



APPLICANT PACK

# Teaching Assistant (Level 3) with Lunchtime Supervisor Duty

*St Wilfrid's Catholic Primary School, York*



# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Teaching Assistant (Level 3) with Lunchtime Supervisor Duty. 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 [macdonald.k@npcat.org.uk](mailto:macdonald.k@npcat.org.uk) by the **closing date, Monday 7th July 2025, 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 Trust Business Manager, Kerry Macdonald on 01904 659726.

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.*

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

# Job Advert

**Required:** September 2025  
**Contract Type:** Permanent  
**Location:** St Wilfrid's Catholic Primary School, Monkgate, York, YO31 7PB

## **Teaching Assistant (Level 3)**

**Salary:** £25,183 - £25,584 (Actual salary: £14,323 - £14,551)  
**Hours:** 25 hours per week, Term Time Only

## **Lunchtime Supervisor**

**Salary:** £24,027 (Actual salary: £2,733)  
**Hours:** 5 hours per week, Term Time Only

St Wilfrid's Catholic Primary School is seeking to recruit an enthusiastic and caring Teaching Assistant. We are looking for someone who can support the teaching and learning of our pupils in their class learning, with the expertise to support individual pupils, including those with an Education, Health and Care Plan, as required.

St Wilfrid's Catholic Primary School is situated just outside the city walls of York. This historic city provides a wealth of opportunities and experiences for our pupils which truly brings our curriculum alive. We are rich in diversity and culture and many of our pupils are multilingual. Our mission as a Catholic school permeates everything we do.

Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

St Wilfrid's Catholic Primary School is part of Nicholas Postgate Catholic Academy Trust, a family of 32 primary schools, and 6 secondary schools. With more than 12,300 pupils and 1,500 staff, the Trust is now one of the largest Catholic Multi Academy Trust in the UK.

### **The ideal candidate would have:**

- Experience of working with Primary children
- The ability to establish excellent relationships with children and promote aspirational achievement and progress for all groups of learners, including children with Special Educational Needs

- Excellent communication skills and the ability to work as part of a team
- A good standard of education including maths and English
- A teaching assistant qualification or equivalent
- IT skills
- Supportive of the Catholic ethos of the school and the care that the school provides

**We offer you:**

- Enthusiastic children who are curious, independent learners
- A warm, welcoming school and parish community
- A commitment to your continuing professional development
- A supportive local governing body and Trust team
- A well-resourced and engaging learning environment
- An experienced, talented and supportive staff team

**Closing date: Monday 7th July 2025, 9am**  
**Interview date: To Be Confirmed**

Please refer to the back cover of the application pack for details of how to apply for this position.

*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. The successful candidate will be required to sign a Catholic Education Service contract.*

# 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:** Teaching Assistant Level 3

**Grade:** E, SCP 6-7

## Job Purpose

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally (e.g During immediate short-term absence of teacher whilst longer term plans are made) or for short periods with teacher's planning provided (eg to cover meetings).

## Main Responsibilities

### Support for Pupils

- Use specialised curricular or learning skills, training and experience to support pupils
- Assist with the development and implementation of IEPs
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

### Support for the Teacher

- Work with the teacher to establish an appropriate learning environment

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

## Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

## 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 catholic ethos/work/aims of the school

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

### 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.*

**EMPLOYEES ARE REQUIRED TO COMPLY WITH ALL 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	
<b>Qualifications &amp; Training</b>	E1	Level 3 qualification for Teaching Assistants or willingness to work towards	D1	Recent safeguarding training
	E2	Very good numeracy/literacy skills	D2	Appropriate first aid training
	E3	Training in the relevant area e.g. literacy and/or in particular curriculum or specific learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.		
<b>Experience</b>	E4	Working with children of relevant age		
<b>Knowledge &amp; Skills</b>	E5	Can use ICT effectively to support learning		
	E6	Use of other equipment technology – video, photocopier		
	E7	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation		
	E8	Working knowledge of national/foundation stage curriculum and other relevant learning programmes.		
	E9	Understanding of principles of child development and learning processes		
	E10	Ability to self-evaluate learning needs and actively seek learning opportunities		
	E11	Ability to relate well to children and adults		
	E12	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		
<b>Personal</b>	E14	Committed		

<b>Characteristics</b>		Enthusiastic Organised Flexible Patient Resourceful Empathetic		
<b>Special Requirements</b>	E15	An understanding of the Catholic ethos of NPCAT		
	E16	An understanding of safeguarding and child protection requirements		

# 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:** Lunchtime Supervisor

**Grade:** A SCP 3

## Job Purpose

To supervise pupils who remain on the school premises during midday break, ensuring that the children eat meals safely and behave appropriately.

## Main Duties & Responsibilities

- Escort pupils to and from the dining area, as necessary.
- Ensure that pupils having a school lunch are in the dining hall at the correct time.
- Help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary.
- Assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished.
- Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use.
- Report to senior members of staff any child whose diet may give rise for concern.
- Take charge of groups of children in the playground or the classroom.
- Devise and initiate constructive play opportunities for children when required.
- Ensure that children remain within a safe environment, and that they play safely.
- Set suitable behaviour standards in line with school policy.
- Help children acquire social skills.
- Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary.
- Attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance.
- Report to senior members of staff any acts that constitute serious infringements of school rules.
- Liaise effectively and professionally with staff, teachers and parents, as required.
- Attend training, 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.

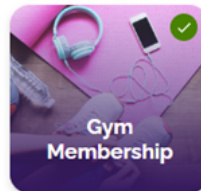
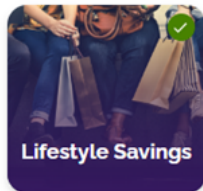
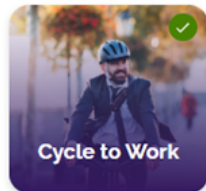
*These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine*

**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	
<b>Qualifications &amp; Education</b>			D1	Current First Aid qualification
<b>Experience &amp; Knowledge</b>	E1	Supervising children as a parent or carer	D2	Working with groups of children on a voluntary or paid basis
	E2	Managing the behaviour of groups of children	D3	Child development and social interaction
			D4	The value of constructive play opportunities
<b>Skills &amp; Abilities</b>	E3	Work effectively as part of a group and individually	D5	Communicate effectively (both orally and in writing) to an appropriate standard
	E4	Inspire trust and confidence in children	D6	Recognise behaviour giving cause for concern, and inform teaching staff
	E5	Encourage high standards of pupil behaviour at all times	D7	Teach play activities to other Lunch Supervisors
	E6	Liaise with parents in a professional manner	D8	Examine systems critically, and suggest ways of improving efficiency
	E7	Observe the boundaries of the role, and respect confidential information		
	E8	Initiate games and activities appropriate to the age of the children		
	E9	Relate to children on their level		
	E10	Remain calm in a crisis		
<b>Personal Attributes</b>	E11	Creative, Empathetic, Organised Patient, Resourceful, Tolerant		
<b>Special Requirements</b>	E12	An understanding of safeguarding and child protection requirements		
	E13	An understanding of the Catholic ethos of NPCAT		

# 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](http://npcat.org.uk/current-vacancies)

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: [macdonald.k@npcat.org.uk](mailto:macdonald.k@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 Kerry Macdonald, Trust Business Manager, on 01904 659726.

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.