



Sacred Heart
Catholic Primary School
Together we live and learn; we play and pray



Sacred Heart Catholic Primary School
Application Information Pack

Teaching Assistant



St. John the Baptist Catholic
Multi-Academy Trust

Prepare the Way



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Dear Applicant,

Thank you for your interest in joining the Sacred Heart Catholic Primary School family. I am delighted to introduce you to our warm, welcoming and inclusive Catholic school community.

At Sacred Heart, Christ is at the centre of all we do. Inspired by Gospel values, we are committed to nurturing the whole child: spiritually, academically, socially and emotionally. We strive to provide an education that enables every child to flourish, grow in confidence and develop the knowledge, skills and character needed to live a life of purpose and service.

Our vision is to ensure that every child is known, valued and supported to achieve their full potential through high-quality teaching, meaningful relationships and a broad, balanced and engaging curriculum. We aim to develop curious, resilient and compassionate learners who believe in themselves and understand that, with God's help, they can succeed.

Our Catholic values underpin daily life at Sacred Heart. They guide the way we learn, work and treat one another, creating a nurturing environment where kindness, respect and dignity for all are at the heart of our community.

Partnership with families and the wider community is central to our work. We believe that children thrive when home, school and parish work closely together. We actively encourage parents and carers to engage in school life and celebrate the strong sense of belonging that makes Sacred Heart such a special place to learn and work.

We are proud to be part of the St John the Baptist Catholic Academy Trust. As a member of our staff team, you will benefit from collaboration across the Trust, high-quality professional development, shared expertise and opportunities for career progression. Our Trust family works together to ensure the very best outcomes for all pupils while supporting the wellbeing and development of every colleague.

Sacred Heart is a caring and supportive place to work, where teamwork, encouragement and professional growth are valued. We warmly welcome visits to the school and look forward to meeting prospective candidates who share our commitment to Catholic education and to making a difference in the lives of children.

We hope you will consider joining our team.

Yours sincerely,

Maureen Collier
Headteacher



Job Description

Job Title	Teaching Assistant
Reports to	Class Teacher and Phase Leader
Working Hours & Pattern	30 hours per week, term time 8.45 am to 3:15 pm Monday to Friday
Salary / Grade	Point 4 £25,185 (pro rata actual salary £17,040)
Core Purpose	To work alongside other members of the teaching team to support individual students or groups of students as directed. To take responsibility for planning, preparing and delivering lessons to individual children or small groups of children within the classroom, under the supervision of class teaching staff.

Key Responsibilities

Supporting Teaching and Learning

- Work in partnership with class teachers to support pupils' learning in line with the National Curriculum and school policies.
- Support individuals and small groups of pupils during lessons and planned learning activities.
- Adapt support and activities in response to pupils' needs and progress.
- Support the development of pupils' literacy, numeracy and communication skills.
- Encourage pupils to become independent, confident and resilient learners.
- Support the use of technology and classroom resources to enhance learning.

Supporting Pupils

- Build positive, respectful and supportive relationships with pupils.
- Promote inclusion and ensure all pupils can access learning successfully.
- Support pupils with SEND and additional needs with patience, understanding and encouragement.
- Promote positive behaviour in line with the school's Behaviour Policy and Catholic values.
- Support pupils' emotional wellbeing, confidence and self-esteem.
- Attend to pupils' personal, social and welfare needs where appropriate.

Working with Staff and Families

- Work collaboratively with teachers, support staff and external professionals.
- Share relevant information regarding pupil progress, wellbeing and behaviour with teaching staff.
- Contribute positively as part of the wider school team.
- Develop positive relationships with parents and carers where appropriate.



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Classroom and School Support

- Assist with the preparation and organisation of classroom resources and learning materials.
- Support the presentation and display of pupils' work.
- Supervise pupils during breaktimes, educational visits and other school activities as required.
- Contribute to maintaining a safe, stimulating and engaging learning environment.

Professional Responsibilities

- Maintain confidentiality and professionalism at all times.
- Follow all school policies and procedures, including safeguarding, behaviour, health and safety and equality policies.
- Participate in training, meetings and professional development opportunities.
- Demonstrate flexibility, initiative and a positive attitude towards school life.
- Support and uphold the Catholic ethos and values of Sacred Heart Catholic Primary School.

Supporting the Trust

- Set a personal example that contributes to the positive ethos of the Trust
- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Assist with the supervision of pupils out of lessons, including before and after school and at lunch times
- Accompany staff and pupils on visits, trips and out-of-school activities as required and take responsibility for small groups
- Develop and maintain professional and effective working relationships with parents/carers, external partners and other colleagues
- Attend meetings as required
- Engage actively in the Trust Performance Management Process
- Undertake professional development as required or identified through the Performance Management process
- To undertake First Aid training and use this to assist as required during the day.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.



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- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.

Safeguarding Statement

Sacred Heart Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

The successful applicant will be subject to:

- an enhanced DBS check;
- satisfactory references;
- online searches in line with Keeping Children Safe in Education;
- verification of identity and qualifications;
- and all relevant pre-employment checks.

We are committed to creating a culture of vigilance where safeguarding is everyone's responsibility.



Attribute	Essential or Desirable	Assessment
Qualifications & Experience		
Level 2 qualification in Math's/Numeracy and English/Literacy	E	A
Willingness to undertake appropriate first aid training	E	A
Training in relevant learning strategies e.g. literacy/numeracy/EAL	D	A
Level 3 Teaching Assistant qualification (or working towards)	D	A
Knowledge & Understanding		
Ability to provide support for pupils with autism, ensuring their safety and access to learning activities	E	I
Promote good pupil behaviour, and deal promptly with conflict and incidents	E	I
Ability to undertake student record keeping as requested	E	I
Ability to provide support for structured and agreed learning activities/learning programmes, taking into consideration pupils' learning needs	E	I
Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection	E	I
Ability to utilise strategies to support students in achieving learning goals	D	I
Understanding of how to support Literacy/Numeracy/EAL programmes, record achievements and progress and providing appropriate reports and feedback for the teacher	D	I
Skills & Abilities		
Establish good working relationships with pupils acting as a role model	E	I
Encourage pupils to interact with others and engage in activities led by the teacher	E	I
Assist with the development and implementation of Individual Learning Plans and Education Health Care Plans	E	I
Provide detailed and regular feedback to teachers on pupils' achievements and progress	E	I
Support the use of ICT in learning activities and develop pupils' competence and independence in its use	E	I
Work as part of a team appreciating and supporting the role of other people in the team	E	I



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Experience		
Previous experience of working as a Level 2 or 3 Teaching Assistant within a primary school environment	D	A
Experience of working with children with a diagnosis of Autism	D	A/I
General understanding of national curriculum and other basic learning programmes/techniques	E	I
Basic understanding of Autism and how it affects child development and learning	D	I
Ability to relate well to children and adults	E	I
General awareness of inclusion, especially within a school setting	E	I
Personal Commitment		
Demonstrate and adhere to Sacred Heart and Trust's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Trust's internal procedures.	E	A
Adhere to the Trust's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to Sacred Heart's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation R –
References