

# ST JOHN VIANNEY CATHOLIC PRIMARY SCHOOL



Teaching  
Assistant  
Level 2  
Application  
Pack

Closing Date:  
Friday 6<sup>th</sup> December 2024 – midday

Shortlisting Date:  
Friday 6<sup>th</sup> December 2024

Interview Date:  
Tuesday 10<sup>th</sup> December 2024

Funded by  
  
Department  
for Education

**English Hubs**  
St John Vianney English Hub



 Diocese of Lancaster  
**Education Service**  
Euntes in mundum

  
Blessed Edward Bamber  
Catholic Multi Academy Trust

# Welcome to St John Vianney

Thank you for your interest in applying for the role of Teaching Assistant / Learning Support Assistant – Level 2 at St John Vianney Catholic Primary School.

St. John Vianney Catholic Primary School & English Hub is seeking to appoint an inspirational staff member to join a team of dedicated staff working within Our Catholic School. We are seeking to appoint a highly committed and energetic person to join our team as a learning support assistant. There are three posts available for 25 hours per week on a fixed term basis with an end date of 31<sup>st</sup> August 2025.

The successful candidate will be expected to work under the guidance of the leadership team, team leaders and class teachers.

We are looking for someone who:

- Supports us in delivering our Catholic ethos and mission throughout the school and the community.
- Can thrive in a busy, fast-changing environment.
- Is a positive thinker and solution focused.
- Is self- driven to achieve the best outcomes for our children and families.
- Has excellent communication skills.
- Be an excellent, enthusiastic, flexible and self-motivated teacher
- Be able to deliver a rich, well balanced learning experience
- Have high expectations of children's achievement, attainment, behaviour and attitudes
- Have a positive outlook and is keen to contribute to the success of our school

Support for Pupils – Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.

- To undertake activities to assist in monitoring the Personal Social, Emotional and Mental Health needs of pupils.
- To develop positive, nurturing relationships with pupils to assist pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- To support pupils' learning through supporting the class teacher and delivering interventions including Speech and Language.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

We can offer:

- A commitment to promoting staff well being.
- Polite, well-behaved children that are Sincere, Joyous and Virtuous.
- High quality bespoke CPD.
- Supportive, collaborative and inclusive teamwork.

Our school offers a range of professional development opportunities for the successful candidates. If you are looking for a position to make a difference to the young people and their families within our community, we would welcome an application.

Yours sincerely,

Clare Evans  
Headteacher

***We look forward to receiving your application***



*“Seeking Growth Together Through Jesus”*

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Teaching Assistant / Learning Support Assistant at St. John Vianney Catholic Primary School. St. John Vianney is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

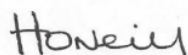
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely,



Helen O'Neill  
Chief Executive Officer

# Trust Schools



Christ the King  
Catholic Academy



Holy Family Catholic  
Primary School,  
Blackpool



Holy Family Catholic  
Primary School,  
Warton



Our Lady of the  
Assumption  
Catholic Primary  
School



Sacred Heart  
Catholic Primary  
School



St Cuthbert's  
Catholic Academy



St John Vianney  
Catholic Primary  
School



St Joseph's Catholic  
Primary School



St Kentigern's  
Catholic Primary  
School



St Mary's Catholic  
Academy, Blackpool



St Mary's Catholic  
Primary School,  
Great Eccleston



St Teresa's Catholic  
Primary School



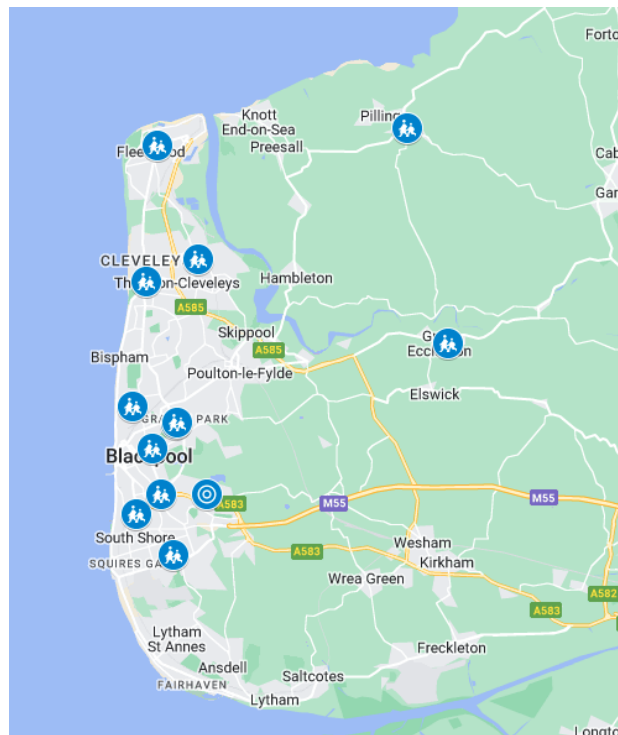
St William's Catholic  
Primary School



St Wulstan's &  
St Edmund's  
Catholic Primary  
School



The Willows Catholic  
Primary School



# How to apply

## ***Prior to applying***

If you are unclear about any aspect of the application process or you would like any additional information about the school or role, please contact the school office:

Tel: 01253 311248

Email: [admin@sjvprimary.co.uk](mailto:admin@sjvprimary.co.uk)

## ***Application process***

Applicants must complete the CES application form (available on the school and Trust website):

<https://bebcmat.co.uk/job-vacancies>

Please use the personal statement section of the application form to provide evidence of how you fulfil each requirement listed on the job description and person specification.

Please send your completed CES application form to: [Danny.johnson@sjvprimary.co.uk](mailto:Danny.johnson@sjvprimary.co.uk)

We will acknowledge receipt of your application.

**Closing date for applications:** Friday 6<sup>th</sup> December 2024 - midday

**Shortlisting date:** Friday 6<sup>th</sup> December 2024

**Interview date:** Tuesday 10<sup>th</sup> December 2024

## **Post Details**

**Grade: C – NJC scale point range 5 to 6**

**Salary: £24,790.00 to £25,183.00 pro-rata**

**Contract: Fixed Term until 31<sup>st</sup> August 2025, with the potential to be extended**

**Hours: 25 per week, Term Time only**

**Required: 6<sup>th</sup> January 2025**

# Job Description

## Teaching Assistant 2

### Purpose of the role (job statement)

To work with teachers to support teaching and learning by working with individuals or groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

### Responsibilities

Key duties:

1. Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses and resolving related problems as appropriate;
2. Participate in planning and evaluation of learning activities with the teacher for the session, day or week and providing feedback to the teacher on pupil progress and behaviour;
3. Support the teacher in monitoring, assessing and recording pupil progress / activities;
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;
5. Communicates with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary;
6. Support learning by arranging/providing resources for lessons / activities under the direction of the teacher;
7. Responsible for the careful and safe use equipment, such as play and standard ICT equipment;
8. Support pupils in social, health and emotional well-being, drawing any problems which cannot be resolved to the attention of the teacher;
9. Share information about pupils with other staff, parents / carers, as appropriate;
10. Understand and support independent learning and inclusion of all pupils as required;
11. Maintain confidentiality and adhere to safeguarding procedures;
12. Demonstrate and adhere to the schools health and safety policies and procedures.

Teaching Assistants in this role may also:

1. Assist in the development of individual development plans for pupils (such as Individual Educational Plans);
2. Support the work of volunteers and other teaching assistants in the classroom;
3. Support the use of ICT in the curriculum;
4. Assist with break-time supervision including facilitating games and activities;
5. Invigilate exams and tests;
6. Assist in escorting and supervising pupils on educational visits and out of school activities;
7. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays;
8. Support children's learning through play;
9. Support pupils in developing and implementing their own personal and social development;
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
11. Demonstrate own duties to new or less experienced staff.

### Indicative knowledge, skills and experience

- Level 3 NVQ and Level 3 certificate in supporting teaching and learning on the Qualification and Credit Framework;
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

# Person Specification

## Teaching Assistant – Level 2

| <u>Requirements</u>  | <u>Essential</u>   | <u>Desirable</u>   |
|--|--|--|
| <b>Qualifications, Training and Experience</b>                 | <ul style="list-style-type: none"> <li>Recognised qualification in childcare or education – NVQ level 2 or above.</li> <li>Evidence of appropriate professional development for the role of teaching assistant.</li> <li>Recent experience of working with children.</li> </ul>  | <ul style="list-style-type: none"> <li>Recent experience of working within a Primary Setting.</li> </ul>   |
| <b>Professional Knowledge and Understanding</b>                | <ul style="list-style-type: none"> <li>High expectations for all young people and adults.</li> <li>Communicate effectively both verbally and in writing with young people and adults.</li> <li>Have a clear understanding of pupils’ educational development.</li> <li>Demonstrate effective use of teaching and learning strategies in use within the role.</li> <li>Demonstrate an understanding and application of the learning and hygiene needs of pupils in their care.</li> <li>Be efficient and organised.</li> <li>Knowledge of safeguarding procedures within school/academy.</li> </ul>   |  |
| <b>Interpersonal Skills and Personal Qualities</b>             | <ul style="list-style-type: none"> <li>Effectively inspire learners and enable outstanding learning.</li> <li>Establish effective working relationships with staff, parents and the wider community.</li> <li>Work with colleagues to improve own practice.</li> <li>Prioritise, plan, organise and manage time.</li> <li>Be committed to own personal development and training.</li> <li>Be curious, positive and resilient and show initiative in supporting school improvement.</li> <li>Act as a role model for pupils and other staff by setting high personal and professional standards.</li> <li>Deal sensitively with pupils and support them to resolve their conflicts.</li> <li>Have a passion to work at our school as part of the Blessed Edward Bamber Catholic Multi Academy Trust.</li> </ul> |  |
| <b>Experience and Knowledge of the Teaching Assistant Role</b> |  | <ul style="list-style-type: none"> <li>Recent Teaching Assistant experience within the Primary Phase</li> <li>Recent experience of working on a 1:1 basis</li> </ul> |
| <b>Professional Attributes</b>                                 | <ul style="list-style-type: none"> <li>Excellent written and communication skills.</li> <li>Ability to demonstrate engagement and care of pupils.</li> <li>Fully ICT competent.</li> <li>Ability to deliver quality learning opportunities for pupils.</li> </ul>  |  |
| <b>Other (including special requirements)</b>                  | <ul style="list-style-type: none"> <li>Commitment to safeguarding and protecting the welfare of children and young people.</li> <li>Commitment to equality and diversity.</li> <li>Commitment to Health and Safety.</li> </ul>   |  |



# Safeguarding Information

## Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

## Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

## Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

## Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

## Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

## Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

## Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job, and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## Equal opportunities

BEBCMAT recognises the value of and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

## General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.



Blessed Edward Bamber  
**Catholic Multi Academy Trust**

