

NPCAT
FORMING LIVES READY TO FACE THE FUTURE

APPLICANT PACK

Teaching Assistant (Level 3)

St Gerard's Catholic Primary School, Middlesbrough

St. Gerard's R.C. Primary School

NICHOLAS POSTGATE Catholic Academy Trust

Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Teaching Assistant (Level 3). Although we are a Catholic Trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
b) Job Description and Person Specification
c) Further information about our Trust including our Benefits and Wellbeing package.

Applicants should return their application forms to enquiries@stgerards.npcat.org.uk by the **closing date, Friday 16th January 2026, 9am.** Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Fiona Taylor, Deputy Headteacher on 01642 591820.

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

We would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Job Advert

Required:	As soon as possible
Salary:	£25,989 - £26,403 pro rata (actual salary £14,565 - £14,797)
Hours:	24 per week, Term Time Only plus 1 week
Contract Type:	Permanent
Location:	St Gerard's Catholic Primary School, Avalon Court, Hemlington, Middlesbrough, TS8 9HU

Described as *A Haven of Calm*, St Gerard's Catholic Primary School is an inclusive caring community that holds the children and families at the centre of all it does. Our children are taught to love one another in an environment where they feel safe, valued, and cared for. They are a genuine pleasure to be with, and we are looking for someone who believes in supporting every child to flourish academically, socially, and spiritually.

St Gerard's Catholic Primary School is part of the Nicholas Postgate Catholic Academy Trust (NPCAT), a family of 38 schools that includes two sixth forms and a football academy. With more than 12,300 students and 1,500 staff, NPCAT is now one of the largest multi-academy trusts in the UK.

The trust and governors of St Gerard's Catholic Primary wish to appoint an enthusiastic, talented and highly motivated Level 3 Teaching Assistant to join our friendly and hardworking team. The candidate should have the vision and drive to make a significant impact in school and be committed to making a difference to the lives of our children.

Please refer to the Job Description and Person Specification below for more details.

The successful candidate will:

- Embrace and uphold the vision and ethos of our Catholic school;
- Be able to support in the delivery of high-quality learning experiences;
- Have high expectations of learning and behaviour;
- Be able to communicate sensitively with parents/carers;
- Have excellent standards of literacy, numeracy and spoken English;
- Support pupils' learning needs;
- Have a desire to be involved in all aspects of school life.

We offer you:

- A welcoming community with a strong Catholic ethos;
- Well behaved and motivated children who enjoy learning and coming to school and are a pleasure to be with;
- A welcoming and supportive staff team;
- Supportive and dedicated parents and governors;

- Opportunities for your own Continuous Professional Development.

Visits to the school are very welcome. Please contact Mary Kelly, Business Support Officer on 01642 591820 or email the school at enquiries@stgerards.npcat.org.uk to arrange a visit or for further information.

Closing date: Friday 16th January 2026, 9am
Interview date: To Be Confirmed

Please refer to the back cover of the application pack for details of how to apply for this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Teaching Assistant Level 3

Grade: E, SCP 6-7

Job Purpose

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally (e.g During immediate short-term absence of teacher whilst longer term plans are made) or for short periods with teacher's planning provided (eg to cover meetings).

Main Responsibilities

Support for Pupils

- Use specialised curricular or learning skills, training and experience to support pupils
- Assist with the development and implementation of IEPs
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

Support for the Teacher

- Work with the teacher to establish an appropriate learning environment

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall catholic ethos/work/aims of the school

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine.

EMPLOYEES ARE REQUIRED TO COMPLY WITH ALL TRUST POLICIES.

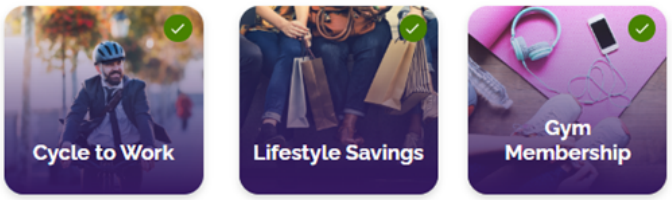
THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage	Essential		Desirable	
Qualifications & Training	E1	Level 3 qualification for Teaching Assistants or willingness to work towards	D1	Recent safeguarding training
	E2	Very good numeracy/literacy skills	D2	Appropriate first aid training
	E3	Training in the relevant area e.g. literacy and/or in particular curriculum or specific learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.		
Experience	E4	Working with children of relevant age		
Knowledge & Skills	E5	Can use ICT effectively to support learning		
	E6	Use of other equipment technology – video, photocopier		
	E7	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation		
	E8	Working knowledge of national/foundation stage curriculum and other relevant learning programmes.		
	E9	Understanding of principles of child development and learning processes		
	E10	Ability to self-evaluate learning needs and actively seek learning opportunities		
	E11	Ability to relate well to children and adults		
	E12	Work constructively as part of a team, understanding classroom roles and responsibilities and your own		

		position within these		
Personal Characteristics	E13	Committed Enthusiastic Organised Flexible Patient Resourceful Empathetic		
Special Requirements	E14 E15	An understanding of the Catholic ethos of NPCAT An understanding of safeguarding and child protection requirements		

Why work for us



NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our staff.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

We offer:

- Competitive pay
- Defined benefit pensions
- Annual pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.

How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form** & **Recruitment Monitoring Form** to: enquiries@stgerards.npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Fiona Taylor, Deputy Headteacher on 01642 591820.

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

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