



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

**Job Title:** Teaching Assistant

**Hours Per Week:** 30 hours 25 mins per week (8:45 am - 3:20 pm, Monday - Friday (30 mins lunch break)

**Weeks Per Year:** 38 weeks

**Salary:** NJC Scale Points 4 - 6 (£25,185 - £25,989) FTE

**Contract:** Permanent

**Location:** Meadow Primary School

**Start Date:** 03.11.25

**Accountable to:** Headteacher



# TEACHING ASSISTANT: JOB DESCRIPTION

## Main Purpose of the Role:

- Establish good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
- Provide specific support to pupil's dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher

## Key Responsibilities:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Report pupil achievements, progress and issues as appropriate in agreed format
- Undertake pupil record keeping as requested
- Assist with the display of children's work
- Administer routine primary tests and invigilate exams
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents / carers
- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment / resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

### Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

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

The post holder is required to undertake additional such 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 A-C, point 9-1 or equivalent	✓		A
Level 2 qualification in teaching assistance or equivalent	✓		A
Numeracy /Maths and Literacy / English or equivalent qualification.	✓		A

Experience	Essential	Desirable	Evidence
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	✓		A / I
Ability to build effective working relationships with all pupils and colleagues	✓		A / I
Ability to promote a positive ethos and role model positive attributes	✓		A / I
Good personal numeracy and literacy skills	✓		A / I
General understanding of national curriculum and other basic learning programmes/techniques (within specified age range/subject area)		✓	A / I
General awareness of inclusion, especially within a school setting	✓		A / I
Experience of resources preparation to support learning programmes		✓	A / I
Excellent literacy, numeracy, IT and problem-solving skills.	✓		A / I
Ability to use new and emerging technologies to support improvement and organisational effectiveness	✓		A / I

Personal Qualities	Essential	Desirable	Evidence
Considerable personal enthusiasm with a high level of integrity and professionalism	✓		A / I
High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic	✓		A / I



backgrounds; and commitment to raising their educational achievements			
Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	✓		A / I
Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work	✓		A / I
Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning	✓		A / I
Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning	✓		A / I
Good organisational, communication and negotiation skills.	✓		A / I
Approachable but professional manner with excellent interpersonal skills.	✓		A / I
Able to work as part of a busy team or under own initiative with minimal supervision.	✓		A / I
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓		A / I

## 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, or for an informal chat, please reach out to Rachel Andrews, School Business Manager ([admin@meadow.cheshire.sch.uk](mailto:admin@meadow.cheshire.sch.uk)).

## SUBMITTING YOUR APPLICATION

Applications should be submitted via our recruitment platform, MyNewTerm. Applicants are encouraged to complete the online application form in full and use the supporting statement section to clearly demonstrate how they meet the criteria set out in the job description and person specification.

We do not accept CVs. All applications must be submitted through MyNewTerm by the advertised closing date.

Closing date for applications is **Friday 26<sup>th</sup> September 2025**.

Interviews will take place on **Wednesday 15<sup>th</sup> September 2025**

## 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.



