

# Teaching Assistant Level 2

*2 posts available:*

1. *Permanent - 25 hours per week*
2. *Fixed Term 1 year - 25 hours per week*

# Application Pack

# ST TERESA'S CATHOLIC PRIMARY SCHOOL



Closing date: 12<sup>th</sup> June 2023

Shortlisting Date: 13<sup>th</sup> June 2023

Interview Date: 20<sup>th</sup> June 2023



# Welcome to St Teresa's

Thank you for your interest in applying for the role of Teaching Assistant – Level 2 at St Teresa's Catholic Primary School and Nursery. St Teresa's is a one form entry, Catholic School situated in Cleveleys, on the Fylde Coast, north of Blackpool covering the parishes of St Teresa and St John Southworth. We have recently converted to academy status and joined the Blessed Edward Bamber Catholic Multi Academy Trust.

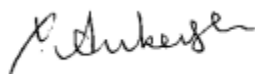
We seek to give our children a first class education enriched by Gospel Values. The most recent Ofsted (December 2017) graded school as 'good' and we are looking for committed and enthusiastic applicants to work in our school as we continue on our journey; consolidating all that is good and moving towards outstanding.

Our Mission Statement guides our work in school and within the community, helping the young people in our care thrive and grow to reach their potential. St Teresa's Catholic Primary School is a Christ-centred, loving and nurturing learning-community. Uniting home, school and Parish, we strive to support, guide and develop the uniqueness of every individual's God-given gifts and talents.

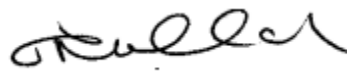
Application forms and supporting documents can be downloaded from the school website: <https://www.stteresasprimary.co.uk/vacancies/> or obtained from the school office by email or hardcopy. If you would like additional information please contact myself at the school.

St Teresa's Catholic Primary School aims to be an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. If you feel this is the post for you, we look forward to welcoming enquiries from you. Thank you once again for taking an interest in our school and we look forward to hearing from you.

Lynsey Ankers  
Headteacher



Cyril Holland  
Chair of Governors



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



*...from smallest to greatest...*



# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Teaching Assistant at St. Teresa's Catholic Primary School. St. Teresa's 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.

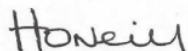
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of 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



Sacred Heart  
Catholic  
Primary School



St. Cuthbert's  
Catholic  
Academy



St. Kentigern's  
Catholic  
Primary School



St. Mary's  
Catholic  
Academy



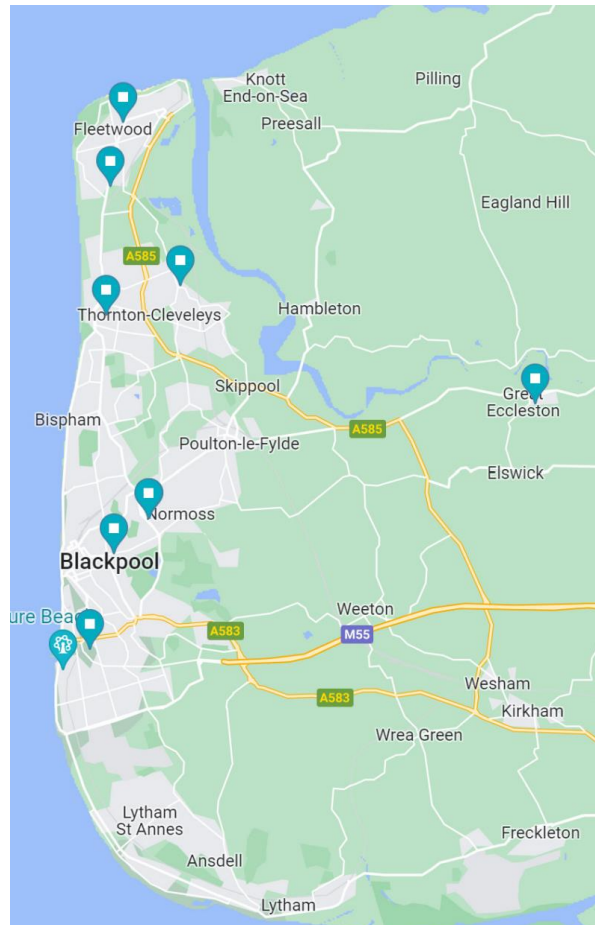
St. Mary's  
Catholic  
Primary School



St. Teresa's  
Catholic  
Primary School



St. Wulstan's &  
St. Edmund's  
Catholic  
Academy



# How to apply

Applicants must complete the CES application form.

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.

Your application should be addressed to the Headteacher, Lynsey Ankers and can be submitted electronically to the Business Manager, Ann Daly: [ann.daly@stteresasprimary.com](mailto:ann.daly@stteresasprimary.com)

We will acknowledge receipt of your application.

**Closing date for applications: Monday 12<sup>th</sup> June 2023 midday**

**Shortlisting: Tuesday 13<sup>th</sup> June 2023**

**Interview dates: Tuesday 20<sup>th</sup> June 2023**

## **2 Posts available:**

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

**Salary: £21,575.00 to £21,968.00 pro rata**

**Contract: 1 x Permanent and 1 fixed term for 12 months**

**Required: September 2023**

**Hours: 25 hours per week**

**Weeks worked: Term time only**

# 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>	

Grade C – SCP 5-6

# 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.



Blessed Edward Bamber  
**Catholic Multi Academy Trust**