

# SACRED HEART CATHOLIC PRIMARY SCHOOL

Teaching Assistant

Level 2A

Application

Pack



Closing Date:  
Friday 4<sup>th</sup> October 2024 - midday

Shortlisting Date:  
Friday 4<sup>th</sup> October 2024

Interview Date:  
w/c Monday 7<sup>th</sup> October 2024 (TBC)



# Welcome to Sacred Heart

Thank you for considering Sacred Heart Catholic Primary School, Thornton. The Governors, staff and children at Sacred Heart Catholic Primary School are looking to appoint a Teaching Assistant Level 2A to join our team. At present, we have 208 children on roll aged between 4 and 11 within our School.

Our collective goal is to endow a lifelong love of learning in all our students following the life and teaching of Jesus Christ. We strive to develop the intellectual, emotional, physical and spiritual aspects of the child with the values of the Gospel underpinning all aspects of school life. We are seeking to appoint a talented and highly committed individual to join our team as a teaching assistant with daily welfare duties.

You will have experience working with children in a Primary setting and must support the Catholic ethos of the school.

More details of our school can be found at <https://www.sacredheart-primary.co.uk/>

Potential candidates are welcome to visit the school before submitting an application. Please contact the school office to arrange an appointment.

As an equal opportunities employer, we welcome applications from all sections of the community.

Previous applicants need not apply. We look forward to receiving your application.

**Mr Paul Eaton**

**Headteacher**



"Love one another  
as I have loved you"

JOHN 15:12

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Teaching Assistant Level 2A at Sacred Heart Catholic Primary School. Sacred Heart 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.

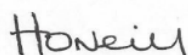
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of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



St Kentigern's  
Catholic Primary  
School



Holy Family Catholic  
Primary School



St Mary's  
Catholic Academy



Our Lady of the  
Assumption Catholic  
Primary School



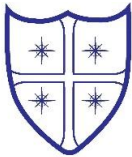
St Mary's Catholic  
Primary School



Sacred Heart  
Catholic Primary  
School



St Teresa's Catholic  
Primary School



St Cuthbert's  
Catholic Academy



St William's Catholic  
Primary School

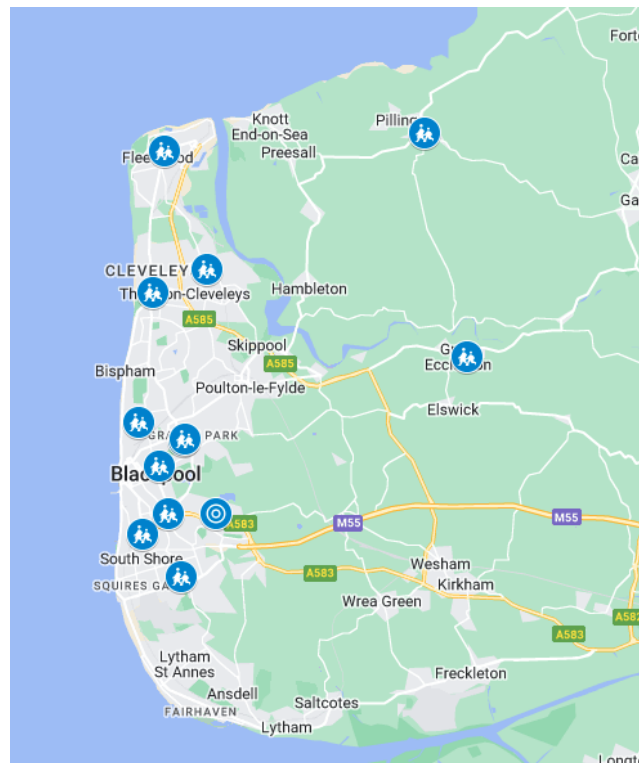
Care - Courtesy - Concern



St John Vianney  
Catholic  
Primary School



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



# 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:

### The school office

Tel: 01253 821392

Email: [bursar@sacredheart-thornton.lancs.sch.uk](mailto:bursar@sacredheart-thornton.lancs.sch.uk)

or

### HR

Tel: 01253 446938

Email: [recruitment@bebcmat.co.uk](mailto:recruitment@bebcmat.co.uk)

## Application process

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, Paul Eaton and can be submitted electronically to the Office Manager, Vicky Porter: [bursar@sacredheart-thornton.lancs.sch.uk](mailto:bursar@sacredheart-thornton.lancs.sch.uk)

We will acknowledge receipt of your application.

**Closing date for applications:** Friday 4<sup>th</sup> October 2024– midday

**Shortlisting date:** Friday 4<sup>th</sup> October 2024

**Interview date:** w/c Monday 7<sup>th</sup> October 2024 (TBC)

## Post Details

**Grade:** Grade 4, scale point range 4 – 6

**Salary:** £23,114.00 - £23,893.00 pro rata (pay award pending)

**Contract:** Fixed Term until 31<sup>st</sup> August 2025

**Required:** Tuesday 29<sup>th</sup> October 2024

**Hours:** 30 per week including lunch time welfare duty

**Weeks worked:** Term time only

# Job Description

## Teaching Assistant – Level 2A (Grade 4)

### Job Purpose: The main objectives to be achieved by the Postholder

Under the teachers 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 Activities: What the Postholder will actually do & What prescribed duties the postholder will have

This Grade is not applicable to Teaching Assistants employed in Special Schools.

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post.

### 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 Teacher

- To assist in the monitoring/recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake routine classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work.

### 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.

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

# Person Specification

Teaching Assistant – Level 2A		
Requirements		<u>Essential (E) or Desirable (D)</u>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ level 2 or above qualification – appropriate to the post (or equivalent)</li> </ul>	D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with or caring for children of relevant age</li> <li>Experience of working in a relevant classroom/service environment</li> <li>Experience of administrative work</li> <li>Experience of supporting pupils with challenging behaviour</li> </ul>	E D D D
<b>Knowledge/ skills/abilities</b>	<ul style="list-style-type: none"> <li>Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard</li> <li>Ability to relate well to children</li> <li>Ability to work as part of a team</li> <li>Good communication skills</li> <li>Ability to supervise and assist pupils</li> <li>Time management skills</li> <li>Organisational skills</li> <li>Knowledge of classroom roles and responsibilities</li> <li>Knowledge of the concept of confidentiality</li> <li>First Aid Certificate</li> <li>Administrative skills</li> <li>Knowledge of Early Years Foundation Stage</li> <li>Good numeracy and literacy skills</li> <li>Ability to make effective use of ICT</li> <li>Flexible attitude to work</li> </ul>	E E E E E D D D E D D D E D E
<b>Other</b>	<ul style="list-style-type: none"> <li>Commitment to undertake in –service development</li> <li>Commitment to safeguarding and protecting the welfare of children and young people</li> <li>Satisfactory attendance record/commitment to regular attendance at work</li> </ul>	E E E



# 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.

