

March 2025

I am delighted you have taken an interest in the position of Teaching Assistant at The Catholic High School, Chester. Your application will be the first step in joining our ambitious and successful team and coincides with an exciting phase of our development as we progress our school.

Having been judged as 'Good' by Ofsted in December 2021, we are eager to continue our school improvement journey. If you feel you have the energy, determination, and ideas to be part of this journey, then we would love to hear from you.

Our school is about everyone working together to achieve the best for our students and our staff. We know that success comes from knowing our roles and ensuring that we push our potential every day. As a Catholic school we strive to serve each other at every opportunity to create a family environment.

If this sounds like the school for you, then let us know.

Mrs C. McKeagney
Headteacher

Teaching Assistant

The role

We have an exciting opportunity for a number of Teaching Assistants to join our school. The successful candidates will be passionate in working with our children and families to make a difference for them to our children. We are looking to recruit colleagues with both the commitment and relevant skills to embody our culture, enthuse students, and help to raise standards throughout the school. The successful candidates will join the school at an exciting time. Having been judged as 'Good' by Ofsted in December 2021, we are eager to continue on our school improvement journey – and we look forward to having you on this journey.

The successful candidate will:

- Assist, support and implement the overall ethos, values and vision of the school.
- Motivate pupils.
- Provide a good role model.
- Support teaching and learning (including delivery of accredited courses).
- Support the assessment, recording and reporting process.

Our School

The Catholic High School, Chester is an academy where we all strive for excellence. We have a real sense of community, and being part of the community is incredibly important to us. As part of our school improvement journey, we have clear plans to ensure that outcomes continue to improve. Our team approach is evident in everything that we do, and this has been a key factor in securing school improvement in recent years.

We firmly believe in the importance of all of our students achieving a Quality First Education, which in turn enables our students to believe that they can achieve whatever they want to with hard work, determination and self-motivation.

What we offer

You will be part of the school's SEND team, supporting the SENCO and Teaching Staff to enable the student to get the best out of their time at school, to support them throughout their journey to reach their full potential.

As part of The Catholic High School, Chester you will be open to opportunities to develop as an individual within the school through our training programme. The value of being part of our team should not be underestimated, joining The Catholic High School, Chester will mean that you will be part of a supportive and dedicated group of staff who will invest in your professional development. This is a fantastic opportunity to develop your abilities and knowledge whilst working in a supportive environment in conjunction with other very dedicated and professional staff.

The role is Permanent Role for 32.5 hours over 5 days (subject to a successful probation period) over 39 weeks a year (Term Time) paid over 12 months.

Pay – Grade 6 SCP 12 – 17 £21,002 -£23,298 (pro rata for 39 weeks (£27,711 - £30,060 FTE) depending on experience.

Commitment to support your professional development.

Opportunity to join the Cheshire Local Government Pension Scheme.

You will not be able to take holidays during term time.

For further information, please have a look at our website www.christofidelis.org.uk

Closing date: 3pm Monday 24th March 2025

Interviews will take place in the week following this

Further details and an application pack are available from the vacancies page on our website:

[Vacancies - The Chester Catholic High School \(christofidelis.org.uk\)](http://www.christofidelis.org.uk)

Applications should be returned via email to: Andrew Kilcoyne, Business Manager
kilcoynea@christofidelis.org.uk

The Catholic High School, Chester is committed to safeguarding and promoting the welfare of all of our students and expect all staff and volunteers to share this commitment. An enhanced DBS check applies to all roles.

The Catholic High School Job Description

Job Title:	Teaching Assistant – Grade 6 Specialist skills
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BASIC JOB PURPOSE: To work collaboratively with teaching staff and work with other support staff to enhance the development and education of children in accordance with the aims and policies of the school.

	Main Responsibilities
1	Undertake a specialist role using relevant expertise (for example in subject based areas or in relation to pupils with particular needs) to deliver and implement learning activities and programmes.
2	Plan and implement agreed learning activities for individual and groups of pupils, in collaboration with the teaching staff, to ensure that learning objectives and individual learning targets are achieved.
3	Co-ordinate the work of individuals or groups of teaching assistants so that the needs of particular projects and shared objectives for supporting individual or groups of pupils are met.
4	Observe and monitor individual pupils to provide accurate assessments of progress and problem areas for the compilation of reports, and to provide appropriate feedback to pupils, parents and other staff.
5	Liaise with parents/carers and other professional staff and outside agencies to ensure effective communication concerning the maintenance of pupils' well being
6	Access and update the full range of pupil records to facilitate assessment of pupils' progress.
7	Prepare and maintain classroom resources (including control of stock within the classroom) so that they are readily available for use.
8	Display and present the pupils' work and displays so that it enhances the school / classroom environment and celebrates achievement.
9	Supervise the activities of individual or groups of pupils, 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 managing behaviour strategies.
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 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.	

Knowledge, skills and experience requirements for the post

Essential

Desirable

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none">• Level 2 Numeracy/ Literacy or willingness to work towards.• Experience or qualification at NVQ 2.	<ul style="list-style-type: none">• Certificate in supporting teaching and learning in schools Level 3.
Skills/Knowledge	<ul style="list-style-type: none">• Ability to communicate effectively with children, young people and adults.• Ability to respect sensitive and confidential work.• Ability to work flexibly and effectively as part of a team.• Good numeracy and literacy skills.• Ability to prioritise work to meet deadlines.• Ability to identify own training and development needs and co-operate with means to address these.• Ability to use ICT to produce resources	<ul style="list-style-type: none">• Knowledge of working in a school• Knowledge of relevant polices/codes of practice and awareness of relevant legislation relating to child protection• Knowledge of First Aid
Experience	<ul style="list-style-type: none">• Experience of participating in teamwork and on own initiative	<ul style="list-style-type: none">• Experience as a successful education/learning support assistant working with secondary age students with SEN.

Responsibilities and accountabilities

All staff working in the SEN Team are required to work flexibly to provide cover for the priority work of absent colleagues or vacancies. Training for such cover shall be arranged via performance management in advance wherever possible. All such cover work shall be commensurate with the grade of the postholder providing the cover.

Main Duties:

Support for the teacher

- Liaise with teachers to support students in the classroom.

Support for the curriculum

- Keep abreast of developments in special educational needs.

Support for students

- Act as a key worker for one or more students, which includes: Attending form; check student is set up for the day, eg planner, equipment, books, breakfast, uniform; check home comment book (if have one) tutor, class prayer, notices, form stickers, etc, Attend year group assemblies.
- Liaise with school staff and external agencies to support students.
- Liaise with parents/carers communicating to them about student progress and well-being, including translating letters and reports, taking notice of absence and translation in meetings.
- Assist students in the classroom to achieve their highest possible academic standard
- Record information related to working with students in school.
- Work with individual or small groups of students carrying out assessment and recording as necessary.
- Prepare work, including schemes of work, for individuals or small groups in study support sessions.
- Support with preparing work and differentiation, for individuals or small groups in lessons.
- Supervising, monitoring students during non-contact time, providing them with suitable activities and ensuring that they have the correct equipment, books and planners for work in lessons.
- Reformat work for visual impaired students, liaise with teachers / colleagues and outside agencies regarding schemes of work and appropriate resources.
- Assist and support students on external school trips, including visits to college.
- Attend after school meetings/ training / school functions as previously agreed with SENCo.
- Invigilate and provide exam access arrangements for internal and external examinations.
- Supervise and monitor students outside normal school hours including breakfast clubs / homework clubs and bus duties with suitable notice.
- Plan, deliver and monitor academic and pastoral interventions for individuals and small groups.
- Act as a mentor for assigned students, including the following areas: Complete student profiles, setting targets with SENCo, meeting student/s frequently to check achieving targets.
- Translate lesson resources and internal examinations for students with EAL needs.

- Plan, prepare and deliver learning activities to individuals or small groups of students with English as an Additional Language (EAL) carrying out assessment and recording and reporting.
- In consultation with the Equality and Diversity Team devise activities for raising the attainment of individuals or small groups of students with EAL needs.
- Assess students' progress using Northern Association of Support Services for Equality and Achievement (NASSEA) and adapt programmes of study appropriately.
- Manage the learning, including the behaviour, of groups of students with EAL needs.
- Liaise with school staff to support students with EAL needs.
- Attend EAL network meetings.
- Attend parents evening when necessary to act as a translator for parents.
- Support teaching of EAL across the school.

Support for the school

- To contribute to and be supportive of the Catholic ethos of the school.
- Support whole school ethos with regard to uniform, appearance and behaviour.
- Support all school policies and procedures e.g. child protection, equal opportunities and anti-discrimination.
- Support teaching of SEN across the school.
- Contribute towards the work of the Inclusion department.
- Assist at school functions.
- Other duties commensurate with the grade of the post as directed by the Director of Inclusion or Teacher.

Carry out other duties commensurate with the grade (or below) of a post, as directed by the line manager, Senior Leadership Team or their representatives.

