



RECRUITMENT PACK

Teaching Assistant Level 2A

CONTENTS

Welcome from Francesca Lord, Headteacher	3
Welcome from Racheal Wilson, Chair of the Board of Governors.....	4
Teaching Assistant Level 2A	Error! Bookmark not defined.
Teaching Assistant Level 2A	Error! Bookmark not defined.
Job Description	Error! Bookmark not defined.
Job Purpose	7
Main Duties and Responsibilities.....	7
Teaching Assistant Level 2	Error! Bookmark not defined.
Person Specification	8
Teaching Assistant Level 2	Error! Bookmark not defined.
How to apply.....	10

WELCOME FROM FRANCESCA LORD, HEADTEACHER

Dear Applicant,

Welcome to the family of All Saints'.

It is both a privilege and a blessing to serve as Headteacher of All Saints' Roman Catholic High School. Our mission is clear and deeply rooted in faith — to deliver a world-class Catholic education for all and to be the beating heart of the Catholic community in the Rossendale Valley.

At All Saints', we believe that every child is made in the image of God and possesses unique, God-given gifts and talents. Our role as educators is to nurture those gifts — spiritually, morally and intellectually — so that every young person can truly "let their light shine."

This is an exciting moment to join our school as we have just moved into our brand-new, purpose-built building, designed to provide state-of-the-art facilities that inspire teaching, learning and worship. It will be a space where our Catholic mission is not only lived but seen — from our beautiful St Theresa of Avilla Space to our exceptional classrooms and specialist facilities for every subject. You will be part of a new chapter in the life of All Saints', helping to shape our future and the lives of the young people we serve.

We are immensely proud that our recent Catholic Schools Inspection (June 2025) judged All Saints' to be a Good Catholic school, recognising "the exemplary leadership of the headteacher and deputy headteacher" and the way in which "the school's distinctive Catholic mission has created a strong sense of community and inclusive welcome." Inspectors praised our "outstanding pastoral care" and the fact that "students are known and loved." They described a school where "teachers believe in us and won't let us fail."

As a highly motivated and enthusiastic Level 2 Teaching Assistant, your main duties will be to work with the teachers in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies

Our community is built upon the Gospel values of love, truth, justice and peace. These values guide everything we do — in the classroom, in prayer, and in service to others. We are proud of our inclusive and caring ethos, our strong pastoral support, and our commitment to ensuring every student is known, loved, and able to flourish. Staff speak often of the genuine family feel at All Saints' — a school where colleagues support one another, where faith is lived, and where professional development is encouraged and celebrated.

To work at All Saints' is to join a team united by purpose and joy — a team that believes passionately in Catholic education and in the transformative power of excellent teaching. As part of the Romero Catholic Academy Trust, you will benefit from strong collaboration, professional learning opportunities, and the chance to contribute to a vibrant and growing Catholic network.

Thank you for your interest in joining our family, I wish you every success in your application.

Yours faithfully,

Francesca Lord

WELCOME FROM RACHEAL WILSON, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

Thank you for your interest in joining our school community. We are delighted that you are considering applying for the role of Teaching Assistant at All Saints Roman Catholic High School.

As Chair of Governors, I am proud to represent a governing body that is deeply committed to ensuring every student receives the highest quality education and the best possible opportunities to thrive. Our community is built upon the Gospel values of love, truth, justice, and peace, and we share a common ambition to help young people achieve their full potential—academically, socially, and personally.

Our recent Catholic Schools Inspection (June 2025) judged All Saints to be a Good Catholic school, which reflects the dedication and hard work of our staff and the strength of our ethos.

If you share our passion for education and want to make a meaningful difference in the lives of young people, we would be delighted to receive your application.

Thank you once again for considering All Saints High School. We look forward to the possibility of welcoming you to our team.

Yours faithfully,

Racheal Wilson

JOB ADVERT

TEACHING ASSISTANT LEVEL 2

ONE YEAR FIXED-TERM CONTRACT

35.75HOURS PER WEEK/ TERM TIME ONLY

GRADE 4, SCP 4-6 £25,185 - £25,989 FTE [£20,575.97 - £21,232.83 PRO-RATA]

RESPONSIBLE TO: SENDCO

MAIN LOCATION: ALL SAINTS' RC HIGH SCHOOL

REQUIRED TO COMMENCE ASAP

All Saints' RC High School is a thriving, faith-filled community where Gospel values are lived out daily through the school's motto: "Let your light shine." As recognised in the 2025 Catholic Schools Inspectorate report, the school provides a "strong sense of community and inclusive welcome" rooted in exceptional pastoral care and a deep commitment to every child, especially the most vulnerable. Staff and students alike speak of belonging to a family where each individual is "known, valued, and loved." The school serves the Catholic community within the Rossendale Valley and has strong partnerships with its seven Catholic feeder primary schools.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of All Saints' RC High School, are seeking to recruit a highly motivated and enthusiastic Level 2 Teaching Assistant to join our team.

The main duties of the role will be to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. For further details of the responsibilities, please see Job Description attached.

We are looking for someone who: -

- Has experience and the willingness to undergo training
- Is confident in supporting vulnerable pupils
- Is friendly and approachable
- Is a solid team player
- Has the skill-set to work independently
- Has excellent communication skills
- Has the ability to work with children and their families in a sensitive and positive way
- Has planning, organisational and IT skills

The successful applicant will be able to demonstrate a strong work ethic and will have a flexible approach to the tasks they undertake. The position will be ideally suited to someone with previous experience working within a busy school environment.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01706 213693** or office@allsaintshigh.lancs.sch.uk.

Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: www.romerocat.com or the school website www.all saints high.lancs.sch.uk.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	12noon Friday 23 rd January 2026
Shortlisting Date	Monday 2 nd February 2026
Interview Date	Thursday 5 th February 2026

TEACHING ASSISTANT LEVEL 2

JOB DESCRIPTION

JOB PURPOSE

Under the teacher's clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the teacher.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

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 and emotional needs of pupils.
- To develop positive relationships with pupils to assist pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme.
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

SUPPORT FOR THE SCHOOL

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

SUPPORT FOR THE CURRICULUM

- To assist the delivery of educational and developmental work programmes.

- To support the use of ICT in learning activities [Further Information]

TEACHING ASSISTANT LEVEL 2

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications and Training		
NVQ level 2 or above qualification –appropriate to the post (or equivalent)	E	A
Knowledge and Experience		
Experience of working with children	E	A / I
Experience of working in a classroom environment	D	A / I
Experience of Administrative work	D	A / I
Experience of supporting pupils with challenging behaviour	D	A / I
Skills and Abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	A / I
Ability to relate well to children	E	A / I
Ability to work as part of a team	E	A / I
Good communication skills	E	A / I
Ability to supervise and assist pupils	E	A / I
Time Management skill	E	A / I
Organisational skills	E	A / I
Knowledge of classroom roles and responsibilities	D	A / I
Knowledge of the concept of confidentiality	E	A / I
First Aid Certificate	D	A / I
Administrative Skills	D	A / I
Knowledge of Early Years Foundation Stage	D	A / I

Good numeracy and literacy skills	E	A/I
Ability to make effective use of ICT	D	A/I
Flexible attitude to work	E	A/I
Other		
Commitment to the Trust's ethos and values	E	A/I
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Note: We will always consider your references before confirming a job offer in writing		
Prepared by: RCAT HR Department	Date:	Sept 2023

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

TEACHING ASSISTANT – LEVEL 2A

HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Sharon Groom on 01706 213693 or office@allsaintshigh.lancs.sch.uk.

Full details and application forms are available from our website: www.all saints high.lancs.sch.uk.

Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: www.romerocat.com or the school website www.all saints high.lancs.sch.uk.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	12noon Friday 23 rd January 2026
Shortlisting Date	Monday 2 nd February 2026
Interview Date	Thursday 5 th February 2026

Completed application forms and associated documentation should be returned to the Headteacher's PA, Sharon Groom via e-mail: office@allsaints high.lancs.sch.uk.