



APPLICANT PACK

Specialist Teaching Assistant (Level 1)

St Paulinus Catholic Primary School

Guisborough



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Specialist Teaching Assistant (Level 1). Although we are a Catholic Trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package.



Applicants should return their application forms to cunningham.c@npcat.org.uk by the **closing date, Friday 13th June 2025 by 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Claire Cunningham, Trust Business Manager at cunningham.c@npcat.org.uk

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Hugh Hegarty CEO

NPQH | MSc | PGCCGC | BEd Hons | CTC

Job Advert

Required:	As soon as possible
Contract Type:	Permanent
Salary:	£24,404 pro-rata (Actual Salary £16,656)
Hours:	30 hours per week, Term Time Only
Location:	St Paulinus Catholic Primary School, The Avenue, Guisborough, TS14 8DN

We wish to appoint an enthusiastic, hardworking teaching assistant to join our friendly, inclusive school, to work on a 1:1 basis with a child with specific learning needs.

St Paulinus is part of the Nicholas Postgate Catholic Academy Trust, a family of 38 schools, and a vibrant Sixth Form College. With more than 12,300 pupils and 1,500 staff, NPCAT is now one of the largest multi-academy trusts in the UK.

We are looking for a teaching assistant who will:

- Promote our friendly Catholic ethos, and will work as part of a committed team
- Be an excellent practitioner with high expectations for children in their learning and behaviour
- Support children with Special Educational Needs with their learning activities and helping with their social and emotional development.
- Have a commitment to innovation, creativity and inclusion.

We can offer:

- A strong Catholic ethos.
- Happy and enthusiastic pupils, who are eager to learn and to benefit from an enriched, extended curriculum.
- Hard working and dedicated colleagues.
- Good professional development opportunities.
- Supportive governors and parents who want the very best for our school.

Closing date: Friday 13th June 2025 by 9am

Visits to the school are welcome please ring the school on 01287 637978 to arrange an appointment.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Specialist Teaching Assistant (Level 1)

Grade: C, SCP 4

Job Purpose

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

The job is carried out using specialist skills, knowledge and equipment within a special context, working with children with substantial additional challenges which may be learning, physical, emotional or behavioural.

Main Responsibilities

Support for Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

Support for the Teacher

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed

- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.

Support for the Curriculum

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, Foundation Stage curriculum, etc as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive

approach to health and safety matters in order to protect both yourself and others.

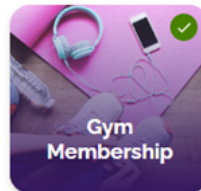
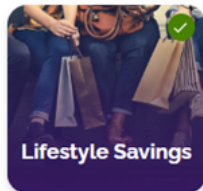
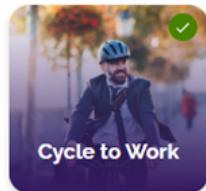
These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage	Essential		Desirable	
Qualifications & Training	E1	Good numeracy/literacy skills	D1	Teaching Assistant qualification
	E2	Participate in development and training opportunities	D2	Recent safeguarding training
			D3	Appropriate First Aid Training
Experience	E3	Working with children of relevant age	D4	Experience of working with children with SEN
Knowledge & Skills	E4	Use basic technology – computer, video, photocopier	D5	Appropriate knowledge of first aid
	E5	Ability to relate well to children and adults		
	E6	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		
Personal Characteristics	E7	Committed Enthusiastic Organised Flexible Patient Resourceful Empathetic		
Special Requirements	E8	An understanding of the Catholic ethos of NPCAT		
	E9	An understanding of safeguarding and child protection requirements		

Why work for us?



NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our staff.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

We offer:

- Competitive pay
- Defined benefit pensions
- Annual pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring** to: cunningham.c@npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Claire Cunningham, Trust Business Manager at cunningham.c@npcat.org.uk

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.