



Diocese of Portsmouth

# St Patrick's Catholic Primary School



Fort Road  
Woolston  
Southampton  
SO19 2JE

Telephone: (023) 8044 8502

Fax: (023) 8043 8823

info@st-patricks.southampton.sch.uk

Headteacher: Mr Michael Lobo

Dear Applicant,

September 2024

**TEACHING ASSISTANT (SEND SUPPORT)  
FIXED TERM CONTRACTS TO SUPPORT A NAMED PUPILS  
TERM TIME ONLY, 30 HOURS PER WEEK  
GRADE 6, SCP 12-17, £26,609 - £28,770 PRO RATA**

Thank you for your request for an application pack for the above posts.

Please find enclosed:-

- An advert
- Job Description
- Person Specification
- CES Application Form

Completed application forms may be posted or delivered by hand to the above address or by email to [pastoral@st-patricks.southampton.sch.uk](mailto:pastoral@st-patricks.southampton.sch.uk) by **12 noon on Monday, 23<sup>rd</sup> September 2024**.

## COMPLETING THE APPLICATION FORM

The CES (Catholic Education Service) Application form must be used and can be obtained from the school website [www.spcps.co.uk/vacancies](http://www.spcps.co.uk/vacancies) or by contacting Mrs Clare Lindfield, Business Manager, tel: (023) 8235 5187, email address: [sbm@st-patricks.southampton.sch.uk](mailto:sbm@st-patricks.southampton.sch.uk)

Your application will be judged against the Job Description and Person Specification for the post.

Please make sure that you:-

- Refer to each point of the Person Specification (essential requirements of the post);
- Give details of your experience in each area listed; include relevant details of current and previous jobs;
- Remember - experience gained outside paid employment may be just as important - for example, voluntary work.

Should you require further assistance regarding your application, please contact Mrs Lindfield.

The post will commence as soon as the necessary checks have been completed.

Yours sincerely

Michael Lobo  
Headteacher