

Teaching Assistant Level 3 including After School Club

Nursery

Candidate Information Pack

St. Andrews C. E. Primary 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.

Together in God's love we learn, inspire and grow.

Our mission is to see each child reach their full potential within a secure and caring environment. We seek to develop in our children an understanding of the Christian faith. We aim to be a welcoming and stimulating school that has strong links with home, our churches and the wider community.

St Andrews CE Primary is a popular and successful school. As a Church of England school our Christian values underpin all that we do, and we have close links with two local churches. We joined LDST in May 2018 to deepen these links and to continue to improve the education we provide to our children.

We are very proud of our 2022 OFSTED where we were rated as Good.

Our staff are committed to raising standards for all pupils. They pride themselves on working effectively together and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning. To facilitate this we take full advantage of our fantastic surroundings including; a meadow, an adventure trail, and woodland. By integrating these into learning we provide a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight in to what makes us a truly successful and happy school.

Job Description

Title: Early Years Teaching Assistant Level 3 - Fixed term

Salary: Grade E - SCP 11 Term time only £17,207.49

Hours: 12.00 – 17.45pm 26 hours 15 minutes per week (30-minute break)

Accountable to: Headteacher / Early Years Lead

Location: St. Andrews C. E. Primary School

Main Purpose:

To work within, and specialise in, EYFS provision. To work with and supervise individuals and groups of children under the direction/instruction of teaching &/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques and providing specialist support in a specific curricular / resource area

Main Duties:

SUPPORT FOR THE PUPIL

- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Provide consistent support to all pupils, responding appropriately to individual pupil needs.
- Assist with the development and implementation of Individual Education/support Plans.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher and other staff.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- Use specialist (curricular/learning) skills/training/experience to support pupils.

SUPPORT FOR THE TEACHER

- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports to the teacher as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested.
- Promote positive values attitudes and 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.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality, behaviour 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.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of pupils.
- Attend and participate in regular meetings as appropriate.
- Participate in training and other learning activities as required.
- Establish own best practice and use to support others.
- Assist in the supervision, training and development of other classroom support staff.
- Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Assist in the specific medical and care needs of children when specific training has been undertaken.

SUPPORT FOR THE CURRICULUM

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs.
- Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development.
- Assist pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources.

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 – EYFS Teaching Assistant – Level 3

St. Andrews C. E. Primary School	Essential or Desirable
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Skills, knowledge and understanding - Ability to maintain accurate records and databases and provide reports as required in line with EYFS practice - Good organisational skills and personal time management- ability to prioritise workload and requests and work under pressure - Ability to work on own initiative and within a team - Excellent interpersonal, verbal and written communication skills - Ability to demonstrate, lead and motivate a team of staff, ensuring effective communication and deployment - Ability to lead on additional responsibilities such as SEN and safeguarding within the nursery setting - Ability to contribute to the School Senior Management Team - Ability to promote a positive ethos and role model positive attitudes - Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate - Ability to adapt own approach in accordance with pupil needs - Advanced understanding of the EYFS Curriculum - Understanding of principles of early childhood development. - Relevant experience of working with children in an EYFS setting - Working knowledge of relevant policies/codes of practice/legislation relating to EYFS - Understanding of statutory frameworks relating to EYFS - Understanding of inclusion, especially within an Early Years setting. - Experience of planning and resources preparation to support learning in an Early Years setting.	E D E E D D D D D D E E E E E E E E
Qualifications and Experience - Minimum Level 3 NVQ or the equivalent in childcare / early years teaching assistant - Current paediatric First Aid Certificate - Basic food hygiene - Minimum 1 year experience in a day care setting - Minimum 1 year experience in a supervisory role within a day care setting	E D D E D
Professional Values and Practice - High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements - Ability to build and maintain successful relationships with pupils, treat them consistency, with respect and consideration, and demonstrate concern for their development as learners - Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work - Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice	D D D D

How to Apply

Application Process

The application process for this role is a 2-stage process:

- Application form
- Interview

To be considered for this role you must complete the LDST application form. 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 emma.ainsworth@ldst.org.uk or call 0151 526 1378

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.

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

Closing Date: 12/12/2025

Shortlisting: 12/12/2025

Interview Date: To be confirmed

Start Date of Post: January 2026

Please contact the school office on 0151 526 1378 or email emma.ainsworth@ldst.org.uk

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