

St. William's Catholic Primary School, Pilling

**Teaching Assistant
Level 2A
Application
Pack**



Closing Date:
Monday 6th January 2025 - midday

Shortlisting Date:
Wednesday 8th January 2025

Interview Date:
TBC w/c Monday 13th January 2025



Welcome to St William's

Thank you for your interest in applying for the role of Teaching Assistant Level 2A at St William's Catholic Primary School. We are seeking to appoint a talented individual to join our hard working and successful team. The role will involve working in both our school nursery and Reception class supporting children from the age of 2 to 5 years old.

We believe that this is an exciting opportunity, and that the successful applicant will be joining a happy, welcoming Catholic Community where each child is encouraged and supported to achieve their full potential within our small, mixed-age classes. In April we became an academy and joined the Blessed Edward Bamber Catholic Multi Academy Trust.

Our school is set in the small rural village of Pilling. At Saint William's Catholic Primary School and Nursery, we have high expectations of all and strive for excellence in all we do; aiming to develop every child to the best of their ability in all areas.

We are looking for an Early Years Practitioner who:

- is an experienced, outstanding Early Years Practitioner
- will support and work as part of our Early Years team
- prioritises children's learning and welfare, forging strong relationships with parents and our wider school family
- is an inspirational and motivational Early Years Practitioner who believes in our vision and is committed to raising standards, while making learning fun and creative for all
- is a committed team player, demonstrating flexibility, co-operation and a willingness to take an active role in school life both inside and outside of the classroom
- is a reflective Early Years Practitioner who is open to new ideas
- has a cheerful disposition and a good sense of humour
- will go the extra mile, bringing something additional to the school and nursery.

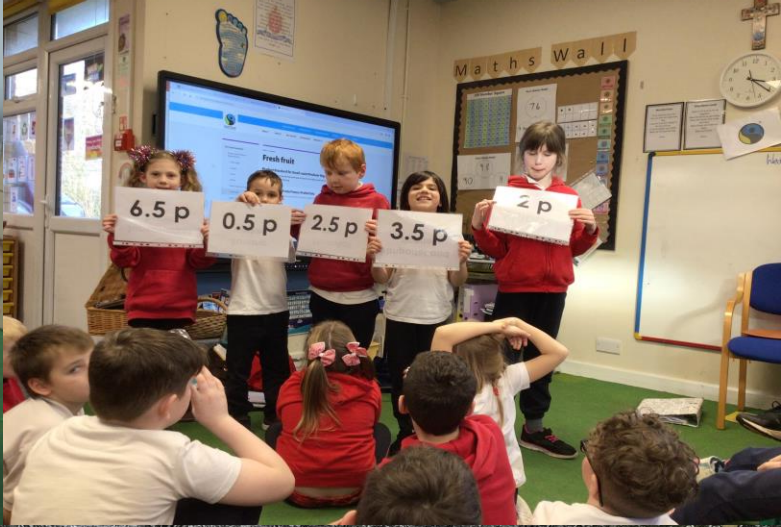
Over recent years, the school has made considerable progress in providing a rich and balanced curriculum for our children, full of opportunities in and out of the classroom and we readily embrace the challenge of continuous improvement.

You will be joining a dedicated staff team which enjoys the support of a committed Governing body. We have a strong culture of professional development, offering opportunities for staff to continually enhance their skills and expand their knowledge. As a proactive Governing Board, we are here to both support and challenge for the good of every child in our care, their families and our staff.

We can offer a welcoming school with a caring ethos, enthusiastic, well-behaved children who are actively involved in their own learning, a dedicated and experienced staff and supportive and experienced governors.

I hope the information in this application pack will be of interest to you. Further information can be found on the school website. Visits to the school in advance of applications being submitted are very much welcomed and encouraged. Please contact the school to arrange a convenient time. If you feel you have the attributes we are looking for and would like to join our hard-working and dedicated team, we will look forward to receiving your application.

Jane Clements
Chair of Governors



"With God we are strong together;
we can achieve together."

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Teaching Assistant Level 2A at St. William's Catholic Primary school. St. William's 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.

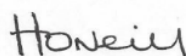
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of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

Current



Christ the King
Catholic Academy



Holy Family Catholic
Primary School,
Blackpool



Holy Family Catholic
Primary School,
Warton



Our Lady of the
Assumption
Catholic Primary
School



Sacred Heart
Catholic Primary
School



St Cuthbert's
Catholic Academy

Care - Courtesy - Concern



St John Vianney
Catholic Primary
School



St Joseph's Catholic
Primary School



St Kentigern's
Catholic Primary
School



St Mary's Catholic
Academy, Blackpool



St Mary's Catholic
Primary School,
Great Eccleston



St Teresa's Catholic
Primary School



St William's Catholic
Primary School



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



The Willows
Catholic Primary
School

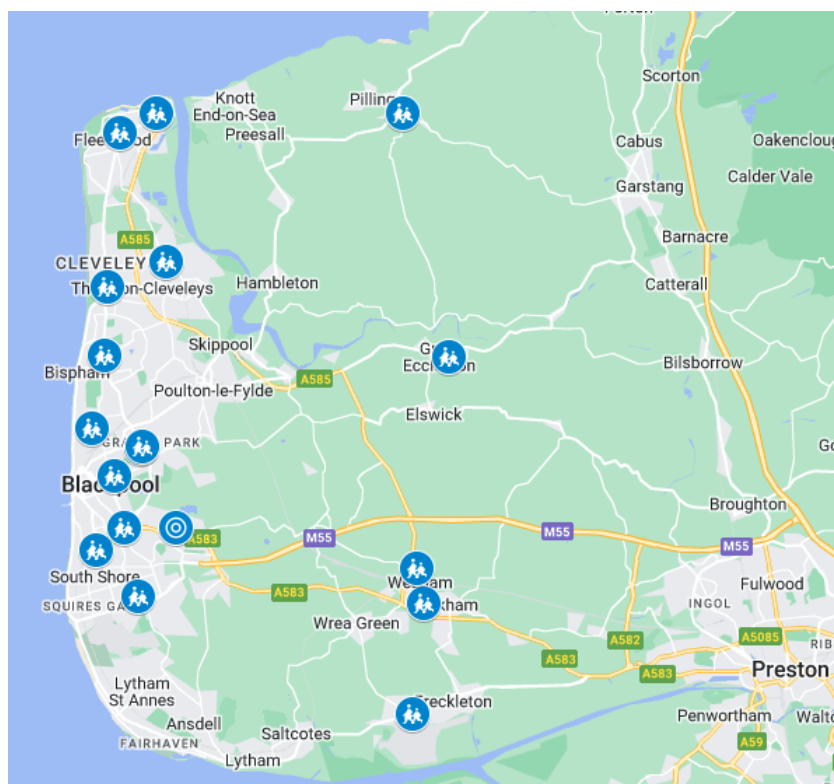
Joining 1st January 2025



St Bernadette's Catholic
Primary School,
Blackpool



St Mary's Catholic
Primary School,
Fleetwood



How to apply

Prior to applying

To arrange a visit to school, or 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 Heather Hogarth, Headteacher:

Email: head@st-williams.lancs.sch.uk

Tel: 01253 790389

Application process:

Applicants must complete the CES application form.

Please send your completed CES application form and other related required documents (available on the Trust website, link below) to Heather Hogarth, Headteacher:

head@st-williams.lancs.sch.uk

Trust website: <https://bebcmat.co.uk/job-vacancies>

We will acknowledge receipt of your application.

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Post Details:

Grade: Grade 4, scale point range 4 - 6

Salary: £24,404.00 to £25,183.00 (paid pro-rata)

Contract: Fixed Term to 31/8/2025, Term Time only

Required: As soon as possible

Hours: 20.25 per week, over 3 days per week

Job Description

Teaching Assistant – Level 2A

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

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



Blessed Edward Bamber
Catholic Multi Academy Trust