

Our ref: TA/ED
Date: March 2023



Dear Candidate

RE: Teaching Assistant position

Thank you for expressing an interest in the position of **Teaching Assistant** within our school. I hope that you find the enclosed information useful in forming your views of our exceptional school and learning community at Lostock Hall Primary School.

We are a safe, stimulating and friendly school which provides an inclusive, calm, caring and productive learning environment. Our aim is to challenge and support each other and every child to help them realise their potential and to make a positive difference to their lives. Children leave Lostock Hall Primary school very well prepared for their future learning at secondary school and beyond.

If you are interested in applying for the post, please complete the application form and submit a full letter of application of no more than 2 sides of A4, font 11, by **10am Monday 17th April 2023**.

Application Form is available on www.lostockhall.com

Please email completed application forms to recruitment@truelearning.org.uk

I hope that your research leads you to the conclusion that you wish to be a part of our team and therefore I look forward to receiving your letter of application. If you have any questions or queries about our school or the application process within it, please do not hesitate to e-mail admin@lostockhall.cheshire.sch.uk

Yours faithfully

Graham Hamilton
Head Teacher



LOSTOCK HALL PRIMARY SCHOOL

Mallard Crescent

Poynton

Cheshire

SK12 1XG

e mail: admin@lostockhall.cheshire.sch.uk

Head Teacher: Mr Graham Hamilton

Required as soon as possible

Teaching Assistant

Grade 5 (£12,983 - £13,961 actual salary per year)

Part time – 25 hours per week (Monday - Friday) there may be the opportunity to work additional hours.

Term time + one working week (39 weeks)

We are recruiting for a Learning Support Assistant to join a team of committed individuals based in our school. The post holder will support and deliver learning activities for individuals and small groups to enhance student learning.

They will prepare and maintain learning resources and appropriate equipment, including those required for pupils with additional needs, including the display of pupil work, and work collaboratively with all members of the team, to support the welfare and personal development of pupils.

This is currently a temporary role as it is linked to the funding the school receives to provide specific additional pupil support.

A summary of the main responsibilities of this role are detailed in the job description attached.

The TRUE Learning Partnership is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance.

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.

Closing Date: Monday 17th April 2023 at 10am

Interviews will take place soon after the closing date

Application packs including further information and job description are available on our website

www.lostockhall.com

The TRUE Learning Partnership

JOB TITLE	Teaching Assistant (Primary)	JOB REF NO	AAAD5024	CHESHIRE EAST GRADE 5 ROLE
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BASIC JOB PURPOSE

To support the teaching staff and work with the other support staff to enhance the development and education of pupils in accordance with the aims and policies of the school.

NO	MAIN RESPONSIBILITIES
1.	Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning.
2.	Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
3.	Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
4.	Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a pupil.
5.	Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' wellbeing.
6.	Record pupil information as specified by the teaching staff/line manager to ensure the schools information systems are maintained.
7.	Attend to the personal and physical needs of pupils so that their wellbeing is maintained.
8.	Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.
9.	Display and present the pupils' work, under the direction of teaching staff so that it enhances the classroom environment and celebrates achievement.
10.	Attend staff and other meetings and participate in staff training development work and staff reviews as required

This job description is not intended to be a complete list of all duties and responsibilities of this role. The post holder may be required to carry out other duties and related tasks, the responsibility level of any other duties should not exceed those outlined above.

Core responsibilities for all employees

1. Health & Safety

All staff within The TRUE Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager or the Headteacher as appropriate.

2. Equality & Diversity

Staff employed by The TRUE Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. The TRUE Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

3. Data Protection

All staff within The TRUE Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

4. Safeguarding & Child Protection

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a "protected" conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure.

Please ensure you have read the full safeguarding policy for Lostock Hall Primary School which is on the school website.

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

**Person Specification for the post of
TEACHING ASSISTANT**

QUALIFICATIONS AND TRAINING	
Essential	Evidence
1. GCSE in English and Mathematics at Grade C or above	AF
2. NVQ in Childcare or Equivalent or willingness to train for this qualification	AF
3. ICT literate including word processing, internet and intranet	AF
Desirable	
1. To have recent experience of working in the primary sector of education.	AF
2. To have experience of working with students with educational needs	AF
PROFESSIONAL SKILLS AND EXPERIENCE	
Essential	
1. To have excellent communication skills	AF
2. To have experience of working in a demanding environment.	AF
3. To be able to work with a range of staff, students and outside agencies	I + R
4. To be able to remain calm under pressure	I + R
Desirable.	
1. To be able to deliver a range of training to individuals and groups of students.	I
KNOWLEDGE AND UNDERSTANDING	
Essential	
1. To be able to manage competing demands	I
2. To be aware of unique demands of working in a school environment.	I
3. To be willing to be flexible and adapt as priorities change throughout the year	I
Desirable	
2. To be innovative, creative and self-motivated	I
ABILITIES	
Essential	
1. To possess high quality interpersonal and communication skills	AF + I
2. To be able to prioritise, plan and organise workload.	I + R
3. To be able to work as a member of a team	I + R

Key to evidence source: **AF = Application Form** **L = Letter of application**
 I = Interview **R = Reference**

Lostock Hall Primary School Information

Lostock Hall is a school where the needs of growing children are paramount, and we aim to offer the best quality of educational experience for the boys and girls in our care. At Lostock Hall we try to create an environment where all are known and respected, and each has a part to play in our school community which includes governors, staff, children and parents. Parents are most welcome to visit the school and meet the Head Teacher.

Admissions are administered centrally through the Cheshire East Admissions team. Cheshire East Borough Council's admissions policy states that "any child reaching the age of five between 1st September and 31st August may be admitted full time to school on the first day of the Autumn term in September. Children from outside the school's normal catchment area may attend provided there is enough room, and the current annual admission limit of 24 children in any National Curriculum year group is not exceeded.

Getting off to a confident start in their education is very important for young children and to this end we do the following:

- We liaise with local playgroups and groups of children, and staff from Lostock Hall pays them visits.
- We invite parents of Reception children to an evening meeting prior to the children starting at school.
- Arrangements are made for the children to attend school as part of our Reception class for pre-planned sessions during the half term prior to starting school officially.
- Parents and pre-school children are encouraged to attend our regular coffee afternoons where a crèche facility is provided.

Our building is set well back from the road on a large site comprising an extensive playing field, playgrounds and an environmental study area. The school has been recognised as a Health Promoting School, resulting from the development of the outside environment. The school building, which was opened in 1974, is extremely well resourced, through new build (2012) and internal refurbishment. Careful organisation of our open plan environment provides the necessary timetabling for shared facilities and for small, large group and whole class learning.

The children are involved in local music festivals which take place from time to time and generally involve other primary schools in the area taking part. They raise funds for local, national and international charities. The school benefits from association with the local Residents Group, local churches, Brownies, Lostock Hall Pre-School Nursery, and Lostock Rangers FC to name but a few.

We are also proud to be global partners, supported by the British Council, with Sinendet Primary School, Njoro, Kenya. Teachers recently took part in the third year of exchange programmes, whereby they visited the school in Kenya. Two teachers from Sinendet (Anthony and Joseph) visited Lostock in June 2013 and in 2014 we welcomed Evans and Rahab. We continue to explore our partnership.

In order to support children's development under "Being Healthy, Staying Safe and Enjoying and Achieving" the teaching staff at Lostock Hall volunteer to run a wide range of clubs and hobbies after school hours. The children are invited to participate in after-school activities generally run by

teachers with help from parent volunteers. Some hobbies run during the lunch hour but most run from 3.15pm – 4.15p.m. Activities such as Cookery, Cross Country and Recorders, run alongside Craft and Library Clubs. Gymnastics, Tennis, football (led by coaches from Lostock Ranger F.C.), netball, dance and cheerleading (with The Poynton Pixies) are also on offer, leading to participation in some local tournaments.

In year 5 and year 6, our children are given the chance to take part in the Bikeability training scheme, which is a cycling proficiency test designed to give them the skill and confidence to ride their bikes safely on today's roads. All of year 4 and 5 children participate in a music tuition scheme as part of a whole band ensemble organised by the Love Music Trust.

Educational visits, both residential and non-residential, are accompanied by teachers and parents, and provide valuable experience in the areas of independence and maturity. Starting in our Reception class and throughout the school we organise residential trips. The Reception class have recently stayed in an outdoor centre at Beeston and the older children take part in an annual visit to the Conway Centre at Menai, where they are involved in a rolling programme of outdoor activities designed to provide valuable experience in the areas of co-operation, trust and leadership.

CONFIDENTIAL
Job Application Form



TRUE LEARNING
PARTNERSHIP

PART ONE

Please complete all sections of the form using black ink or type.
There are three parts to this application form. Part 1 and Part 2 (which contain all your personal details and the equal opportunities information) will be detached and retained in HR. This ensures that your application is dealt with objectively.

General Data Protection Regulations 2018

Information from this form will be processed in accordance with the General Data Protection Regulation (2016/679 EU) Data Protection Bill 2018. Please see attached privacy notice.
In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by The TRUE Learning Partnership in accordance with the regulations.

Title of job applied for

Title of job applied for:	Ref:
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Personal Details

Mr/Mrs/Miss/Ms/Dr	First Names:	Known as:
Surname:	NI Number:	
Previous Surname(s):		
Address:		
Post Code:		

Telephone Numbers

Home:	Work:
Mobile:	E-mail address:
May we contact you at work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How can we contact you?	Telephone / E-mail / Mobile

References

Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or headteacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job. For internal candidates, references are to be provided by current line managers. Please nominate who that is under present/most recent employer.

Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be shortlisted.

Present/most recent employer*

Previous employer/other

Organisation: _____

Organisation: _____

Name: _____

Name: _____

Role in Organisation: _____

Occupation: _____

Address: _____

Address: _____

Postcode: _____

Postcode: _____

Phone No: _____

Phone No: _____

E-mail: _____

E-mail: _____

Preferred method of communication:

Letter

E-mail

Letter

E-mail

In what capacity does the referee know you?

In what capacity does the referee know you?

• Employer/former employer

• Employer/former employer

• Colleague/former colleague or manager but the reference is given on a personal basis

• Colleague/former colleague or manager but the reference is given on a personal basis

• Personal

• Personal

If the referee knows you by a different name please state:

If you have not had previous employment, please provide details of another referee.

A reference will normally be taken up from your present/previous employer. Please tick the box if you do not want us to contact your referees without your prior agreement. We do request that, where possible, at least one reference will be taken up prior to interview in line with Safer Recruitment best practice.

Please do not contact my present/most recent employer prior to interview



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PART TWO – THIS WILL BE DETACHED FROM YOUR APPLICATION FORM AND ONLY REFERRED TO FOLLOWING SHORTLISTING

DIVERSITY

We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

The information below will be used only for monitoring purposes and not in the selection process. **Please ensure all information is provided.** Please tick correct boxes:

Gender: Male Female

Marital Status: Married Civil Partnership Single

Date of Birth: _____ **Age:** _____

Please indicate your ethnic origin

White:		Mixed:		Asian	
White British	<input type="checkbox"/>	Mixed White/Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Mixed White/Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Any other White	<input type="checkbox"/>	Mixed White/Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
		Other Mixed	<input type="checkbox"/>	Other Asian	<input type="checkbox"/>

Black or Black British:		Other:	
Black Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Gypsy/Traveller	<input type="checkbox"/>
Other Black	<input type="checkbox"/>	Other	<input type="checkbox"/>

Nationality (Please State)

How would you define your sexual orientation?

Bisexual Gay Heterosexual Lesbian Prefer not to say

What is your religious belief?

Buddhist Christian Hindu Jewish Muslim Sikh

No religion Other (please specify) _____ Prefer not to say

Disability: The Disability Discrimination Act of 1995 and subsequent Equality Act 2010 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.



Do you consider yourself to have a disability? **Yes** **No**

THIS PART OF THE APPLICATION FORM WILL BE SHARED WITH THE SHORTLISTING PANEL

**CONFIDENTIAL
Job Application Form**



PART THREE

Title of job applied for:	School:
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Initials only:

Current/Most Recent Appointment	
Title of current Job:	Start Date:
Current Employer:	Salary Range:
Employer Address:	Current Salary: £
Permanent or temporary contract:	Notice Required:

Main Responsibilities

Job related training
Brief details and dates of any training courses attended, excluding further education.

Current memberships of institutions/professional bodies
Please state level of membership, i.e. Graduate, Fellow, and membership number.

Employment History (Please explain any gaps in your employment)

(Most recent first)

Name of Employer, type of
Business and job title

Dates of employment
from / to

Duties and reason for leaving

Education and training

Please give details of schools and colleges attended from age eleven, including part-time education and other courses.

Secondary education (name and town of school)	Dates from / to	Qualifications gained or for which you are studying	Grade attained
Education and training after school (name and town of college/university)			

If there are any periods of time that are not accounted for, for instance, periods of travel or caring for others please give the details of them here with dates. The information provided must provide a complete chronology from the age of 16; please ensure there are no gaps in history of your employment and other experience.

Other Information

Please list additional skills and special interests relevant to this application

Do you have a valid driving licence? Yes No

If yes, please state type of licence

Does your licence have any endorsements or penalty points? Yes No

If yes, please give details

Supporting Information

Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

Activities and interests away from work which may be relevant to the job applied for.

If this role will involve working in our Primary sector, we will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Overseas Checks

If you've lived or worked outside of the UK in the last 5 years the Trust may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years? Yes No

Please state the dates relating to this period overseas (if applicable)

Self-Disclosure

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis

I confirm that the above information is complete and accurate and I understand that any offer is subject to references which are satisfactory to the school, a satisfactory DBS certificate and Barred List Check, the entries on this form proving to be complete and accurate and a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signed

Date