



## 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 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<br>Permanent contract: (which will also require working 1:1 with SEND children at times) |
| Reports to         | Headteacher                                                                                                         |
| Hours of work      | Part-time/ Term-time only 32.5hrs per week                                                                          |
| Salary             | Grade 4/Sp6 £25989 fte (£13.47p/hr)                                                                                 |

### General duties

- Assist teaching staff to prepare classrooms for lessons and activities.
- Assist with school trips, events and activities.
- Encourage pupils to interact with others and engage in activities led by teaching staff.
- Supervise pupils' work and offer support where necessary.
- Provide administrative and clerical support to teaching staff and other TAs regarding lesson planning and resources.
- Monitor the needs and behaviour of pupils, and report these to teaching staff where appropriate.
- Undertake pupil record keeping as requested, e.g. taking registers.
- Assist teaching staff and other TAs with creating and maintaining displays throughout the school.
- Establish and maintain constructive relationships with pupils' parents and deliver pastoral support as required.
- Be a good role model to pupils in terms of behaviour and attitude.





### Supporting the school

- Contribute to the ethos, value and aims of the school.
- Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection.
- Promote inclusion and acceptance of all pupils.
- May be required to assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes

### Teaching and learning

- Develop a secure knowledge of the learning support needs of individual pupils.
- Identify where pupils are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work.
- Support the use of ICT and computing in learning activities, and develop pupils' competence and independence in its use.
- Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning.
- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.
- Assist teaching staff and the SENCO with the creation of individual learning plans for pupils.
- Provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their potential.

### Communication and coordination

- Work closely with teaching staff, other TAs and the SENCO to close the attainment gap between individual pupils, groups of pupils, and their peers.
- Assist the SENCO in the production of a timetable that ensures pupils are not repeatedly missing the same lesson to join interventions.
- Contribute towards pupils' annual reviews and report on the effectiveness of the interventions in place.
- Assist in arranging extra time and access arrangements, as appropriate, where external examinations or tests are administered.





### Professional development

- Participate in training and other professional development as required.
- Provide the school with feedback on any training or professional development undertaken.
- Report professional development progress to an assigned mentor and set goals for further professional development.

### TA person specification

| Qualifications and training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Desirable                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>• Four or more GCSEs at grades 9 to 4 or equivalent, including English and maths.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• First aid training (willing to become qualified when in post).</li> <li>• Safeguarding training.</li> </ul>                                                                                                                                                            |
| Skills and experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                 |
| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Desirable                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>• Experience of working with children.</li> <li>• Experience of record keeping and monitoring.</li> <li>• Effective oral and written communication skills.</li> <li>• Demonstrable levels of numeracy and literacy.</li> <li>• Excellent communication skills.</li> <li>• Effective problem-solving skills.</li> <li>• The ability to remain calm under pressure.</li> <li>• The ability to be proactive in seeking solutions.</li> <li>• The ability to work with pupils in a professional manner.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of working in an educational environment.</li> <li>• Experience of working on a one-to-one basis.</li> <li>• Good organisational skills and time management.</li> <li>• Experience working with children and young people with additional needs.</li> </ul> |
| Knowledge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                 |





| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Desirable                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Knowledge of areas of legislation relevant to child protection and safeguarding.</li> <li>Knowledge of relevant school policies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Knowledge of legislation and statutory guidance specific to KS1/KS2.</li> </ul> |
| <b>Personal traits</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                        |
| <b>The successful candidate will be</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                        |
| <ul style="list-style-type: none"> <li>Able to work independently but also as part of a team.</li> <li>Dedicated to their practice.</li> <li>Punctual and professional.</li> <li>Able to maintain successful working relationships with colleagues.</li> <li>Reliable and able to be flexible in their approach to work.</li> <li>Positive and engaging.</li> <li>Able to plan and take control of situations.</li> <li>Capable of handling demanding workload and successfully prioritising work.</li> <li>Empathetic to those who face barriers to their learning.</li> <li>Patient with pupils who take longer to understand information.</li> </ul> |                                                                                                                        |
| <b>Additional requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                        |
| <b>The successful candidate will have</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                        |
| <ul style="list-style-type: none"> <li>The capacity to work flexibly.</li> <li>An enhanced DBS check.</li> <li>Available references from a previous employer or organisation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                        |





### 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 29<sup>th</sup> September at 9.00am**
- **Interview Date: TBA**
- **Start date: Tuesday 4<sup>th</sup> November 2025**

