



APPLICANT PACK

# Teaching Assistant Level 4 (HLTA) with Lunchtime Supervisor Duty

*St Wilfrid's Catholic Primary School, York*



# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Teaching Assistant Level 4 (HLTA) with Lunchtime Supervisor Duty. 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 [macdonald.k@npcat.org.uk](mailto:macdonald.k@npcat.org.uk) by the **closing date, Monday 3rd March 2025, 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 Trust Business Manager, Kerry Macdonald on 01904 659726.

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.*

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

**Hugh Hegarty CEO**

NPQH | MSc | PGCCGC | BEd Hons | CTC

# Job Advert

<b>Required:</b>	As soon as possible
<b>Contract Type:</b>	Permanent
<b>Location:</b>	St Wilfrid's Catholic Primary School, Monkgate, York, YO31 7PB

## **Teaching Assistant Level 4 - HLTA**

<b>Salary:</b>	Grade G, SCP 12-15 (Actual salary: £15,761 - £16,547)
<b>Hours:</b>	25 hours per week, Term Time Only

## **Lunchtime Supervisor**

<b>Salary:</b>	Grade A, SCP 3 (Actual salary: £2,733)
<b>Hours:</b>	5 hours per week, Term Time Only

St Wilfrid's Catholic Primary School is seeking to recruit a committed, enthusiastic and caring Higher Level Teaching Assistant. We are looking for someone who can creatively and effectively support the teaching and learning of our pupils as well as demonstrate the ability to lead whole class lessons.

St. Wilfrid's Catholic Primary School is situated just outside the city walls of York. This historic city provides a wealth of opportunities and experiences for our pupils which truly brings our curriculum alive. We are rich in diversity and culture and many of our pupils are multilingual. Our mission as a Catholic school permeates everything we do.

Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

St Wilfrid's Catholic Primary School is part of Nicholas Postgate Catholic Academy Trust, a family of 32 primary schools, and 6 secondary schools. With more than 12,300 pupils and 1,500 staff, the Trust is now one of the largest Catholic Multi Academy Trust in the UK.

### **The ideal candidate would have:**

- A strong commitment to the Catholic life, mission and ethos of the school.
- Significant experience of working with primary aged children.
- The ability to establish excellent and positive relationships with pupils and promote aspirational achievement and progress for all groups of learners, including children with Special Educational Needs.

- Excellent communication skills and the ability to work as part of a team.
- Level 3 qualification for Teaching Assistants and substantial experience.
- A good standard of education including maths and English GCSE A\* - C or equivalent.
- Excellent IT skills.

**We offer you:**

- Enthusiastic pupils, who are curious and independent learners.
- A warm and welcoming school and parish community.
- An experienced, talented and supportive staff team.
- A supportive local governing body and Trust wide team.
- A strong commitment to your continuing professional development.
- The opportunity to be involved in the wider life of our Trust.
- A well-resourced and engaging learning environment.

**Closing date: Monday 3rd March 2025, 9am**  
**Interview date: Week Commencing 10th March 2025**

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 4 (HLTA)

**Grade:** G SCP 12-15

## Job Purpose

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development. May also be responsible for the management and development of a specialist area within the school and/or the management of other teaching assistants including allocation and monitoring of work, appraisal and training.

## Main Responsibilities

### Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement IEPs
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils constantly 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

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- Supporting the role of parents in pupils' learning and contributing to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc.

## Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, Foundation Stage curriculum, etc, and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

## Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting 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
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

### Line Management Responsibilities where appropriate

- Manage other teaching assistants
- Liaise between managers/teaching staff and teaching assistants
- Hold regular team meetings with managed staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

### 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.*

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY 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	
<b>Experience</b>	E1	Experience working with children of relevant age in a learning environment
<b>Qualifications &amp; Training</b>	E2	Meet Higher Level Teaching Assistant standards
	E3	Level 3 qualification for Teaching Assistants and substantial experience
	E4	Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths
	E5	Training in relevant learning strategies e.g. literacy
	E6	Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT
<b>Knowledge &amp; Skills</b>	E7	Can use ICT effectively to support learning
	E8	Full working knowledge of relevant policies/codes of practice/legislation
	E9	Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies
	E10	Good understanding of child development and learning processes
	E11	Understanding of statutory frameworks relating to teaching
	E12	Ability to organise, lead and motivate a team
	E13	Constantly improve own practice/knowledge through self-evaluation and learning from others
	E14	Ability to relate well to children and adults
	E15	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
<b>Personal Characteristics</b>	E16	Committed Enthusiastic Organised Flexible Patient Resourceful Empathetic



<b>Special Requirements</b>	E17	An understanding of the Catholic ethos of NPCAT
	E18	An understanding of safeguarding and child protection requirements

# 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:** Lunchtime Supervisor

**Grade:** A SCP 3

## Job Purpose

To supervise pupils who remain on the school premises during midday break, ensuring that the children eat meals safely and behave appropriately.

## Main Duties & Responsibilities

- Escort pupils to and from the dining area, as necessary.
- Ensure that pupils having a school lunch are in the dining hall at the correct time.
- Help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary.
- Assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished.
- Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use.
- Report to senior members of staff any child whose diet may give rise for concern.
- Take charge of groups of children in the playground or the classroom.
- Devise and initiate constructive play opportunities for children when required.
- Ensure that children remain within a safe environment, and that they play safely.
- Set suitable behaviour standards in line with school policy.
- Help children acquire social skills.
- Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary.
- Attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance.
- Report to senior members of staff any acts that constitute serious infringements of school rules.
- Liaise effectively and professionally with staff, teachers and parents, as required.
- Attend training, as required.

## 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.

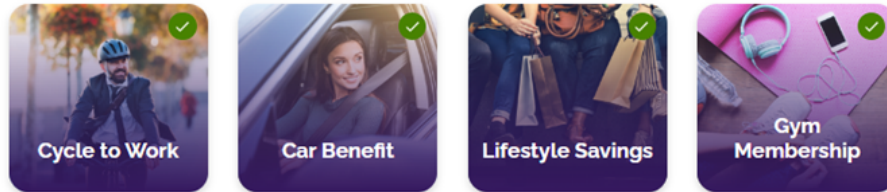
*These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine*

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY 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		
<b>Qualifications &amp; Education</b>			D1	Current First Aid qualification	
<b>Experience &amp; Knowledge</b>	E1	Supervising children as a parent or carer	D2	Working with groups of children on a voluntary or paid basis	
	E2	Managing the behaviour of groups of children	D3	Child development and social interaction	
			D4	The value of constructive play opportunities	
<b>Skills &amp; Abilities</b>	E3	Work effectively as part of a group and individually	D5	Communicate effectively (both orally and in writing) to an appropriate standard	
	E4	Inspire trust and confidence in children	D6	Recognise behaviour giving cause for concern, and inform teaching staff	
	E5	Encourage high standards of pupil behaviour at all times	D7	Teach play activities to other Lunch Supervisors	
	E6	Liaise with parents in a professional manner	D8	Examine systems critically, and suggest ways of improving efficiency	
	E7	Observe the boundaries of the role, and respect confidential information			
	E8	Initiate games and activities appropriate to the age of the children			
	E9	Relate to children on their level			
	E10	Remain calm in a crisis			
	<b>Personal Attributes</b>	E11	Creative, Empathetic, Organised Patient, Resourceful, Tolerant		
	<b>Special Requirements</b>	E12	An understanding of safeguarding and child protection requirements		
E13		An understanding of the Catholic ethos of NPCAT			

# 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 colleagues.

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
- Tusker Car Salary Sacrifice 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](http://npcat.org.uk/current-vacancies)

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: [macdonald.k@npcat.org.uk](mailto:macdonald.k@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 Kerry Macdonald, Trust Business Manager, on 01904 659726.

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.