

# St Kentigern's Catholic Primary School

Teaching  
Assistant  
Level 2  
Application  
Pack



Closing Date:  
Friday 5<sup>th</sup> July 2024

Interview Date:  
Wednesday 10<sup>th</sup> July 2024



# Welcome to St. Kentigern's

Dear Applicant,

St Kentigern's is a happy and successful school with a strong, caring Catholic ethos in the Blessed Edward Bamber Catholic Multi Academy Trust in the Diocese of Lancaster. The whole school team is dedicated to achieving the full potential of all its children.

We are seeking to appoint an excellent, highly motivated and hardworking member of the team who will support and contribute to the continued development of this one form entry Catholic Primary school.

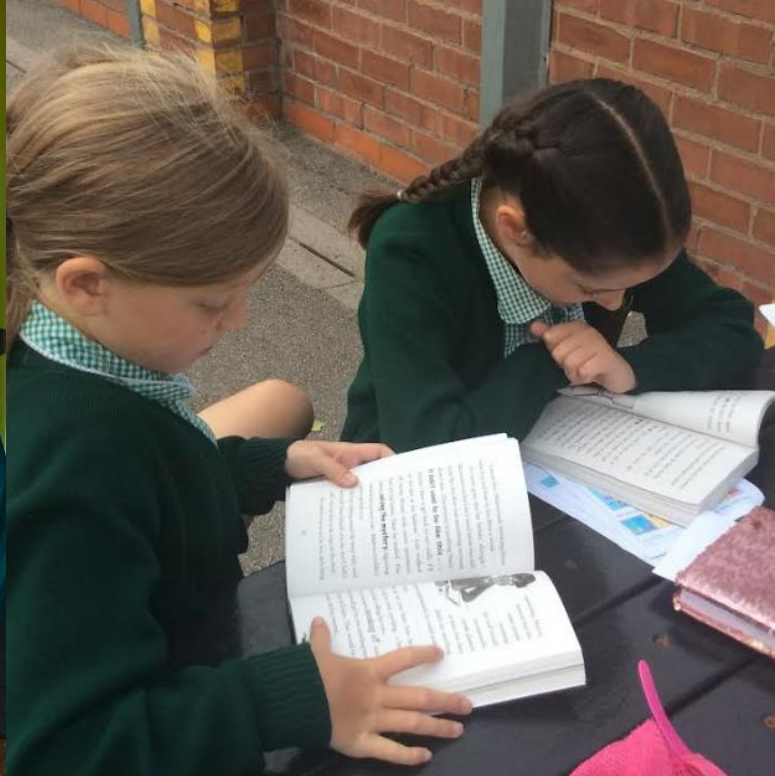
The successful candidate will contribute fully to the life of the school and may be required to work on a one-to-one basis to support children who may have additional needs. Experience within Key Stage 2 is preferred but is not essential.

The post available is for 18 hours per week and is offered on a fixed term basis for one year. The post also includes 5 hours of welfare duties per week. The start and finish times to be agreed at interview.

St Kentigern's Catholic Primary School is committed to safeguarding and promoting the welfare of children. The posts are subject to satisfactory references and enhanced disclosure from DBS. You do not need to be Catholic to apply for this role, we welcome applicants from every background.

Yours sincerely,

Christine Murray  
Headteacher



*“Treat others as you would like to be treated”*

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Teaching Assistant Level 2 at St. Kentigern's Catholic Primary school. St. Kentigern's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

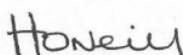
This is an excellent opportunity for a talented and experienced professional to join us and work with a fantastic group of committed leaders and staff who believe passionately in education and working to improve the life chances of our children and young people.

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 for this vital role at an exciting time for St. Kentigern's and the Trust.

Yours sincerely,



Helen O'Neill  
Chief Executive Officer

# Trust Schools



Christ the King  
Catholic Academy



St Kentigern's  
Catholic Primary  
School



Holy Family Catholic  
Primary School



St Mary's  
Catholic Academy



Our Lady of the  
Assumption Catholic  
Primary School



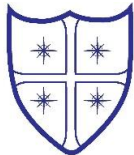
St Mary's Catholic  
Primary School



Sacred Heart  
Catholic Primary  
School



St Teresa's Catholic  
Primary School



St Cuthbert's  
Catholic Academy



St William's Catholic  
Primary School

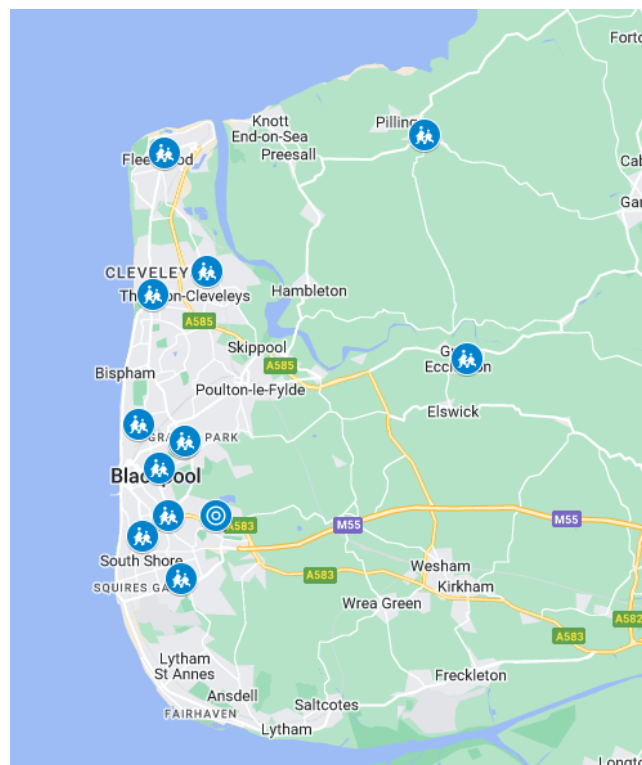
Care - Courtesy - Concern



St John Vianney  
Catholic  
Primary School



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



# Working at St. Kentigern's Catholic Primary School

St Kentigern's Catholic Primary School is the oldest Catholic primary school in Blackpool. We are a small, busy and friendly school. As a Catholic school, we offer our children the opportunity to grow as young people and encourage them to develop a closer relationship with God in an atmosphere of mutual love and respect. We seek to live out the values of Jesus Christ daily, promoting them by our words and deeds. Jesus told us to "Treat others as you would like to be treated", our school motto and this reminds us every day to go the extra mile for the children within our care.

St Kentigern's is a school we are all proud of, it is a vibrant, positive place that provides a safe and welcoming environment in which to learn. Our children enjoy coming to school, are motivated by their successes and become confident, resilient citizens.

We aim to cultivate first class partnerships with parents and carers, governors, parish and the local community who play such an important part in the life of our thriving school.

Our most recent Section 48 Denominational RE inspection report (November 2021) graded us as Outstanding:

- *St Kentigern's is an outstanding Catholic school which places Christ at the centre of all that it does. It is a very welcoming environment where inclusion is its central goal and shared vision.*
- *The Catholic Life of the school is outstanding and the commitment from the head, the governors, staff, priests and parish laity to support pupils in their prayer life helps them to grow in faith.*
- *The quality of curriculum RE is excellent and pupils are provided with a range of learning opportunities in order to deepen their faith, to understand Catholic traditions and practices, and to make progress in their learning. Pupils enjoy RE lessons and the curriculum provided is very good.*

We are an Ofsted 'Good' school (April 2018):

- *You lead a very welcoming and inclusive school with strong Christian values. You teach pupils to care for others and to follow the school's motto to 'treat others as you would like to be treated'.*
- *In lessons, teachers plan engaging and interesting experiences to support pupils' learning. Through the rich curriculum that you have planned, pupils develop their confidence and their skills across different subject areas.*
- *Pupils behave well and contribute to society through work with charities and taking part in community and parish events.*

# 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 the role, please contact Christine

Murray, Headteacher on:

01253 393302 or 07554 689561

## **Application process**

Applicants must complete the CES application form (available on the school and Trust website): <https://bebcmat.co.uk/job-vacancies>

Please send your completed CES application form to:

[christine.murray@st-kentigern.blackpool.sch.uk](mailto:christine.murray@st-kentigern.blackpool.sch.uk)

**Closing date for applications:** Friday 5<sup>th</sup> July 2024

**Interview date:** Wednesday 10<sup>th</sup> July 2024

## ***Post Details***

### ***Teaching Assistant Level 2***

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

**Salary: £23,500.00 to £23,893.00 (pro-rata)**

**Contract: Fixed Term 1 year**

**Hours: 18 per week**

**Weeks worked: Term Time only, plus 5 inset days**

**Required: September 2024**

### ***Welfare Assistant***

**Salary: £12.00 per hour to pay the current Foundation Living Wage**

**Hours: 5 per week**

# Job Description

Role Title	Typically reports to
Teaching Assistant 2	
Information sources	Date of profile
Agreed by School Working Party	
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 <sup>1</sup> .	
Responsibilities	
<p>Key duties:</p> <ol style="list-style-type: none"> <li>1. Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses and resolving related problems as appropriate;</li> <li>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;</li> <li>3. Support the teacher in monitoring, assessing and recording pupil progress / activities;</li> <li>4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;</li> <li>5. Communicates with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary;</li> <li>6. Support learning by arranging/providing resources for lessons / activities under the direction of the teacher;</li> <li>7. Responsible for the careful and safe use equipment, such as play and standard ICT equipment;</li> <li>8. Support pupils in social, health and emotional well-being, drawing any problems which cannot be resolved to the attention of the teacher;</li> <li>9. Share information about pupils with other staff, parents / carers, as appropriate;</li> <li>10. Understand and support independent learning and inclusion of all pupils as required;</li> <li>11. Maintain confidentiality and adhere to safeguarding procedures;</li> <li>12. Demonstrate and adhere to the schools health and safety policies and procedures.</li> </ol> <p>Teaching Assistants in this role may also:</p> <ol style="list-style-type: none"> <li>1. Assist in the development of individual development plans for pupils (such as Individual Educational Plans);</li> <li>2. Support the work of volunteers and other teaching assistants in the classroom;</li> <li>3. Support the use of ICT in the curriculum;</li> <li>4. Assist with break-time supervision including facilitating games and activities;</li> <li>5. Invigilate exams and tests;</li> <li>6. Assist in escorting and supervising pupils on educational visits and out of school activities;</li> <li>7. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays;</li> <li>8. Support children's learning through play;</li> <li>9. Support pupils in developing and implementing their own personal and social development;</li> <li>10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;</li> <li>11. Demonstrate own duties to new or less experienced staff.</li> </ol>	
Indicative knowledge, skills and experience	
<ul style="list-style-type: none"> <li>• Level 3 NVQ and Level 3 certificate in supporting teaching and learning on the Qualification and Credit Framework;</li> <li>• Knowledge and compliance with policies and procedures relevant to child protection and health and safety.</li> </ul>	



# Job Description

<b>Role Title</b>	<b>Typically reports to</b>
<b>Welfare Assistant</b>	
<b>Information sources</b>	<b>Date of profile</b>
Agreed by School Working Party Job Evaluation Panel	150711
<b>Purpose of the role (job statement)</b>	
To work as part of a team supporting and assisting pupils' development and learning, facilitating access to dining and recreational facilities including physical and general care.	
<b>Responsibilities</b>	
Key duties: <ol style="list-style-type: none"><li>1. Support other staff in managing pupil behaviour during recreational and dining activities;</li><li>2. Report pupil behavioural issues in line with schools policies;</li><li>3. Assist pupils to develop their independence through specific tasks;</li><li>4. Communicate with pupils to encourage acceptable behaviour;</li><li>5. Maintain confidentiality and adhere to safeguarding procedures.</li></ol> <p>Individuals in this role may also:</p> <ol style="list-style-type: none"><li>1. Provide comfort and support to sick, ill or distressed pupils in line with school policies;</li><li>2. Provide basic welfare support to pupils with special educational needs;</li><li>3. Provide clerical and administrative support;</li><li>4. Support pupils and parents / carers to improve attendance;</li><li>5. Demonstrate own duties to new or less experienced staff;</li><li>6. Gather / report basic information to / from parents / carers as directed.</li></ol>	
<b>Indicative knowledge, skills and experience</b>	
<ul style="list-style-type: none"><li>• Experience of working with children.</li></ul>	

# Person Specification

Teaching Assistant – Level 2		
Requirements	Essential	Desirable
<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.

