**St Joseph’s Catholic Primary School**

**Mather Lane.**

**Leigh**

**WN7 2PW**

The Governors of St. Joseph’s Catholic Primary School, wish to appoint an enthusiastic, highly motivated Level 2 Teaching Assistant to work across both key stages, ideally during morning sessions. This role involves supporting the class teacher, working with children both 1:1 and in small groups; and within the team, work hard to help each and every child progress both academically and emotionally.

St. Joseph’s Catholic Primary is a small, and successful school full of love, which enjoys excellent partnerships with parents, the Parish Church and the local community. The successful applicant will have proven experience of working in Key Stage 1 or key Stage 2 and have a range of strategies to promote good behaviour and establish a purposeful learning environment. Excellent organisation and communication skills to deal with both children and adults are essential along with the ability to work under supervision and as a team member. We are excited to appoint the right person to join our happy and loving ‘family.’

We are looking for someone who:

* Work closely with staff, parents, and outside agencies
* Be able to cater for the individual needs of the child and support other pupils
* To be involved with the reviewing process of Individual Learning Plans
* Are willing to put the needs of the children at the centre of all they do
* Have a good attitude and are keen to develop their existing skills and learn new ones
* Are willing to contribute to the wider life of the school and the parish
* Committed to maintaining the Catholic ethos of the school and support our Mission Statement and aims
* A team player with the ability to develop strong relationships with parents, pupils, staff and outside agencies

St Joseph’s Catholic Primary School offers:

* A strong Catholic ethos
* A happy and nurturing working environment
* Good relationships with children, staff, parents and the parish family
* A friendly, dedicated and supportive staff team and Governing body
* Delightful and enthusiastic children who are well behaved and keen to learn
* A commitment to professional development
* Supportive parents who enjoy an excellent working partnership with school
* A school where everyone’s voice and opinion is valued – where everyone matters

**Closing date: Monday 30th June 2005**

**Shortlisting date: Afternoon Monday 30th June 2025**

**Interview with practical task Date: Thursday 3rd July 2025**

**Completed application forms and supporting statements (no more than 2 sides A4, size 11 Arial font) are to be returned to school via email: enquiries@admin.saintjosephs.wigan.sch.uk**

Any questions, please contact our School Business Manager, Mrs Hartshorn. (01942 606395)

Covid safe, informal visits to the school are warmly encouraged.

**Safeguarding information**The school governors take the issue of safeguarding the pupils of the school very seriously and to this end the successful candidate will be required to obtain an enhanced clearance from the Disclosure and Barring Service. The successful candidate will also be required to provide documentary proof of identity and qualifications.  
  
The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request. Wigan Council has a Handling of DBS Certificate Information Policy this is available from the recruiting manager to applicants who are asked to complete a DBS application.  
  
Wigan Local Authority has a Policy Statement on the Recruitment of Ex-offenders this is available to all applicants upon request. More Information can be found on their website.

*All applications MUST be on CES. Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In compliance with Wigan’s Safeguarding Children Policy, Criminal Records Clearance and a health check will be required for this post. Applicants are informed that if appointed to this post their contract of employment will be with the school Governing Body who is the employer and not Wigan Local Authority.*