



**Stanley High  
School**



It is with great pleasure that I introduce you to Stanley High School and trust the information provided will enable you to determine your suitability to join our journey and provide an exceptional education for all our students. As a school, we are determined to *challenge* our students inside and outside the classroom to *aspire* for individual excellence and *excel* to achieve the highest academic standards.

Join a well-established and successful team in a consistently high performing, oversubscribed, 11-16 school that focuses on each child as an individual whilst fostering a sense of belonging to a rich and diverse community. Stanley High School is committed to being child centred. All children should be considered as individuals. We want all children to feel safe and happy, and through this, students can learn, flourish and achieve long-term economic well-being. We promote strong positive relationships with adults and peers from transition into Stanley High School to the steps beyond Stanley High School.

Our students and staff should:

- Feel a sense of fulfilment through positive daily interactions in the classroom and beyond.
- Be challenged to grow academically and feel safe to question personal beliefs.
- Feel included through an inclusive and ambitious curriculum.
- Accept and thrive by developing an understanding of the diverse nature of our Globe.
- Be respected and proud of their protected characteristics and the equality of the rich opportunities they can access.
- Seek ambition through careers education and a love of learning.
- Be exposed to opportunities which allow all to Aspire, Challenge and Excel within our Stanley Family

Students at Stanley High School have consistently make good progress, reflected in our outcomes. Performance has been high and we are always striving for excellence. You would be joining an innovative team at a variety of stages in their career who are motivated by highly effective leadership.

We are seeking to appoint a dynamic and empathetic Level 1 Teaching Assistant with the ability to inspire and motivate students. The successful candidate will have a successful track record relevant to their stage in their career. We are looking for someone with passion for supporting children, who is creative and can make a positive contribution to improving outcomes.

**Headteacher** Mrs Jenna Shawe BSc (Hons) NPQH MCCT  
**Stanley High School** Fleetwood Road, Southport PR9 9TF  
**T** 01704 228940 **E** enquiries@stanleyhigh.co.uk **W** www.stanleyhigh.co.uk

Stanley High School is part of Southport Learning Trust. For details of all Trust schools, and the aims and objectives of the organisation, visit [www.southportlearningtrust.org](http://www.southportlearningtrust.org)

Southport Learning Trust is a Company Limited by Guarantee Reg No 7790934  
Registered Address— Fleetwood Road, Southport PR9 9TF



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I am very proud of the school, its students, staff and governors. Education at Stanley High aims to develop and nurture all students to take their place as caring and confident young people in the outside world. Our staff will engage in high quality Continuous Professional Development at both school and Trust level and all staff have access to our benefits package. Stanley High School is a proud member of the Southport Learning Trust family of schools leading to collaboration amongst our wider school community. We have a strong safeguarding culture and we will expect you to champion this within your role

We look forward to receiving your application.

Kind regards

A handwritten signature in black ink, appearing to read 'Jenna Shawe'.

Jenna Shawe  
Headteacher



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**Job Role:** Teaching Assistant (Level 1)

**Closing Date:** *We are openly recruiting a number of Learning support assistants. Successful applications will receive notification of an interview opportunity with in three weeks.*

**Salary:** Band C Point 3-4, £22,737- £23,114 pro rata

**Contract Type:** 1 year fixed term contract in the first instance, part time, term time only, 28.5 hours per week over 5 days, other hours will be considered-please state on application.

**Start date:** ASAP

We are seeking to appoint a Teaching Assistant (Level 1). The successful candidate will undertake a wide-ranging role working with young people and supporting the work of staff, parents and external agencies. They will possess an understanding and empathy towards young people in need of additional care. A good general education and experience of working with children are desirable. Teaching Assistant qualifications are an advantage.

Candidates are strongly encouraged to visit our website at [www.stanleyhigh.co.uk](http://www.stanleyhigh.co.uk) to learn more about Stanley High School and download an application form.

For any enquiries about the post, please contact:

recruitment@stanleyhigh.co.uk or telephone 01704 339872

The application form should be downloaded and submitted electronically.

**Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.**



## Teaching Assistant (Level 1) – Job Description

<b>Post</b>	<b>Teaching Assistant (Level 1)</b>
<b>Grade</b>	<b>NJC SCP 3 – 4 (Band C)</b>
<b>Responsible to</b>	<b>Assistant Headteacher, SENDCO</b>

### Job Purpose

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of physical and general care and basic classroom management techniques.

### Main Duties

#### Support for the Pupil

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

#### Support for the Teacher

- Provide minimal clerical/administration support (e.g. photocopying, typing, filing, etc).
- Assist with the display of children's work.
- Prepare classrooms as directed for lessons and clear afterwards.
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested.
- Manage pupil behaviour in line with school policy and ensure reports are made in agreed school format.
- Gather/report basic information from/to parents/carers as directed.

#### Support for the Curriculum

- Prepare and maintain equipment and resources as directed.
- Assist pupils in the use of appropriate resources within appropriate lesson plan.

#### Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Supervise children beyond the classroom, during break and lunch times.
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.



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**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**Special Conditions**

The post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory enhanced criminal record disclosure in order to be appointed to the post. In this respect, a criminal record check will be undertaken prior to confirmation of appointment.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, their colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the Health & Safety arrangements and systems to ensure that appropriate improvements are made where necessary.



## Teaching Assistant (Level 1) – Person Specification

	Essential	Desirable
<b>Skills</b>		
Ability to work effectively within a team environment, understanding classroom roles and responsibilities.	*	
Ability to build effective working relationships with all pupils and colleagues.	*	
Ability to promote a positive ethos and role model positive attributes.	*	
Good personal numeracy and literacy skills.	*	
<b>Knowledge and Understanding</b>		
Awareness and basic understanding of school curriculum (with specified age range or subject area).	*	
Basic awareness of inclusion, especially within a school setting.	*	
Understanding of basic technology – computer, video, photocopier.		*
Experience of working with and/or caring for children (within specified age range).	*	
Working in an education setting.		*
<b>Qualifications and Training</b>		
DfES Teacher Assistant Induction Programme or willingness to complete it.	*	
Willingness to participate in relevant training and development opportunities.	*	
Willingness to undertake appointed person certificate in first aid administration.		*
<b>Professional Values and Practice</b>		
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 all with respect and consideration and demonstrate concern for their development.	*	
Demonstrate and promote the positive value, attitudes and behaviour they expect from pupils.	*	
Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.	*	
Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning.	*	
Able to improve their own practice through observations, evaluation and discussion with colleagues.	*	



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## Application and Interview Process

Candidates are asked to email completed application forms to [recruitment@stanleyhigh.co.uk](mailto:recruitment@stanleyhigh.co.uk). The application form should be downloaded and submitted electronically.

*We are openly recruiting a number of Learning support assistants. Successful applications will receive notification of an interview opportunity within three weeks.*

***Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.***

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.