



ST. MATTHEW'S  
ROMAN CATHOLIC HIGH SCHOOL  
Voluntary Academy

# JOB APPLICATION PACK

DIOCESE OF  SALFORD

## Teaching Assistant



**EMMAUS**  
CATHOLIC ACADEMY TRUST

St Matthew's RC High School, Nuthurst Road, Moston, Manchester, M40 0EW  
[www.smrchs.com](http://www.smrchs.com) E [contact@smrchs.com](mailto:contact@smrchs.com) T 0161 681 6178

# WELCOME

## FROM THE HEADTEACHER

Thank you for taking the time to consider applying for the post of Teaching Assistant.

Here at St Matthew's my vision is clear. I expect the highest standards, in order to achieve the best for our young people. Our core purpose is of course our Catholic mission: 'We pray, We care, We achieve'. Our core business is Teaching, Learning and Achievement. I am confident that we have taken the first steps to being the outstanding Catholic community we all want for our young people. Whilst I recognise that there is much still to do, I am very confident that working together, we can achieve excellence for our community.

I have had the privilege of leading St Matthew's as Headteacher since September 2018. Considerable changes have been introduced across the school and the effectiveness of these were recognised at the Ofsted monitoring visit in January 2019. I know our full community have high ambitions for St Matthew's and believe we have a fantastic school in the making.

Together, with the Governors, we are looking for someone who will take this ambition forward and who can articulate a vision for the future and have the skills to realise that vision.

In return we are totally committed to the continued professional development of all staff and take seriously our responsibility to develop the leaders of the future.

I hope that you find the information in this pack useful and it helps you to make the decision to apply. I would be delighted to meet you should you wish to accept our open invitation to visit our wonderful school.

Yours sincerely,

*Mrs Helen Murden*  
Headteacher

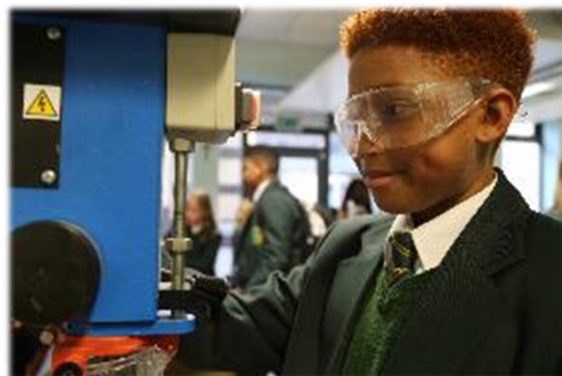


# Teaching Assistant

12 month Fixed term contract  
Term Time Only + 5 days  
NJC Grade 3, SCP 4 – 6 actual salary  
£13,840 to £14,399  
Start date: as soon as possible

The Governors are looking to appoint an enthusiastic, hard-working, team player, who will join us in the role of a Teaching Assistant

- Experience of working with or caring for children of a relevant age
- Possess numeracy/literacy skills with a good level of knowledge and understanding.
- Have understanding of the national curriculum and other basic learning programmes/strategies
- You must be able to establish excellent relationships with pupils, parents and colleagues.
- Possess excellent communication and organisational skills combined with the ability to prioritise time and tasks in order to provide a friendly and efficient service.



For further information please contact Mrs Smith, PA to the Headteacher, on 0161 681 6178 or by email at [a.smith@smrchs.com](mailto:a.smith@smrchs.com)

**Closing date for applications:** Friday 22 October 2021, 12 noon

**Interview date:** Week commencing Monday 1 November 2021

Application packs can be downloaded from the school website [www.smrchs.com](http://www.smrchs.com). Completed applications and supporting documentation should then be submitted by email to Mrs Smith at [a.smith@smrchs.com](mailto:a.smith@smrchs.com).

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be required to complete an enhanced DBS check.

# Job Description

The job description below gives an insight into the responsibilities of the post of a Teaching Assistant and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking.

The post holder will report to the appropriate SLT member - SENCo. Apart from other colleagues in the school, the main contacts of the job are: Assistant SENCo, teaching staff, other support staff and pupils.

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## **Main purpose of the job:**

To support access to learning and provide general support for the school in the management of pupils and resources, as directed by senior staff and the Assistant SENCo.

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## **Main duties and responsibilities:**

1. To work with small groups of children under the supervision of the classroom teacher.
2. Give regular feedback on children's progress to the class teacher and file records.
3. Attend to children's personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters.
4. Establish good relationships with pupils, taking on acting as a role model by presenting a positive personal image and responding appropriately to individual needs.
5. Promote the inclusion and acceptance of all pupils.
6. Encourage pupils to act independently as appropriate.
7. Provide curricular clerical/admin support, eg. photocopying, making lists, collection of monies.
8. Under the direction of the teacher prepare the classroom for lessons and clear afterwards, including display work as appropriate.
9. Undertake pupil record keeping as requested (e.g. provide a written statement on pupil progress to the teacher).
10. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

11. Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher.
12. Provide Curriculum / resource support and undertake programmes linked to local and national learning strategies.
13. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
14. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
15. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
16. Maintain high standards of health and safety at all times.
17. Maintain good relationships with colleagues and work together as a team.
18. Assist in the supervision of classroom and outdoor activities.
19. Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present.
20. Contribute to the overall ethos/work/aims of the school.
21. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
22. Attend relevant meetings.
23. Participate in training, including relevant learning strategies and other learning activities and performance management where required.
24. To converse at ease and provide advice in accurate spoken English is essential for the post.

A Teaching Assistant level 2 may be called upon occasionally to provide cover supervision for a whole class for a session/lesson e.g. in an urgent situation. However, they will not be required to set or allocate work to the pupils, as this will be determined by the class teacher.

**Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**