



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 around 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 higher level 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](#)

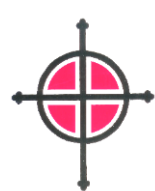
I look forward to reading your application.

Yours faithfully

Paul Stanley

Headteacher





## Higher Level Teaching Assistant job description & person specification

Employment details	
Job title	Level 4 Higher Level Teaching Assistant Permanent contract:
Reports to	Headteacher
Hours of work	Part-time / Term-time only 32.5hrs per week
Salary	Grade 6/Sp15 £22107 (actual salary)

### Education & Experience

- Meet all Teaching Assistant Level 3 standards
- Hold Teaching Assistant Level 3 status / NVQ Level 3 Teaching Assistant or equivalent certified qualification or experience. Demonstrable levels of numeracy & literacy equivalent to GCSE Level 4 or NVQ Level 2 (or by test).
- 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
- Evidence a minimum of two years' experience of working with children as a Teaching Assistant Level 2 or equivalent (either paid or unpaid capacity) preferably in an education setting.
- Hold GCSEs or equivalent qualification in at least English and Maths.
- Undertake safeguarding checks
- Evidence of some specialist knowledge in specific curriculum areas or areas of particular learning difficulty.
- Hold a valid DBS check.
- Hold appointed person certificate in first aid or 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





### **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 supervise 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 implementing strategies for T&L.
- 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 use own initiative whilst following guidance and processes and work flexibly.
- A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
- A commitment to work within the framework of the school's equal opportunities policy.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

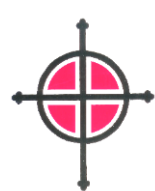
### **Knowledge & Understanding**

- Knowledge & understanding of the Early Years Curriculum including early reading skills
- Knowledge and understanding of the National Curriculum for KS1 and KS2
- Understanding of behaviour management strategies.
- Knowledge of statutory requirements regarding the education sector and pupil wellbeing.
- Working knowledge and understanding 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.
- Excellent written and verbal communication skills.
- An ability to motivate self and colleagues.
- Knowledge of child protection and safeguarding procedures.
- Knowledge of intervention strategies, including those in relation to behaviour and SEND
- Understanding the principles of child development and learning processes

### **SKILLS**

- Developed level of oral and written communication skills.
- Effective interpersonal skills both in working relationships with young pupils and in forming effective professional relationships with a wide range of contacts.
- Good organisational and time management skills.





- Sound IT skills to support learning and maintain electronic information systems.
- Effectively work as part of a team, as well as independently as and when required under the direction of the teacher.
- Demonstrate ability to adapt activities as directed to ensure they are inclusive.
- Collate and summarise information and data.
- Be proactive in the protection of children in reference to safeguarding procedures and protocols.
- Effectively liaise with both partners and agencies as required
- Support the implementation of effective support strategies
- Identify triggers of poor behaviour and barriers to learning
- Maintain accurate and up-to-date records
- Effective use of ICT to support learning
- Effective classroom management
- Cover supervisor skills to enable appropriate cover in the short-term absence of a teacher

### Other

**Specified work may cover a range of activities at different levels – including for some staff, work with whole classes. Headteachers will ensure that the support staff member has the skills, experience and expertise required to carry out ‘specified work’.**

**A teaching assistant Level 3 may be called upon to provide cover for whole classes**

**e.g. to cover short term teacher absence. During the cover periods, there will be a requirement for the teaching assistant to carry out specified work such as, preparation, assessment and reporting**

### Personal Qualities

- 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.
- 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: Friday 11<sup>th</sup> October at 9.00am**
- **Interview Date: Monday 14<sup>th</sup> October**
- **Start date: ASAP**

