



# **ELLESMERE PORT Catholic High School**

**TEACHING ASSISTANT – MATERNITY COVER –  
SEPTEMBER 2025 – 19 JULY 2026**

**“I have come so that they may have life and have it to the full”**

**JOHN 10:10**

## Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

### Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

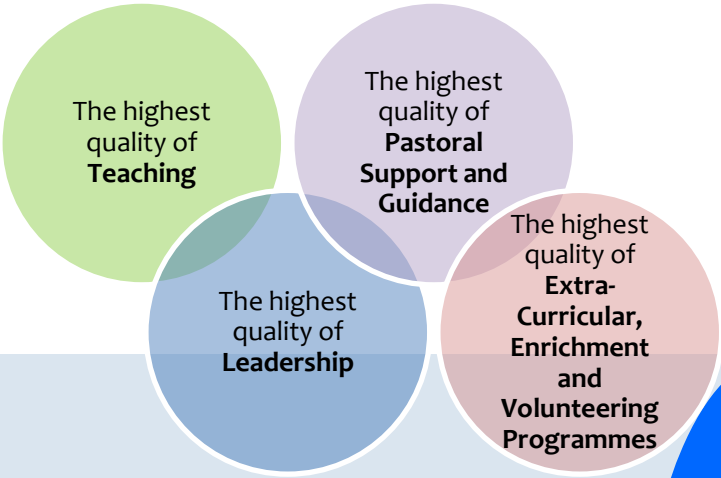
Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile  
Headteacher



Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



With 966 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

## Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

### Our Vision

#### Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

#### Our priorities

- To raise achievement – meet targets for GCSE and vocational results
- To develop the quality of teaching – 100% of lessons as “good or outstanding”
- To develop leadership – all staff leading learning
- To focus on behaviour and safety – improve attendance and reduce exclusions
- To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full' John 10.10*

## Teaching Assistant

### Maternity Cover

Actual Salary - Grade 5 £13,722 - £14,859

23.33 hours per week over 4 days –term time only

To start as soon as possible

Fixed Term until 19 July 2026

In addition to the above, we offer an employee assistance Programme to you and your family, continued professional development, an excellent staff wellbeing Programme, and an attractive pension scheme.

Governors are seeking to appoint an enthusiastic, hardworking, and experienced Teaching Assistant to join our team.

This will be a demanding, as well as a highly rewarding role and the successful candidate will form part of an exceptional team of highly committed and dedicated staff.

Previous experience is essential as well a commitment to providing the best for children. A strength in supporting literacy or numeracy would be an advantage.

Further information and application packs can be obtained from the school website [www.epchs.co.uk](http://www.epchs.co.uk) or by contacting the school on 0151 355 2373. Completed applications are to be returned to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk) or posted to Miss T Moore.

Visits to the school prior to application are welcome; please contact the school to arrange.

Closing date: **8.00am on Monday 20<sup>th</sup> October 2025**

Interviews: **from 9.00am on Thursday 23<sup>rd</sup> October 2025**

### IMPORTANT

#### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

EPCHS is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This position is subject to an enhanced DBS check and online search.



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full'* John 10.10

September 2025

Dear Applicant,

## Teaching Assistant

### Maternity Cover

Actual Salary - Grade 5 £13,722 - £14,859

23.33 hours per week over 4 days –term time only

To start as soon as possible

Fixed Term until 19 July 2026

Thank you for your interest in the post of Teaching Assistant at Ellesmere Port Catholic High School.

Our SENCO leads our Inclusion and Diversity team with a number of specialist teaching staff and teaching assistants as part of the team. We are looking to appoint an enthusiastic and experienced Teaching Assistant to work closely alongside our SEN students, duties involve supporting individual student needs; both in the classroom, in small groups and on a 1:1 basis, across a variety of subjects.

This post is of great importance to us as a team, it will offer the right person the opportunity to contribute to our already highly ambitious school to bring their experience and own ideas into supporting our SEN students.

The successful candidate is expected to have:

- Excellent interpersonal skills.
- The learner at the Centre of their vision.
- Experience in classroom practice.
- An absolute commitment to achieving excellent standards at Ellesmere Port Catholic High School.

The closing date for the receipt of applications is **08.00am on Monday 20<sup>th</sup> October 2025 with interviews from 9.00am on Thursday 23<sup>rd</sup> October 2025.** Application forms and further details are available to download from the school website [www.epchs.co.uk](http://www.epchs.co.uk) and can be emailed to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk) or posted back to Miss T Moore at the school. Please ensure you complete the required application form on the school website only, CVs are not acceptable forms of application.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be subject to an Enhanced DBS check and Online Search. The school is committed to Equality of Opportunity.

I look forward to reading your application and wish you every success.

Yours sincerely,

*C. Vile.*

Mrs C Vile  
Headteacher

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: [admin@epchs.co.uk](mailto:admin@epchs.co.uk) [www.epchs.co.uk](http://www.epchs.co.uk)

Headteacher: Mrs C. Vile B.Ed. Hons NPQH NPQEL



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

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## JOB DESCRIPTION

| JOB TITLE | Teaching Assistant – (Secondary School) | JOB REF NO | AAAE5052 |
|-----------|-----------------------------------------|------------|----------|
|-----------|-----------------------------------------|------------|----------|

### BASIC JOB PURPOSE

To support the teaching staff and work with other support staff to enhance the development and education of students in accordance with the aims and policies of the school.

|                                                                                                                                                                                                                                                                                                              | MAIN RESPONSIBILITIES                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                                                                                                                                                                                                            | Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning.                                                                                                        |
| 2                                                                                                                                                                                                                                                                                                            | Provide input into the planning and evaluation of learning activities for individuals and groups of students to enable the teaching staff to make informed decisions when developing their plans.                                                                         |
| 3                                                                                                                                                                                                                                                                                                            | Supervise the activities of individuals or groups of students both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy. |
| 4                                                                                                                                                                                                                                                                                                            | Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a pupil.                        |
| 5                                                                                                                                                                                                                                                                                                            | Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the students' wellbeing.                                                                                                                               |
| 6                                                                                                                                                                                                                                                                                                            | Record pupil information as specified by the teaching staff/line manager to ensure that schools' information systems are maintained.                                                                                                                                      |
| 7                                                                                                                                                                                                                                                                                                            | Attend to the personal and physical needs of students so that their wellbeing is maintained.                                                                                                                                                                              |
| 8                                                                                                                                                                                                                                                                                                            | Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.                                             |
| 9                                                                                                                                                                                                                                                                                                            | Display and present the students' work under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.                                                                                                                   |
| 10                                                                                                                                                                                                                                                                                                           | Attend staff and other meetings and participate in staff training development work and staff reviews as required.                                                                                                                                                         |
| Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job. |                                                                                                                                                                                                                                                                           |

### IMPORTANT

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The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

**Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an enhanced Disclosure and Barring Service check and online search.**



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

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## PERSON SPECIFICATION

### IMPORTANT

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If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure.

**JOB TITLE:** Teaching Assistant Support (Secondary) **GRADE:** 5 **JOB REF:** AA AE5052

| CRITERIA                     | ESSENTIAL                                                                                                                                                                                 | DESIRABLE                                                                                                                                                                                                              | METHOD OF ASSESSMENT                        |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>Qualifications</b>        | English and Maths GCSE at Grade C or equivalent<br><br>Appropriate qualification to at least NVQ Level 2 or equivalent                                                                    | Evidence of continuing professional development                                                                                                                                                                        | Application Form                            |
| <b>Experience</b>            | Experience of working in a similar post or with young people in an educational or caring situation<br><br>Experience of working with children in a classroom                              | Experience of working with children with Special Educational Needs<br>Experience of implementation of strategies.<br>Experience of working closely with a class teacher.<br>Experience in a Secondary School Classroom | Application Form<br>References<br>Interview |
| <b>Job Related Knowledge</b> | Knowledge of interventions for SEN students<br><br>Good level of IT Skills                                                                                                                | Experience of supporting students with literacy or numeracy<br><br>Implementation of interventions for SEN students                                                                                                    | Application form<br>References<br>Interview |
| <b>Interpersonal Skills</b>  | Ability to work closely as a member of a team and able to adapt to the varying demands of differing students.<br><br>Ability to positively relate to students with challenging behaviour. |                                                                                                                                                                                                                        | Application form<br>Interview               |



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|                                        |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                  |                                          |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
|                                        | Ability to work with small groups of students under supervision                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                  |                                          |
| <b>Aptitude and Personal Qualities</b> | <p>Motivated individual who demonstrates initiative and who aims for very high standards.</p> <p>A commitment to the Inclusion of all children</p> <p>Good communication skills</p> <p>Reliable</p> <p>Flexible and adaptable approach</p> <p>Good organisational skills</p> <p>Committed to providing the best for children.</p> <p>Flexibility to be able to deal with changing demands and situations</p> | <p>Understanding and appreciation of the needs of students with learning difficulties and associated impact of social and educational issues</p> | <p>Application form</p> <p>Interview</p> |

# Guidance for Applicants

## How to apply

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

## Shortlisting

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

## The Interview

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

## Safeguarding statement

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.

# Contact Details:

|                        |                                         |                                  |                            |                                                                                                                          |
|------------------------|-----------------------------------------|----------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 1                      | 2                                       | 3                                | 4                          | 5                                                                                                                        |
| Phone<br>0151 355 2373 | HR Email<br>Human.Resources@epchs.co.uk | Admin Email<br>Admin@epchs.co.uk | Website<br>www.epchs.co.uk | Address<br>Ellesmere Port<br>Catholic High School<br>Capenhurst Lane<br>Whitby<br>Ellesmere Port<br>Cheshire<br>CH65 7AQ |



**“Great things happen when you care”**

PSALM 21:  
He asked for life and you gave it to him



**ELLESMERE PORT**  
**Catholic High School**

**Capenhurst Lane, Whitby, Ellesmere Port, CH65 7AQ**

**[www.epchs.co.uk](http://www.epchs.co.uk) | 0151 355 2373 | [admin@epchs.co.uk](mailto:admin@epchs.co.uk)**