

# Information pack for candidates



**ST HILDA'S**  
CE HIGH SCHOOL

WISDOM

HOPE

COMMUNITY

DIGNITY

EQUALITY

DIVERSITY

## Dear Candidate

Many thanks for your interest in St Hilda's and the post of Apprentice Teaching Assistant.

St Hilda's is unique. St Hilda's is a family. We are the only co-educational Church of England school in Liverpool in key stages 3 and 4. We welcome students and their family from a Christian background, from other faiths and those who have no faith. Each individual is precious.

Although our reputation in the community is excellent, this does not mean that we do not look for opportunities to improve who we are and what we do. We live by our values and are educating for 'wisdom, hope, community, dignity, equality and diversity'. Students helped to choose our 6th value of diversity. We changed to a house system to promote a sense of belonging in each of our students and members of staff. Our smaller House families come together to form the larger St Hilda's family. We chose our 5 Houses very carefully. Each one of these inspirational people embody our values and have helped to shape Liverpool. We speak in more detail about Margaret Aspinall, Gee Walker, Kitty Wilkinson, John Brodie, William Roscoe and Levi Tafari on our website.

We believe in student voice, in student leadership and in high expectations. Our behaviour systems focus on a Chance to Change and we work hard in ensuring we support our students in making the right decisions, ready to take their place in our society. In 2023 SIAMS Keeping On Track report highlighted 'The school's Christian vision and associated values are at the heart of this church school. The inclusivity and celebration of the diversity of the school's community ensure that all feel welcome and valued as unique children of God.' We are unashamedly a Christian school. Our most recent Ofsted report graded us as Good in 2021.

We are heavily oversubscribed, but this does not mean that we do not recognise that we can become even better. We are looking for someone who will join the St Hilda's family in the key position as Apprentice Teaching Assistant who champions all of our students, challenges where necessary and celebrates at every opportunity. You will support and develop the people in your team, ensuring all opportunities are taken to lead and share excellent practice. Your vision to support St Hilda's to the next level is paramount.

Academically, St Hilda's intake above is national average. However, our aspiration is that every single one of our students achieves or exceeds their potential, has exceptional pastoral support and has a wealth of opportunities to support their development. In this role, we are looking for a very special person with the vision and experience to help our vision become a reality. Is this you?

We welcome visits from prospective candidates, but this will not form part of the selection process. Please contact Jacqueline Draper/Michelle Phillips by email should you wish to arrange a visit [recruitment@st-hildas.co.uk](mailto:recruitment@st-hildas.co.uk)



I look forward to receiving your application if you believe that St Hilda's suits your career aspirations and you meet our criteria for selection. We are looking for a very special Apprentice Teaching Assistant.

Thank you for your time,

A handwritten signature in purple ink that reads "Jo Code".

Mrs Jo Code, Headteacher



## St Hilda's CE High School

St Hilda's CE School is an 11-18 co-educational Church of England school that sits on the fringe of Sefton Park in Liverpool. The school currently has 1065 Students. Due to parental demand for places at the school, from September 2018 we increased our Year 7 PAN from 150 to 170. We pride ourselves in being a fully inclusive school that serves our Diocese and beyond. Our vision encapsulates who we are as a school:

We are the St Hilda's family, with Jesus Christ as our cornerstone.

Building on foundations of **wisdom**, **hope**, **community**, **dignity**, **equality** and **diversity**, we nurture and support each other to be or very best. We rejoice in our diversity and celebrate our many achievements.

St Hilda's also has a sixth form. St Hilda's College is an integral part of the school and last year, over 88% of Year 11 chose to continue their education at St Hilda's. The College is growing year on year.



The new school buildings were opened in September 2015. We are incredibly proud of the excellent facilities we have, including excellent sports facilities. St Hilda's College have dedicated areas in the school, including their own study rooms and café.

Our greatest asset at the school is our staff. St Hilda's staff are incredibly generous with their time and support of each student. We have an incredibly low turnover of staff and we retain many of our NQTs and former students return to work here.

This is an exciting time to join the school and become part of a hard-working and committed team who embody our vision and values.



## Senior Leadership Team

**Jo Code**, Headteacher.

**Karen Kearns**, School Business Manager.

**Roy Bellmon**, Deputy Headteacher, Behaviour, Attitudes and Christian Distinctiveness.

**Suzanne Harrison**, Deputy Headteacher, Quality of Education.

**Carina Bird**, Assistant Headteacher, Quality of Education, CPD.

**Liz Cowdell**, Assistant Headteacher, Quality of Education, Data & Assessments.

**Andrea Howard**, Assistant Headteacher, Head of St Hilda's College.

**Lisa Franks**, Executive SENDCo.

**John Martin**, Assistant Headteacher, Behaviour and Attitudes.

**Nancy Martin**, Associate Assistant Headteacher, Head of Christian Distinctiveness & RE.

**Conor Merrick**, Associate Assistant Headteacher, Head of English, Literacy and Reading Intervention.

**Ben Norton**, Associate Assistant Headteacher, Early Careers and Appraisals.

**Anthony Washington**, Senior Head of House, Behaviour and Attitudes.

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## Liverpool

Liverpool is a city with unique attractions, exciting events, world class sport offerings, unrivalled musical heritage and a famously warm welcome!



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### Location and Transport Links

Liverpool enjoys superb communication links. St Hilda's CE School is located close to the M62 and other major roads. There are train and bus links to St Hilda's. Liverpool Lime Street train station is the main station serving the city of Liverpool. Liverpool Airport is less than 30 minutes away.

### St Hilda's CE High School

Croxtheth Drive, Sefton Park, Liverpool L17 3AL

T: 0151 733 2709

E: [info@st-hildas.co.uk](mailto:info@st-hildas.co.uk)

I: [www.st-hildas.co.uk](http://www.st-hildas.co.uk)

### Facilities and Amenities

St Hilda's CE School is close to the 3 universities in Liverpool. We are also close to Liverpool One; a range of shops, bars, restaurants, cafes and a cinema. Speke Retail Park and Edge Lane Retail Park are also close by.

Liverpool has the largest collection of museums and galleries anywhere outside London. The city also has several hospitals, theatres, cinemas and numerous other cultural and leisure facilities. St Hilda's CE School lies in South Liverpool, overlooking Sefton Park.

### Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in outside of Liverpool. Help and advice can be given by the school if accommodation is required.



## Job Description

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and Job Title.



**ST HILDA'S**  
CE HIGH SCHOOL

## Apprentice Teaching Assistant

<b>Working time:</b>	Term time only plus 3 days - 35 hours per week, 8.00 - 3.30 Mon -Fri Fixed term 1 year with potential to extend
<b>Grade:</b>	Based on National Minimum Wage and National Living Wage rates for Apprentices: £10,170 per annum
<b>Disclosure level:</b>	Enhanced DBS
<b>Reporting to:</b>	Head of SEND Headteacher
<b>Working with:</b>	Head of SEND HLTA's Students Parents/Carers

### PURPOSE OF POST

- To work under the instruction / guidance of teaching / senior staff to undertake work / care / support programmes, to enable access to learning for pupils, and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
- To promote the aims and objectives of the school and maintain its philosophy of education and ethos as a Christian school.
- To guide pupils to become independent young adults.
- To work as part of the whole school teaching and learning team to ensure progress and reflective learning.
- This role will involve contact with children and as such you will be engaging in regulated activity relevant to children. The school's safeguarding policy must be followed at all times.

### POST RESPONSIBILITIES

#### Support for Pupils

- To promote pupils' development in a safe, secure, challenging environment.
- To have regard for the safety and well-being of the pupil at all times.

- To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible.
- To focus on individual pupils to ensure their needs are being met within the group.
- To encourage inclusion within the classroom.
- To display pupils' work to reflect their achievement.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To assist in the supervision of pupils on outings and visits.
- To assist identified pupils with personal care.

### **Support for Teachers**

- To liaise with teachers regarding the daily/weekly programme of activities and events.
- To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom.
- To gather information from parents/carers as requested.
- To assist parents working in schools.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To support pupil record keeping as requested.
- To work within established disciplinary policy to anticipate and manage behaviour constructively, promoting self-control and independence.

### **Support for SENDCo**

- To carry out administrative tasks in order to support SEND record keeping in line with the Code of Practice (2015).

### **Support for the Curriculum**

- To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies.
- To support pupils in using basic ICT as directed, developing pupil's competence and interdependence in its use.
- To set out, prepare and maintain equipment, indoors and outdoors.


### **Support for the School**

- To assist with the general supervision of pupils during break times and lunch times and/or when required.
- To treat all information relating to a pupil as strictly confidential, and refer all enquiries, other than from professional, to the Headteacher/SENDCO.
- To support and encourage students on courses, Work Experience etc.



- take responsibility for own professional development and duties in relation to school policies and practices and operate at all times within the stated policies and practices of the school.
- establish effective working relationships and set a good example through excellent presentation and personal and professional conduct.
- endeavour to give every child the opportunity to reach their potential and meet high expectations.
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- When required, take part in marketing and liaison activities such as parent/carer evenings, inset days and any other appropriate school events.
- When required liaise effectively with parents and governors.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures. Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures / rules that apply to this role.
- To support the Headteacher in promoting the Christian ethos of the school.

## General

- To support the Head Teacher in promoting the Christian ethos of the school.
  - To act as an ambassador for the school liaising with external agencies and companies.
  - To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
  - To undertake any other duties of a similar level and responsibility as may be required.
  - Act as a positive role model to staff and students.
  - To have personal responsibility for own continuing professional development.
  - To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
  - To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the health and safety policy and any school-specific procedures / rules that apply to this role.
  - St Hilda's CE High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
  - Play a full part in the life of the school community, support the school's priorities and ethos and encourage staff and students to follow this example.
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- The post holder will be expected to ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.
- The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Disclosure & Barring Service (DBS) record check and acceptable references.

## WIDER PROFESSIONAL RESPONSIBILITIES


*As a member of the St Hilda's family, you will be expected to:*

- support our 5 values of Wisdom, Hope, Community, Dignity and Equality;
- be sympathetic to the teachings of the Church of England;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- participate professionally in the school's performance management systems;
- take responsibility for personal professional development;
- take part in professional development activities and inset organised by the school;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- contribute to the corporate life of the school through effective participation in meetings;
- take part in marketing and liaison activities and other appropriate school events;
- recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety policy;
- promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures. Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to...
- undertake any other duty as specified by STPCB not mentioned;
- support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazard.

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**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

**This role involves contact with children and will be engaging in regulated activity relevant to children. This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**



## Person Specification

In your letter of application under section 8 Person Specification, please ***demonstrate*** how you meet these criteria.

Do not include a curriculum vitae.

Candidates failing to meet any of the essential criteria will automatically be excluded.

### [A] Qualification requirements

	Essential	Desirable	Source
Demonstrate levels of numeracy and literacy equivalent to GCSE (A-C).	E		A

### [B] Knowledge/Understanding /Experience

	Essential	Desirable	Source
Awareness of and committed to the importance of safeguarding.	E		A/I

### [C] Personal Qualities and Skills

	Essential	Desirable	Source
The resilience to thrive in a busy and fast paced working environment.	E		A/I
Ability to build and maintain successful relationships with students, parents and staff, based on mutual respect and consideration.	E		A/I
Excellent literacy & numeracy skills.	E		A/I
Capacity to quickly develop a working knowledge of the relevant policies, systems, protocols and procedures.	E		A/I
Ability to identify own learning needs and actively seek development opportunities.	E		A/I
Positive and pro-active approach.	E		A/I
Team player.	E		A/I
Effective communicator.	E		A/I
ICT literate.	E		A/I
Professional reliability re attendance, punctuality and deadlines.	E		A/I
Ability to meet deadlines/manage time with competing deadlines.	E		A/I
Ability to provide a good role model to young pupils.	E		A/I
Ability to use own initiative and work flexibly.	E		A/I
Commitment to the school Christian values and vision.	E		A/I

### [D] Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees.	E		R
DBS Clearance post appointment.	E		N/A

(Source: A=Application (form+letter); I=Interview; R=Reference)

## [E] Supporting Statement

Your letter of application under section 8 Person Specification should be clear, concise and related to the specific post. No more than 2 sides of A4, font size 12.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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## How to apply and the Selection Process

**Deadline for applications: 11.00pm Sunday 23rd February 2025**

Applications should be sent to: [recruitment@st-hildas.co.uk](mailto:recruitment@st-hildas.co.uk)

All candidates, both those shortlisted and those who are not successful, will be contacted by email. Details of the date and time of final interviews will be given to successful candidates.

