St Mary & St Thomas

Church of England Primary School

Executive Principal: Mrs. Kirsty Tennyson B.Ed (Hons)
Headteacher: Mrs. Natalie Parry BA (Hons)

Job Title: Teaching Assistant (Level 2) & Midday Supervisor

School: St Mary & St Thomas C of E Primary School, part of The Three Saints Academy Trust

Grade:

Teaching Assistant = Scale 2 (SCP 3-4)
Midday Supervisor = Scale 1 (SCP 3)
Contract: Permanent, term time only

Contract Hours: 33 hours 10 minutes (39 weeks plus 28 days holiday i.e. 44.6 weeks)

Teaching Assistant Level 2 - Starting SCP 3						
	Gross Salary		Weks Worked		Hours Worked	
Actual	**18,255.26**		**44.6**		**30.83**	
FTE	25,614.00		52.143		37	
Midday Supervisor - SCP 3						
	Gross Salary		Weks Worked		Hours Worked	
Actual	**1,480.32**		**44.6**		**2.5**	
FTE	25,614.00		52.143		37	

Actual Annual Gross Salary = £19,735.58
Start date: As soon as possible

We are excited to invite applications for a highly motivated, enthusiastic and talented Teaching Assistant (Level 2) & Midday Supervisor to join our outstanding primary school. All of our support staff roles are dual roles, so the successful candidate will work as a Teaching Assistant in class and as a Midday Supervisor at lunchtime. We seek an individual who shares our vision of providing a first-class education and instilling a love of learning in all our children.

Believe, Achieve, Shine

Barton Close, St Helens, Merseyside, WA10 2HS
T: 01744 734320 / Northwest Learning Partnership 07446 446418
E: stmarythomas@three-saints.org.uk
W: www.sm-st.co.uk
Registered in England 9626002

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Who We Are Looking For:

We are searching for an exceptional Teaching Assistant and Midday Supervisor who:

- Advocates for every child and actively promotes inclusion, respect and equal access to school life for children from varied social, cultural, linguistic and religious backgrounds.
- Supports classroom learning by adopting strategies that raise achievement and independence; delivers planned activities and gives clear, timely feedback to teachers.
- Provides targeted support for children with complex learning and pastoral needs, contributing to individual plans and liaising with the SENDCO and outside professionals.
- Administers basic first aid where trained; records minor incidents and escalates serious incidents to the qualified first aider or DSL in line with school procedures.
- Supervises children safely at lunchtime in the dining hall, on the playground and during wet play; supports children with eating, good manners and healthy choices, and is aware of pupils' allergies and dietary needs.
- Promotes positive play: organises inclusive activities, helps children share and resolve disputes and ensures children tidy away resources.
- Works effectively as part of the classroom team, taking direction from teachers and senior leaders while able to work independently when required.
- Maintains professionalism: upholds confidentiality, follows school policies (safeguarding, data protection, health & safety) and reports safeguarding concerns immediately.
- Engages in professional development via Trust CPD (Northwest Learning Partnership) and contributes to team meetings and school improvement activities.

About St Mary & St Thomas:

St Mary & St Thomas is a high performing 1 form entry school with a nursery which is part of The Three Saints Academy Trust. SMST is based in St Helens Town Centre and serves a diverse range of pupils; the proportions of disadvantaged pupils and pupils with SEND are well above the national average. Our school has retained its 'outstanding' Ofsted judgement for over 13 years.

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What We Offer You:

- Fantastic children who have a positive attitude towards learning and demonstrate excellent behaviour.
- The support of a dedicated, committed and creative staff team.
- The opportunity to be part of an exceptional school.
- A strong commitment to professional development through the Northwest Learning Partnership and NW3 Maths Hub, providing unrivalled opportunities for growth.
- An engaging, bespoke curriculum tailored to meet the needs of our learners.
- A supportive School Committee, Directors and parent community.

Visit Us: We warmly encourage visits to our school. Please contact us to arrange an appointment 01744 734320

Application Process: To apply, please download the application pack from **TSA Vacancies**. Please note that CVs will not be accepted.

Key Dates:

- Closing date: Friday 11th December 2026
- Shortlisting: Friday 11th December 2026
- Interviews: w/c Monday 14th December 2026

- Start date: As soon as possible

The Three Saints Academy Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working within the trust to share this commitment. **All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. In line with Keeping Children Safe in Education, online searches will be carried out on shortlisted candidates. This post is exempt from the Rehabilitation of Offenders Act 1974.**

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