (D)</b>
<b>21.</b>	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.	E
<b>22.</b>	This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.	E

## How to Apply

Appointment to this post is subject to a satisfactory enhanced DBS check, 2 satisfactory references, and verification of qualifications.

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Further Safeguarding policies can be found at

<https://www.saintjames.wigan.sch.uk/safeguarding/>

Candidates should also refer to 'Guidance for safer working practice for those working with children and young people in education settings' which can be found by following the link -

[https://www.saferrecruitmentconsortium.org/\\_files/ugd/f576a8\\_0d079cbe69ea458e9e99fe462e447084.pdf](https://www.saferrecruitmentconsortium.org/_files/ugd/f576a8_0d079cbe69ea458e9e99fe462e447084.pdf)

## Application Process

The application process for this role is a 2-stage process: This needs to be application as it external

- Application form
- Interview

We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email [stjw.recruitment@ldst.org.uk](mailto:stjw.recruitment@ldst.org.uk).

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

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Applicants from overseas, outside the EEA, are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: Monday 23<sup>rd</sup> February 2026 9am**  
**Shortlisting: Monday 23<sup>rd</sup> February 2026**

**Interview Date: To be advised**

**Start Date of Post: As soon as possible**

## Our Trust Prayer

Heavenly Father,  
Let peace, friendship and love grow in our schools.  
Send the Holy Spirit to give  
excellence to our learning  
love to our actions and  
joy to our worship.  
Guide us to help others,  
so that we may all  
Learn, Love and Achieve, Together with Jesus.

Amen