



Archbishop Temple
Multi Academy Trust
Together With God

**Archbishop Temple Trust
Bishop Bridgeman CE Primary School
Teaching Assistant Level 2 with SEN
Permanent Contract**

**Are you passionate about helping every child succeed and improve their life chances?
Are you prepared to work collaboratively for the benefit of all children?
Will you offer children the opportunity to flourish and shine by doing what it takes, no matter
what their starting point or social challenges?
If so, Archbishop Temple Trust would love to hear from you!**

The Governors of Bishop Bridgeman CE Primary School invite applications for the above post from suitably qualified or experienced people who enjoy working with children. The persons appointed will work for 32.5 hours/week (Monday to Friday) and will provide learning support in the classroom for children with EHCP's.

Visits to the school are warmly welcomed and encouraged, these can be arranged by contacting Kirsty Diggle via email digglek@archbishoptempletrust.co.uk

The schools of Archbishop Temple Trust aim to offer:

- A high quality, inclusive and distinctive education with excellent learning opportunities
- A caring and nurturing environment based on our Christian values, recognising the uniqueness of each child.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The posts are subject to child protection screening including an enhanced disclosure from the Disclosure and Barring Service and also past employment checks. References will be sought prior to interview. We are an equal opportunities employer.

To apply please complete the downloadable application form and email to digglek@archbishoptempletrust.co.uk or, in the event of difficulty, contact Mrs K. Diggle on 01204 333 466.

Archbishop Temple Trust, Rupert Street, BL3 6PY

Closing date: **Wednesday 30th September at 9am**
Observations & Interviews: **Wednesday 7th October**

"And we know that all things work together for good to them that love God, to them who are called according to his purpose"
Romans 8 v28



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Welcome to Archbishop Temple Trust

A very warm welcome from The Archbishop Temple Trust. I am deeply proud of our schools, where each individual is welcomed, respected and loved. Our Trust was established on 1st August 2016. Our schools are happy, thriving environments where learning and individual successes are celebrated through our Trust values of faith, hope and love.

I passionately believe that each of our schools, while maintaining their distinct character, community and identity, has greatly benefitted from the ethos of collaboration and support that as a Trust we provide. The schools in our Trust are; Bishop Bridgeman Church of England Primary School, St James Church of England Primary School, St Maxentius Church of England Primary School, St John's Church of England Primary School and Bolton Parish Church of England Primary School. They are situated in Bolton, each taking a role in their local clusters of schools. We have a very strong link with Manchester Diocese.

Curriculum development is key for providing excellent learning opportunities that enable our children to flourish. Staff from our schools work together to shape the curriculum, sharing good practice and tailoring experiences to meet the needs of individual school communities. We are committed to providing high quality training opportunities for all staff to ensure the very best quality of teaching and learning for every child within our Trust.

Our committed Trustees work closely with the immensely supportive Local Governing Boards and parents to determine the unique direction of each school, to make a difference in their local community.

Great people...

We aim to recruit outstanding people who have the right attitude. If you have a love for teaching and are passionate about seeing children succeed, we would love to hear from you! For our part, we will provide excellent development opportunities, leadership training and the time to develop all of this so that you can be the best you can be.

Recruiting the right teachers and staff helps us to achieve the goals we set for our children. We are always keen to hear from educators who are passionate about working for the schools and communities we serve. We would rather make no appointment than appoint someone who does not share the same positive ethos that runs through our Academies. For this reason, we try to articulate clearly our vision, values and expectations when putting together information for applicants.

We aim to recruit staff who:

- who uphold our trust professional behaviours; honesty, integrity, compassion, kindness and resilience;
- are excited by their role and by the prospect of working with young people, even those who are less well motivated;
- love the processes of learning and teaching and are keen to continually develop their own skills;
- recognise that teaching can be a demanding job but react positively to those demands with resilience;
- wish to make a real difference in the lives of others;
- will subscribe to the ethos of the Trust and 'go above and beyond' in terms of time and commitment to get the very best from our children;
- are quick to praise and slow to criticise; and are not afraid to admit to seeing themselves as potential leaders of the future.

leading with
honesty, integrity,
compassion,
kindness &
resilience

CPD and training

Continual Professional Development is seen as a priority at all our schools. It is vital that staff have the time to further develop themselves and to stay abreast of changes within education, developing pedagogy and practice through innovative processes which are research based. We have a wide range of strategy groups that meet regularly, including Year2/6 and EYFS, SEND, Personal Development and Welfare, DSL, Curriculum and many more. These groups provide staff with support, sharing of knowledge and skills and a platform to develop leadership skills.

Vision statement

Archbishop Temple Trust is committed to improving the life chances of all children. We aim to develop a family of outstanding academies where world-class leaders and teachers put children at the heart of all they do.

Values and Ethos

Archbishop Temple Trust is founded in the values of Faith, Hope and Love firmly rooted in the Christian faith. Archbishop Temple Trust has been established within the Diocese of Manchester. The Trust is working to support all of its member academies and to develop the culture of mutual support and development. In the Diocesan context each school remains part of the broader family of schools. The commitment to developing a high-quality curriculum, delivered by highly trained staff, quality first teaching and sharing expertise is at the heart of the Trust's vision and development.

Aims and Objectives

1. To enable autonomous outstanding academies within the Trust framework. We will achieve this by:
 - retaining and developing Christian distinctiveness and character of each academy.
 - welcoming all schools into the Trust and securing excellent outcomes for all schools.
 - providing stability and strength in governance and leadership.
 - encouraging innovation and sound decision making.
 - building capacity and resilience.
2. To be recognised as a Trust with outstanding learning opportunities. We will achieve this by:
 - raising aspirations to secure high levels of academic achievement.
 - providing a wide range of memorable learning opportunities.
 - ensuring equality of opportunity within a safe nurturing environment.
3. To maintain and develop rigorous Trust wide school improvement programmes to support staff and Governors in raising achievement. We will achieve this by:
 - ensuring effective Governance together with ambitious and determined leadership,
 - securing the best outcomes for our academy communities.
 - valuing committed, reflective, positive staff who challenge themselves to be creative
 - and take risks enabling outstanding performance.
 - developing leadership capacity within the Trust.
 - providing continual professional development and promoting a well-resourced, high quality environment.
4. Every school in the Trust becomes the school of choice for parents, staff and Governors.
 - each academy is recognised as a centre of learning excellence, disseminating best
 - practice within and across the Trust.
 - become the employer of choice.
 - successful engagement with parents/ carers and the local community to support pupil
 - progress, well-being and achievement.
5. To establish a financial foundation to enable the Trust to fulfil its vision.
6. To promote the Trust's core values at all times

Canon Jill Pilling, CEO



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Dear Applicant,

Thank you for your interest in joining our team at Archbishop Temple Trust.

At our Trust, we strive to create an inclusive and supportive environment where everyone feels valued and plays a vital role in driving our schools forward. If you are collaborative, emotionally intelligent, and resilient, you will find Archbishop Temple Trust to be a fantastic place to grow and thrive.

All our schools are rated Good by Ofsted, with Good or Outstanding SIAMS inspections. We are a forward-thinking organisation with high aspirations for both our students and staff. While we take pride in our achievements, we are committed to continuous improvement in all aspects of our work.

For further insights into our schools, we encourage you to explore our websites. Should you have any questions, please do not hesitate to contact us.

If you do not hear from us within ten days of the closing date, please assume that your application has not been successful on this occasion. However, we sincerely appreciate your interest and the time you have taken to apply.

Yours sincerely

Mrs Nikki Patel
Deputy CEO



Job Description

Job Details	
School Name	Bishop Bridgeman CE Primary School
Job Title	TEACHING ASSISTANT LEVEL 2 (SEN)
Grade	GRADE D
Primary Purpose of Job	Provide effective support for teaching and learning in school, SEN responsibilities as per the advertisement
Responsible to	Line Manager/Head Teacher
Responsible for	N/A
Principal Responsibilities	Provide support for teaching and learning activities Contribute to children's development and safeguarding Provide support to develop the learning environment

Main Duties	
1.	Provide support for learning activities across a range of key stages and in a range of environments
2.	Support children's development (e.g. physical, emotional, social, communication and intellectual development needs)
3.	Help to keep children safe, including maintaining a safe environment, dealing with accidents, supporting safeguarding.
4.	Encourage children's positive behaviour
5.	Contribute to positive relationships with children and adults through communication and interaction
6.	Provide effective support for colleagues
7.	Support literacy and numeracy activities
8.	Support the use of information and communication technology for teaching and learning
9.	Use information and communication technology to support pupils' learning
10.	Observe and report on pupil performance
11.	Provide displays
12.	Escort and supervise pupils on educational visits and out-of-school activities
13.	Contribute to maintaining pupil records
14.	Contribute to monitoring and maintaining curriculum resources
15.	Invigilate tests and examinations

Other duties for staff with responsibility for supporting play in settings	
16.	Support children's play and learning
17.	Support children and young people's play
18.	The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school
19.	Intimate care when necessary

Version Control	
Job Description prepared by:	School's HR
Job Description updated:	

Person Specification

Job Details	
School Name	Bishop Bridgeman CE Primary School
Job Title	TEACHING ASSISTANT LEVEL 2 (SEN)
Grade	GRADE D

Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Skills and Knowledge		Method of Assessment
1.	Ability to support the teacher in planning, delivering and evaluating learning activities to ensure effective teaching and learning. Ability to give feedback in a constructive manner.	Application Form/Interview
2.	Ability to listen and observe children/young people and share observational findings effectively.	Application Form/Interview
3.	Ability to keep children and young people safe during day-to-day work activities. Ability to assess the balance between safety and risk, challenge and protection, and adjust own behaviour and accordingly.	Application Form/Interview
4.	Ability to praise and encourage children/young people according to their age, needs and abilities. Ability to deal sensitively with challenging behaviour (in line with setting/school policy and procedures). Act as a role model for positive behaviour.	Application Form/Interview
5.	Ability to interact and respond positively to children, young people and adults. Ability to establish and maintain rapport with pupils. Ability to demonstrate verbal and non-verbal communication skills when dealing with children, colleagues, parents, carers, families and other practitioners.	Application Form/Interview
6.	Ability to become an effective member of staff. Ability to work effectively with colleagues and other practitioners. Ability to take an active role in developing own skills and expertise.	Application Form/Interview
7.	Ability to help pupils, under the direction of the teacher, to participate in whole class, group and individual literacy and numeracy learning activities.	Application Form/Interview
8.	Ability to operate ICT resources safely and effectively as a learning resource. Ability to access and use learning programmes and information.	Application Form/Interview

Skills and Knowledge		Method of Assessment
9.	Ability to encourage and support pupils in using ICT during learning activities and feedback on their progress and response.	Application Form/Interview
10.	Value people equally, supporting an inclusive ethos	Application Form/Interview
11.	Excellent numeracy and literacy skills	Application Form/Interview
12.	Understanding of roles and responsibilities for supporting pupils' learning and implications for the support you can provide.	Application Form/Interview
13.	Knowledge and understanding of children and young people's development in relation to the ages covered by the setting/school	Application Form/Interview
14.	Awareness of safeguarding principles and safe working practices	Application Form/Interview
15.	Displays commitment to the protection and safeguarding of children and young people.	Application Form/Interview
16.	Knowledge and understanding of importance of consistent behaviour management	Application Form/Interview
17.	Knowledge and understanding of the key features of effective communication.	Application Form/Interview
18.	Knowledge and understanding of appropriate software packages	Application Form/Interview
19.	Competencies Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview

Experience, Qualifications and Training		Method of Assessment
1.	Experience of working with and/or caring for children within specified age range/subject area	Application Form/Interview
2.	Holder of, working towards or willing to work towards an NVQ Level 2, BTEC Level 2 or equivalent in Teaching Assistant or Supporting Teaching and Learning in Schools	Application Form/Interview

Work Related Circumstances		Method of Assessment
1.	To attend staff training days, twilight training sessions and relevant out of hours training and events.	Application form/Interview
2.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure & Barring Service	Application Form / Interview

Stage Two

This will only be used in the event of a large number of applicants meeting the minimum essential requirements. Please try to show in your application form, how best you meet these requirements.

Skills and Knowledge		Method of Assessment
1.	Be familiar with and able to set in motion accident/emergency, safety, safeguarding and welfare procedures, according to school/setting policies and procedures	Application Form / Interview
2.	Ability to adapt learning activities to individual pupils' needs and abilities	Application Form / Interview
3.	Ability to identify the purpose of learning displays and devise design and content accordingly. Ability to create the display with due regard for safety and future maintenance, and to evaluate its effectiveness.	Application form/Interview

Experience, Qualifications and Training		Method of Assessment
1.	Holder of GCSE Mathematics and English qualification Grades A-C or 9-4 or the equivalent	Application form/Certificate
2.	Knowledge and understanding of ICT materials, sources of information and advice, and how to adapt the use of ICT for pupils of different ages, needs and abilities.	Application Form / Interview
3.	Knowledge and understanding of procedures and policies around confidentiality, data protection and sharing of information	Application Form / Interview
4.	Knowledge and understanding of literacy and numeracy strategies and resources	Application Form / Interview
5.	Knowledge of the practical application of special educational needs strategies	Application Form / Interview
6.	Knowledge and understanding of how to maintain the health, safety and well-being of pupils when outside the school setting	Application Form / Interview

Version Control	
Person Specification prepared by:	School's HR
Person Specification updated:	

These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self & Others

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

Civil Contingencies

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality & Diversity

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

Health & Safety

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

Fluency Duty

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by The Immigration Act 2016.

Working Hours

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the

role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

The values of an organisation are those key principles by which people are expected to work to day to day. They're our culture and help define what is expected of each and every one of us.

Determination

don't give up, remain positive and open to new ideas...



Making a difference

work to a high standard, provide a quality service, keep it simple...



Honesty and respect

be truthful, open, fair, treat others how you want to be treated...



Accountability

take responsibility for actions, stand by decisions...



Working together

share knowledge, support, collaborate for better outcomes...





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How to apply

We hope that you have enjoyed reading about the Archbishop Temple Trust and our school and that you will feel able to apply for this post.

Please complete the **downloadable application form**. Please do not send CVs or open references as part of your application as these will not be considered.

It is important that you provide a complete employment history from when you left full time education. If the application form is not fully completed or has unexplained gaps in your employment history, your application will not be considered. Copies of your qualifications will be required at the interview stage; please do not send these with your application.

Please also write **a letter of no more than two sides of A4** to explain why you want to work within our Trust, why you are the best candidate for the post and what you would contribute to our schools, with examples from your recent work if possible.

Please let us have both the supporting letter and the application form by **9am on Wednesday 30th September 2026** as we will not be able to consider applications received after that.

In accordance with the Data Protection Act, the details provided in the application form will be used for selection and interview procedures, and for employment records if your application is successful.

If you are disabled, please give details of how we can ensure that you are offered a fair selection and interview process.

Successful candidates will be asked to provide, prior to taking up the appointment, documentary evidence (including National Insurance number) showing their entitlement to work in the UK. We will also carry out an enhanced DBS and declaration of health check. References will also be required in line with Keeping Children Safe in Education 2019.



Bishop Bridgeman C.E.
Primary School

Part of Archbishop Temple Multi Academy Trust

We Work We Play We Care We Pray



Bishop Bridgeman is a special place where “we work, we play, we care and we pray...”

At Bishop Bridgeman, we aim to inspire minds. The primary years are the most important in a child’s life and are certainly the most exciting. The sense of wonder and discovery children experience as they start their learning journey here is a privilege to observe and to be a part of.

The school is a friendly, happy place, buzzing with activity and positive energy. The atmosphere within school is very supportive and purposeful, which is what underpins our pupils’ successes and enables them to find their unique talents and strengths.

Our staff are committed to developing in each pupil a love of learning and developing the skills and values to support their all-round development. This allows them to make a positive contribution to the school community and become responsible members of society.

Providing our children with the very best education possible is our primary aim. Staff provide our children with exciting opportunities, enabling them to grow into confident young people. Giving them the life skills to succeed in whatever they choose to do makes me proud, of not only our children, but the staff who go over and beyond to make Bishop Bridgeman a special place.

The school works closely with a dedicated team of governors and executive leaders, as well as parents, who challenge and support the school to be the best it can be. Bishop Bridgeman is an Academy within the Archbishop Temple Trust. We work as part of a family of schools to raise standards and to enable children to achieve and surpass their potential. Together we ensure children are given the educational opportunity of a lifetime.

Mr Mike Lonsdale
Headteacher

