



**Blessed
Christopher Wharton**
CATHOLIC ACADEMY TRUST



Teaching Assistant

Pay Scale: Band 5 SCP 5 - 6
Term Time Only (to start as soon as possible)
Monday - Friday 08:45 - 15:30 = 31.25 hours per week
Permanent Contract

The Governors at St. Matthew's Catholic Primary School are looking for an enthusiastic Teaching Assistant to join our wonderful school as soon as possible.

The right candidate will be committed to providing the best possible outcomes for our children.

As a Teaching Assistant, you will have the opportunity to make a significant difference to the lives of our children and the community we serve.

Please note, we can only accept applications completed on the CES Application form which is available on the BCWCAT website and from our school office by contacting us on 01274 541737 or office@stm.bcwcatt.co.uk

**Closing date for applications: 9am Friday
13th November
Interviews: Tuesday 17th November**



The school is committed to a rigorous implementation of our safeguarding policy. All successful applicants will be subject to pre-employment checks and an enhanced DBS check, prior to a formal offer of employment being made. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exception Order 1975, 2013 and 2020

The Role



Key Duties and Responsibilities

- Support the learning, development, safety, and well-being of pupils, including those with additional needs, ensuring equality of access and inclusion.
- Will assist in maintaining the good discipline of pupils throughout school and be expected to use good common sense, as well as use initiative in all matters relating to the conduct and behaviour of individual pupils, groups of pupils and whole classes, the safety, mobility (if required), hygiene and wellbeing of the pupils; making decisions within established working practices and procedures.
- Assist with the development and implementation of Individual Education Plans; attending to the pupils' personal needs and maintaining related personal programmes with the correct use of care materials including the safety and wellbeing of the pupils, therapy and medical intervention needs of the pupil and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility.
- For posts working with pupils who are physically less able, it may be necessary to be able to physically assist the pupil in line with school policies and good practice.
- Undertake structured and agreed learning activities/teaching programmes appropriate to the pupil's needs to ensure physical, social, emotional and intellectual development, considering diversity e.g. language, culture, ability, race and religion.
- Deliver structured learning activities, support Individual Education Plans in the classroom or in a smaller one-on-one setting.

The Role

- Promote positive behaviour, social skills, self-esteem, and independence, challenging inappropriate behaviour and reporting safeguarding concerns in line with policy.
- Act as a role model, establishing positive relationships with pupils, parents/carers, and colleagues, contributing to the school ethos.
- Provide administrative and clerical support, monitor pupil progress, and give constructive feedback to teachers, pupils and parents/carers.
- Assist with supervision during out-of-class activities, trips, and visits, and support work experience students, trainees, or volunteers.
- Participate in professional development, training, and performance review as required.
- Interaction with pupils, staff, parents/carers and external professionals on a daily basis.
- Will assist in the supervision of students on work experience, trainees and voluntary helpers.
- Will occasionally be required to supervise the class for brief periods during a morning or afternoon session where the classroom teacher is not available.
- Will administer routine tests, invigilate exams and undertake routine marking of pupils' work.
- May from time to time be required to undertake other duties commensurate with the grade and responsibility defined in this job description.

Person Specification

Qualifications/ Training	Essential or Desirable
GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1.	E
Evidence of further training/development and/or willingness to participate in further training and development opportunities.	E
First Aid qualification	D
Level 2 NVQ in childcare/Teaching Assistant or equivalent qualification or educated to graduate level.	D
Experience	Essential or Desirable
Experience of working in a team situation	E
Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities.	E
Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level.	E

Person Specification

Knowledge/Skills	Essential or Desirable
Understanding of classroom roles, responsibilities and teaching strategies	E
Good literacy, numeracy and IT Skills	E
Understanding of safeguarding and child protection principles	E
Ability to work independently and use initiative	E
Ability to manage behaviour and maintain a positive learning environment	E
Ability to build positive relationships with pupils and staff	E
Understanding of equality, diversity and inclusion in an educational context	E
Understanding of basic health and safety requirements	E

Personal Attributes	Essential or Desirable
Reliable, flexible and adaptable	E
Calm under pressure	E
Good communication and interpersonal skills	E
Commitment to promoting the aims and values of the school	E



**Blessed
Christopher Wharton**
CATHOLIC ACADEMY TRUST



Unlocking Opportunities: Our Offer to You



Employee Assistance Programme

Telephone counselling and mental health support is available through our EAP app with Sonder.



24/7 GP Service

Instant and 24/7 medical advice from registered nurses and access to virtual GP appointments and prescriptions



Excellent Professional Development Opportunities:

Grow your skills and advance your career with our commitment to providing outstanding professional development opportunities.



Vivup Lifestyle Benefits:

Enjoy a range of high street discounts through Vivup.



Excellent Pension Scheme:

Secure your future with our excellent pension scheme, ensuring financial stability in the long term.



Regular Learning Days:

Networking with peers off site with a range of inspirational, external speakers on a termly basis.



Positive Work Environment:

Experience a positive work culture that values your contributions and fosters a sense of belonging and fulfilment.



Opportunity to Make a Difference:

Be part of something meaningful by contributing to projects and initiatives that have a positive impact on our community and beyond.



Staff Awards

Annual Staff Awards where outstanding performance is acknowledged and rewarded.