



**St Mary's Catholic Primary School**

**Job Application Pack**

**Higher Level Teaching  
Assistant**



## Welcome from the Executive Headteacher

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St Mary's is a happy, inclusive Catholic school where children develop as well-rounded individuals with a strong sense of self and a commitment to being an involved participant in our community. Our children are viewed as unique individuals with value and worth created in the image of God.

St Mary's Catholic Primary School is part of a partnership of Catholic Schools. In collaboration with Holy Family Xavier Catholic Primary and St Francis Xavier Catholic Primary, we aim to create a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At St Mary's, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning, and exceptional personal support in an inclusive, faith based environment.

Every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from staff who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our staff to make a difference, makes me proud to be Executive Headteacher of this diverse and dynamic family of schools.

I look forward to receiving your application

**Bernadette Nesbit**  
**Executive Headteacher, NLE**

*"The Catholic Life of the school is outstanding because a strong sense of Catholic identity has been established, enabling all staff and pupils to be united in living its mission" Section 48 inspection December 2022*

*"Pupils' behaviour and attitudes to learning are exceptional. They show tremendous respect for, and kindness towards, each other. Pupils' behaviour does not get in the way of learning. In fact, it is quite the opposite. Girls and boys work and play together in harmony. Leaders' hard work to improve attendance and punctuality has paid off. Pupils come to school regularly and on time." Ofsted, 2021*

Our mission statement at St Mary's Catholic Primary School is embedded by the statement of ethos:

**'Dream it, Believe it, Achieve it'**

**'At St Mary's, we walk together with Christ, to achieve our potential, helping one another to love, care, smile and learn. Let your light shine'**

## About the Partnership of Catholic Schools

Our aim as a partnership is to deliver an innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth and strength of the partnership is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

### St Mary's Catholic Primary School

St Mary's Catholic Primary School is situated close to Doncaster town centre with close links with the A1 and other major motorway routes.

### St Francis Xavier Catholic Primary School

St Francis Xavier Primary School is situated close to Doncaster City centre with close links with the A1 and other major motorway routes. It is a vibrant and aspirational school with a proud and visible Catholic ethos underpinning a positive approach to both learning and behaviour.

### Holy Family Catholic Primary School

Holy Family Primary School is a Catholic Voluntary Academy located in the east of Doncaster. It is a vibrant and aspirational school with a proud and visible Catholic ethos underpinning a positive approach to both learning and behaviour.

## Safeguarding Children & Young People

The Governing Body is fully committed to safeguarding and to promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.

Please read the following policies, which are available on the 'Policies' tab on the school website:

- **Safeguarding Policy**
- **Child Protection Policy**
- **Safe Recruitment Policy**

## The Vacancy

St Mary's consists of a committed and professional team led by experienced passionate practitioners supported by a strong Senior Leadership Team (SLT) who have experience within and beyond the partnership.

The SLT will take a proactive approach, sharing experiences and good practices between colleagues to develop our teaching and learning and own professional developments. We are keen that students have an opportunity to extend their interest and enthusiasm by taking part in a range of extra-curricular activities such as clubs, visits and competitions. We would welcome any contribution you could make to these activities at the school. Above all, we wish to appoint imaginative and enthusiastic Higher Level Teaching Assistant, who will be keen to work alongside a team determined to create an excellent school.

You will primarily be based at St Mary's. However, as part of your professional development, there is also the potential to support and be supported by the staff at St Francis Xavier Primary School, Balby and Holy Family Catholic Primary School, Stainforth.

## Applications

For more information about St Mary's Catholic Primary School, please visit [www.St-Marys-pri.doncaster.sch.uk](http://www.St-Marys-pri.doncaster.sch.uk).

To apply for the role please download the 'CES Teacher Application Form' and supporting documents from the 'Vacancies' tab on our website. Your completed form, along with all supporting documents are to be submitted to [sarah.cashmore@francisxavier.co.uk](mailto:sarah.cashmore@francisxavier.co.uk) clearly demonstrating your suitability for the role.

**Closing Date: 8:30am, Thursday 26<sup>th</sup> March 2026**

**Interview Date: Tuesday 31<sup>st</sup> March 2026**

If you have any queries, wish to discuss the role informally or undertake a visit to the school, please do not hesitate to contact us via email [sarah.cashmore@francisxavier.co.uk](mailto:sarah.cashmore@francisxavier.co.uk) or telephone 01709 863280

## Job Description

**Post Title:** Higher Level Teaching Assistant

**Grade:** Grade 7.12

### Main Purpose:

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

The post holder will cover the absence of teaching and non-teaching staff, cover PPA/Management duties. They will also be flexible and cover across the partnership of schools as and when required.

- Involving planning, preparing and delivering learning activities for whole classes in the short term, or one day a week in the case of PPA cover, absence or leadership time
- Monitor, assess, record and report on pupils development, progress and attainment in line with the schools policy

**Responsible to:** Head of School

**Relationships with:** Senior Leadership Team, Teachers, Teaching Assistants, support staff, parents and pupils

**Is this a regulated activity:** Yes

### Main duties:

- Take a lead role with the class teacher in the planning, development and organisation of systems, procedures and policies directly related to the curriculum/pupils.
- To deliver lessons to individuals/groups/classes of pupils under an agreed system of supervision adjusting activities according to pupils' needs and responses
- To cover the absence of teaching and non-teaching staff, including cover for PPA/Management duties. This includes cover across the partnership of schools.
- To attend staff meetings on and off site where relevant. (SLT will give notification of details in advance)
- Support pupils consistently whilst recognising and responding to their individual needs
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Give advice to teaching staff on any specialist areas and resources.
- Produce lessons/work plans/worksheets as directed.
- Manage records, information and data producing analysis and reports.
- Undertake the marking of pupils' work and accurately record achievements and progress.
- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs
- Assist with the development and implementation of Individual Education Plans
- Use ICT effectively to support learning activities and develop pupil competence and independence in its use

- Select, organise and manage safely the learning activities, teaching space and resources, taking account of pupils' interests, language and cultural backgrounds
- Administer and assess/mark tests and invigilate exams and tests related to specialist subject.
- Within the school's discipline policy, apply behaviour management strategies and techniques to manage behaviour constructively and contribute to a purposeful learning environment
- Monitor and provide for the care, safety and welfare of pupils
- Report any child protection concerns to an appropriate person
- To be a member of the school senior management team and be part of the strategic management of the school.
- To take a lead role in developing the 'Pupil Voice' in school. To organise the school council and link with the pyramid council.
- To assist in tackling underachievement by working in partnership with families, carers and children in a school context.
- Work on preventative and early intervention activities within the school including the involvement of, and collaboration with, specialist services and other agencies.
- To deliver a programme to the Gifted and Talented (G and T) pupils and to teach groups of children to develop this area of education. To attend relevant training and liaise with all staff to ensure the more able children are being developed. To work with partner schools to share develop provision relating to G and T.
- To lead by example, setting high standards for the provision of support to children within the school
- Undertake regular reviews of the provision to children to assess where improvements can be made in line with the strategy for the school.
- To actively contribute to making the school a learning environment for all children, removing barriers to learning, ensuring that children feel valued and secure at all times
- Supporting the professional development of teaching assistants throughout school. Train, monitoring and evaluating their performance.
- To lead and performance manage Teaching Assistants, setting targets in line with school, local and national priorities.
- Mentor new support staff.
- To observe quality of interventions and support given by teaching assistants across school.
- To be a curriculum coordinator of a national curriculum subject.
- May co-ordinate a school activity (e.g. extra curricular activities/work experience/home-school liaison
- Contribute to the overall ethos/work/aims of the school
- Assist the Safety Manager with supporting children with early signs of social, emotional, health or behavioural issues.
- Assist the Safety Manager in Supporting pupils' learning in a range of classroom settings, including working with individuals, groups and whole classes (where the assigned teacher is not present), using detailed knowledge, experience, specialist skills and training
- Assist the Safety Manager in establishing good attendance through monitoring, action plans and intervention.
- To display work on the notice boards in a creative way
- To administer First Aid following the school policy and practice as and when required and to attend First Aid training as required
- Administer medication and intimate care in line with school policies

**Other:**

- At all times carry out duties with due regard to the school's Health and Safety policy and all other policies and procedures
- To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of your job

- Any other duties required by the EHT/HOS which is within the scope of this post

**Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

**Signature of Post Holder:**

**Date:**

*Please sign both copies of the job description. Retain one copy for your own reference and return the remaining copy to the school within 14 days of receipt. If a signed copy is not received within the 14 day timescale, it will be assumed that you have accepted the terms and conditions contained within it.*

## Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

	Essential	Desirable	MOA
<b>Qualifications / Training</b>			
Appropriate qualifications, knowledge and skills to Level 2 or above	✓		A/C
NVQ Level 3 for Teaching Assistant (or recognised equivalent qualification)		✓	A/C
Other relevant qualifications – e.g. first aid, safeguarding,		✓	A/C
Commitment to the Catholic teachings of the school	✓		A/I
<b>Experience</b>			
Significant experience with primary age children and covering whole year groups in the absence of the teacher	✓		A/I
Current or recent experience in implementing plans to meet the specific needs of individuals or groups	✓		A/I
Understanding of the Primary Curriculum	✓		A/I
Experience of working in partnership with parents.	✓		A/I
Have experience of, or demonstrate the ability to develop, implement and deliver training programmes for other staff.		✓	A/I
<b>Skills and Abilities</b>			
Good literacy and communication skills – good interpersonal skills	✓		A/I
Have experience of, or demonstrate the ability to manage a team including the monitoring, evaluation and prioritisation of others work.		✓	A/I
Ability to communicate effectively (both orally and in writing) to a variety of audiences.	✓		A/I
Ability to support good, well planned, organised and innovative lessons	✓		I
Ability to match teaching strategies to different learning styles/needs to engage all pupils	✓		I
Proficiency in the use of ICT and the software programmes used in schools (including interactive whiteboard)	✓		A/I
The ability to contribute to establishing, maintaining and developing positive behaviour, good order and assertive discipline in the classroom	✓		A/I/R
The ability to use information and data for purposes of recording, monitoring, evaluation and reporting, using data to accelerate the rate of progress	✓		A/I
Commitment to promoting equal opportunities and meeting the special educational needs of pupils	✓		A/I
Ability to remain calm and deal with competing demands on time managing stress levels	✓		I
Ability to be reflective and self-critical and to improve own practice through self-evaluation and learning from others	✓		I
<b>Knowledge</b>			
Full working knowledge of relevant policies/codes of practice including school performance management policies.	✓		A/I

In depth understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years	✓		A/I
How children and young people learn, develop and progress through life stages and events	✓		A/I
<b>Personal Qualities</b>			
Relates well to pupils and staff	✓		I
Ability to work effectively as part of a team	✓		A/I/R
Able to motivate self and others	✓		A/I/R
Positive outlook and able to respond positively to feedback	✓		A/I/R
Willingness to be flexible with working hours to respond to the school's needs	✓		A/I/R
Calm under pressure	✓		A/I/R
Well organised	✓		A/I/R
Passionate	✓		I
Enthusiastic	✓		I
Confident	✓		I
<b>Safeguarding</b>			
Commitment to the protection and safeguarding of children and young people	✓		A/I
Has an up to date knowledge of relevant legislation and guidance in relation to working with young people		✓	A/I

Key: A = Application, I = Interview and assessment, R = Reference, C = Certificate