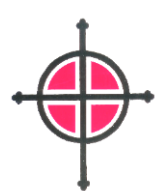




## St Philip CE Primary School, Westbrook, Warrington



St Philip's Centre District Centre  
Westbrook  
Warrington  
WA5 8UE  
Tel: 01925 445391

StPhilips\_Primary@sch.warrington.gov.uk

Dear applicant,

Thank you for taking an interest in our school. We are so proud of our wonderful school and we hope you will consider applying for this post. St. Philip's Church of England Primary school is a highly successful, three-form intake school with over 600 children on roll. Our children are delightful, and we pride ourselves on the values they demonstrate at school.

Our school is set within impressive grounds which we use widely to support the curriculum. We have ample space for sports' facilities as well as a Forest School area. We also enjoy our Spiritual Garden as a place of calm and reflection.

Our building is maintained to a high standard and we enjoy excellent facilities which aid high quality teaching and learning.

Joining our school would mean joining a team of teaching assistants who are highly dedicated to achieving the very best for our children. As a teaching assistant, you would also work with an incredible group of teaching and other support staff who help to make our school a place where staff and children all flourish.

In the meantime, further information about our school can be viewed on our school website at [www.stphilipwestbrook.co.uk](http://www.stphilipwestbrook.co.uk) Please do also view our promotional video which is available at [About Us - St Philip Westbrook C of E Primary School](#)

I look forward to reading your application.

Yours faithfully

*Paul Stanley*

Headteacher





## Teaching Assistant job description & person specification

Employment details	
Job title	Level 2 Teaching Assistant (which will also require working 1:1 with SEND children at times) Temporary contract: 01/09/24 to 31/08/25
Reports to	Headteacher
Hours of work	Part-time / Term-time only 32.5hrs per week
Salary	Grade 4 - £23893 (fte) Actual salary £18052.93

### Education & Experience

- Requirement to complete Induction Programme.
- Attend induction training and other training as appropriate to the role, including behaviour management and Child Protection training and other statutory training.
- Willingness to attend training in relevant learning strategies e.g. literacy, numeracy.
- Hold GCSEs or equivalent qualification in at least English and Maths (A-C).
- Undertake safeguarding checks.
- Hold a valid DBS check.
- Willingness to undertake first aid training once appointed
- Willingness to participate in training, performance management and self-evaluate learning needs and actively seek learning opportunities

### Knowledge & Understanding

- Basic awareness of behaviour management strategies.
- General understanding of national curriculum and other basic learning, programmes/techniques (within specified age range/subject area).
- General awareness of inclusion, especially within a school setting.
- General knowledge of statutory requirements regarding the education sector and pupil wellbeing.
- General awareness of national/foundation stage curriculum and other basic learning programmes/strategic processes and barriers to learning.
- Proven awareness and respect for the highly sensitive status of information and its confidentiality.
- Good written and verbal communication skills.





- An ability to motivate self.
- General knowledge of child protection and safeguarding procedures.
- Basic awareness of intervention strategies, including those in relation to behaviour and SEND.
- Understanding the principles of child development and learning processes

### Skills

- Ability to work 1:1 with children with SEND
- Ability to work as a general classroom TA
- Be supportive of the ethos and values promoted within our Christian school.
- Be supportive of the aims and objectives of our Christian school.
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
  - Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
  - Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions.
  - Showing tolerance of and respect for the rights of others.
  - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
  - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in attendance and punctuality.
- Having an understanding of, and always act within, the statutory frameworks which set out teachers' professional duties and responsibilities.

### Abilities

- Demonstrate professional relationships and boundaries with children, young people, parents & carers.
- Ability and willingness to work constructively as part of a team.
- Ability to support the supervision of pupils effectively both in and out of school in line with the school's behaviour policy and under the direction of the teacher.
- Ability to support the organisation of classroom activities e.g. preparing and setting out resources and supporting the teacher.
- Ability to deal with sensitive information in a confidential manner.
- Ability to support and help children and young people to transfer their learning to other parts of their lives.





- Ability to provide a good role model to young pupils.
- Ability to work in partnership with parents and teachers.
- Ability to follow guidance and processes and work flexibly.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

### Personal Qualities

- Good time management and the ability to prioritise tasks effectively.
- A well-developed sense of empathy.
- A good attendance and punctuality record.
- High expectations of self and professional standards.
- The ability to maintain successful working relationships with other colleagues
- A willingness to work outside of the timetabled day, where necessary.
- High levels of drive, energy and integrity.
- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- Build positive and productive relationships with staff members, pupils and parents.
- Consistently promote good behaviour throughout the school.
- Effectively motivate and encourage pupils.
- Work flexibly, attending and contributing towards meetings and training outside of their specified work hours.
- Commit to contributing to the wider school and its community. The flexibility to adapt to changing workload demands and new school challenges
- A commitment to upholding the strong Christian ethos of the school.





#### HOW TO APPLY:

If you wish to apply for this post with St. Philip's Church of England Primary School you should follow the steps set out below:

- Complete the general application form which is included with the advert
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Write a letter to accompany your application, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to St. Philip's Church of England Primary School. This letter should be no more than two sides of A4 in size 12 font. CVs cannot be accepted.
- Email completed application forms to [stphilips\\_primary\\_business@sch.warrington.gov.uk](mailto:stphilips_primary_business@sch.warrington.gov.uk) by the deadline below.

#### **\*\*TIMETABLE FOR THE SELECTION PROCESS\*\***

- **Closing date: Monday 9<sup>th</sup> September at 9.00am.**
- **Interview Date: Week commencing Monday 16<sup>th</sup> September.**
- **Start date: September 2024.**

