



# APPLICATION PACK

<b>ACADEMY:</b>	Burtonwood Community Primary School
<b>ROLE:</b>	Teaching Assistant Level 2
<b>START DATE:</b>	Immediate Start
<b>SALARY:</b>	Actual: £17,977.10 - £18,274.99 FTE: £23, 898.00 – £24, 294.00
<b>GRADE:</b>	Grade 4, point 6-7
<b>CONTRACT:</b>	Fixed-term until 31.08.25, 32.5 Hours, Term Time Only plus 5 INSET Days

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# MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role within Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our new three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Formed in 2018, Omega Multi-Academy Trust is a cross-phase group of seven schools serving the metropolitan borough of Warrington and the city of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable pupils to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.

The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. In recent months schools in Omega Multi-Academy Trust have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong outcomes in each Ofsted Inspection.
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two Secondary Schools.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'C Wilcocks'.

Mr Christian Wilcocks  
**CEO Omega Multi-Academy  
Trust**

# MESSAGE FROM THE HEADTEACHER



Thank you for your interest in Burtonwood Community Primary School and this fantastic opportunity to join our happy and welcoming school. Our school has a strong sense of community built over many years with generations of families, supporting and trusting us to provide an excellent education for local children.

Burtonwood Community Primary School is a one-form entry primary school in a semi-rural setting within the Warrington Borough. The school is close to the motorway network and easily accessible from many locations in North-West England.

The sustained achievements of our school have been recognised and celebrated during our recent Ofsted Inspection where we received a positive report and graded as a 'Good' School. The continuing success of our school is due to the hard work, determination and drive for excellence of our whole school community together with the commitment of our talented staff who provide an excellent education to all.

Our Early Years setting has recently received a significant overhaul creating a purposeful and engaging environment for our children to learn. We have a new outdoor playground facility, and plans are in place to develop our forest school areas. We have invested in impressive computing resources including a recently refurbished IT suite.

We are part of Omega Multi-Academy Trust, and we strive to be an employer of choice. Our philosophy is grounded in securing the highest professional standards and supporting and nurturing all our professionals with rich and purposeful professional development experiences, driven by the latest educational research. Colleagues benefit from strong collaboration and networking across the Trust, as well as from external professional development opportunities, to achieve their full potential and develop fully in their careers. As a school, staff value this and remain with us to progress.

In joining our school and Omega Multi-Academy Trust, you will be joining a forward thinking, reflective and driven organisation whilst working within a community-based primary school. If you are keen to develop in your career as you work with all our colleagues, parents and the wider community and are passionate about all pupils achieving their true potential then we would value your application for this wonderful opportunity.

Yours faithfully,



Mr J Heatley  
Headteacher

# JOB DESCRIPTION



**Academy:** Burtonwood Community Primary School

**Job Title:** Teaching Assistant Level 2

**Accountable to:** Headteacher/Deputy  
Headteacher

The Governing Body of Burtonwood CP School are seeking to appoint a caring, enthusiastic Level 2 Teaching Assistant to support a child in KS1. The post is Fixed-Term, subject to support, required for the pupil. Applicants must be highly motivated, have a positive outlook and be committed to the highest standards of pupil achievement and inclusion.

The post is a fantastic opportunity for someone looking to be supported by a hardworking and dedicated team who aim to ensure that all our children are provided with excellent opportunities each day to move their learning to the next level.

## **We can offer:**

- A vibrant, inclusive school family.
- Enthusiastic learners.
- A committed and dedicated staff team.
- A strong, supportive leadership team.
- Leadership that values and promotes the professional development of all.
- A sharp focus on staff well-being.
- Establish collaborative network opportunities as part of a school within the Omega Multi-Academy Trust.

## **PURPOSE**

**The successful candidate will hold relevant qualifications at Level 2 or higher and be able to:**

- Promote excellent teamwork skills to support our vision for developing children's learning outcomes.
- Establish good working relationships with all pupils.
- Promote the inclusion and well-being of all children.
- Set high expectations and behaviour for all.
- Reflect on practice and embrace purposeful change.

## PURPOSE

The successful candidate will hold relevant qualifications at Level 2 or higher and be able to:

- Have a good understanding of how to support a KS1 pupil with Special Educational Needs.
- Build strong relationships with this pupil, developing a high level of trust.
- Establish routines, implementing strategies that encourage high levels of engagement and positive learning behaviours.
- Promote excellent teamwork skills to support our vision for developing children's learning outcomes.
- Demonstrate creative flair to make learning memorable, enjoyable, and purposeful.
- Promote the inclusion and well-being of all children.
- Set high learning and behaviour expectations for all.
- Reflect on practice and embrace purposeful change.
- Be proactive in developing your own professional knowledge by participating in continued professional development.
- Supervise pupils at lunchtime whether in the dining room, classroom or outside.
- Organise safe entry/exit of pupils into/out of the school hall as required.
- Ensure that children have access to appropriate activities to support their development and engage them over the lunch time period.
- Assist with providing meals/snacks where appropriate.
- Supervise pupils eating food brought from home and ensure that all packed-lunch equipment is cleared away after use; any food left should be sent home for parents to see.
- Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary, via a first aider.
- Welfare and supervision of pupils before or after the meal in the playground, hall, corridors and classrooms as directed by the Headteacher
- Follow the direction of the Headteacher/Deputy Headteacher

## **SUPPORT FOR THE TEACHER**

- Cleaning and tidying areas, ensuring any health and safety risks are addressed e.g., slippery floors from spillages.
- Maintain adequate standards of table manners and eating habits.
- Model courteous and polite behaviour.
- Maintain discipline during the lunch break, following the school's behaviour policy and helping promote school values.
- Advise the Headteacher of any concerns e.g., regarding children, parents or the safety of equipment.
- Share any behaviour or medical issues with the class teacher/TA after the lunch session.
- Report any matters involving child protection immediately to the Headteacher

## **PERSONAL AND PROFESSIONAL CONDUCT**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values, and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity



# PERSON SPECIFICATION

**Academy: Burtonwood Community Primary School**

**Job Title: Teaching Assistant Level 2**

**You should be able to demonstrate that you meet the following criteria which are all essential:**

E= Essential D=Desirable

**Measured by:**

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview R=Reference

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

PRE-EMPLOYMENT CHECKS		
<b>E</b>	Positive recommendation from all referees, including current employer	R
<b>E</b>	DBS Clearance post appointment	N/A
QUALIFICATIONS & EXPERIENCE		
<b>E</b>	Minimum of 5 GCSE A-C which include English and Maths	A/I
<b>E</b>	NVQ Level 2 Childcare or an equivalent qualification that is relevant to the role.	A/I
<b>E</b>	Minimum 2 years' experience working with and/or caring for children	A/I
PERSONAL QUALITIES AND SKILLS		
<b>E</b>	Caring, enthusiasm, flexibility and willingness to respond to new challenges	A/I
<b>E</b>	To build and maintain effective relationships. A/I	A/I
<b>E</b>	Excellent communication skills	A/I
<b>E</b>	Effective organisational skills	A/I
<b>E</b>	A positive attitude and willingness to contribute to whole school development	A/I
<b>E</b>	A desire for high expectations and standards for self and others	A/I
<b>E</b>	Good health and attendance record	A/I
<b>E</b>	Sense of humour and a positive outlook	A/I

## KNOWLEDGE & UNDERSTANDING

E	Understanding of the National Curriculum.	A/I/R
E	Understanding of behaviour management strategies.	A/I/R
E	Knowledge of statutory requirements regarding the education sector and pupil wellbeing	A/I
E	Working knowledge and understanding of barriers to learning	A/I/R
E	Proven awareness and respect for the highly sensitive status of information and its confidentiality	A/I
E	Excellent written and verbal communication skills	A/I
E	Knowledge of child protection and safeguarding procedures	A/I
E	Understanding the principles of child development and learning processes	A/I
E	Meet all Teaching Assistant Level 2 standards	A/I
E	Attend induction training and other training as appropriate to the role, including behaviour management and Child Protection training and other statutory training	A/I
E	Willingness to participate in training, performance management and self-evaluate learning needs and actively seek learning opportunities	A/I
E	An ability to motivate self and colleagues	A/I

## PRACTICAL SKILLS

E	Developed level of oral and written communication skills.	A/I
E	Effective interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts	A/I
E	Good organisational and time management skills	A/I
E	Sound IT skills to support learning and maintain electronic information systems	A/I/R
E	Effectively work as part of a team, as well as independently as and when required under the direction of the teacher	A/I
E	Ability to manage the behaviour of pupils and employ strategies to ensure desired outcomes are achieved	A/I
E	Enhance our school vision and model high expectations.	A/I
E	Demonstrate ability to adapt activities as directed to ensure they are inclusive	A/I
E	Collate and summarise information and data	A/I
E	Be proactive in the protection of children in reference to safeguarding procedures and protocols	A/I
E	Support the implementation of effective support strategies	A/I
E	Identify triggers of poor behaviour and barriers to learning	A/I

## OTHER REQUIREMENTS

<b>E</b>	Demonstrate professional relationships and boundaries with children, young people, parents & carer	A/I/R
<b>E</b>	Ability to support the organisation of classroom activities, including environmental Expectations e.g., preparing and setting out resources and implementing strategies for T&L	A/I/R
<b>E</b>	Ability to support and help children and young people to transfer their learning to other parts of their lives	A/I
<b>E</b>	Ability to work in partnership with parents and teachers	A/I/R
<b>E</b>	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	A/I
<b>E</b>	A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service	A/I
<b>E</b>	Passionate about raising standards for children in the EYFS	A/I
<b>E</b>	Kind, calm and patient especially with the youngest of our children in their first experience of school life	A/I

# THE SELECTION PROCESS

## HOW TO APPLY:

Thank you for taking time to read and digest our information. If you wish to apply for this post with Omega Multi-Academy trust then please follow below information:

- If you would like to discuss this role further please contact [bcps-office@bcps.omegamat.co.uk](mailto:bcps-office@bcps.omegamat.co.uk) with your request
- Download and complete the Omega Multi-Academy Trust application form.
- 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).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Omega Multi-Academy Trust. There should be no unexplained gaps in your career history. CVs cannot be accepted.
- Email completed application forms to [recruitment@omegamat.co.uk](mailto:recruitment@omegamat.co.uk) by the deadline below

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.

## TIMETABLE FOR THE SELECTION PROCESS

**Closing date for applications:** Monday 20<sup>th</sup> May 2024, 12pm

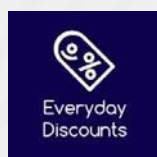
**Interview date:** Friday 24<sup>th</sup> May 2024

**Start date:** Immediate Start

# STAFFWELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.

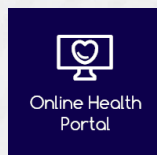


An offer to purchase an electric car by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK

# STAFFWELLBEING & BENEFITS



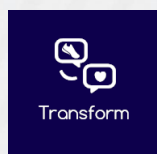
Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



Video or phone consultation with a GP at a time that suits you.



Legal, money advice and personal support and guidance.



Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



**Burtonwood Community Primary School**

Green Lane, Burtonwood  
Warrington, WA5 4AQ

Phone 01925 224072

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**Omega Multi-Academy Trust**

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