



RECRUITMENT PACK

TA3 and After School Club

Manager

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JOB ADVERT

TEACHING ASSISTANT LEVEL 3 AND AFTER SCHOOL CLUB MANAGER

PERMANENT / TERM TIME

20 HOURS PER WEEK – 1:15PM – 5:15PM

GRADE 6, SCP 11-19 £28,142 - £32,061 FTE [£12,862 - £14,653 PRO-RATA]

RESPONSIBLE TO: HEADTEACHER

MAIN LOCATION: ST JOSEPH'S RC PRIMARY SCHOOL

REQUIRED TO COMMENCE: ASAP

St Joseph's RC Primary School is an aspirational school serving the community of Todmorden in the Diocese of Salford. We are proud of the achievements our pupils have made, through our excellent relationships with one another founded on mutual trust and respect. The school sets high expectations for our pupils regardless of their starting points and our staff work tirelessly to enable pupils to reach their full potential. St Joseph's RC Academy "has a palpable family atmosphere" where "the Catholic ethos runs through the life of the school", Ofsted April 2024.

The Board of Directors of the Romero Catholic Academy Trust, alongside the Governors of St Joseph's RC Primary School, are seeking to recruit a committed and enthusiastic Teaching Assistant Level 3 and After School Club Manager. This exciting dual role combines supporting teaching and learning across the school with leading our successful After School Club, providing high-quality care, stimulating activities and a welcoming environment that reflects our Catholic ethos and values.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01706 812948** or operations@stjosephs.romerocat.com.

If you wish to apply, please do so via My New Term, our recruitment platform

Link: [Job Adverts & Applicants](#)

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	7 th September 2026
Shortlisting Date	9 th September 2026
Interview Date	16 th September 2026

TEACHING ASSISTANT LEVEL 3

JOB DESCRIPTION

JOB PURPOSE

Expected to work with the teacher and SENCO in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and its differentiation amongst pupils. Would be expected to:

- Plan and implement teaching and learning activities/reading intervention activities to individuals and small groups with visual impairments.
- Establish - supportive and constructive relationships with pupils, parents, carers and the wider community

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

SUPPORT FOR PUPILS

- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).
- To plan and implement specific programmes in conjunction with the QTVI and with individual pupils appropriate to the developmental needs of individual children throughout different curriculum areas.
- To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s).
- To assist in the devising of pupil's individual targets and their monitoring and review.
- To support pupils as part of a planned VI intervention programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and record pupil progress on a regular basis and to prepare reports as required.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

SUPPORT FOR TEACHERS

- To monitor individual pupil's progress and to report on pupils needs, achievements and concerns.
- To assist in pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, prepare appropriately adapted resources and learning strategies for lessons.
- To liaise with parents, carers and outside agencies, where appropriate.

- To undertake arrangements for out of school learning activities, for example, pupil work experience.
- Undertake marking of pupils work and recording of achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits.

SUPPORT FOR THE SCHOOL

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety
- To liaise with the school's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary, within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/pupil/teacher/schoolwork.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

SUPPORT FOR THE CURRICULUM

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities.

AFTER SCHOOL CLUB MANAGER

JOB DESCRIPTION

JOB PURPOSE

To create a stimulating, high-quality play opportunities within a safe and caring environment. To be responsible for:

- Planning, development and review of activities within the provision.
- Leading the out of school club team.
- Administrative monitoring systems.
- The post-holder would be the After School Club Manager which is part of School.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

- To plan, deliver and evaluate a programme of high-quality play opportunities in a safe environment
- To be responsible for implementing Safeguarding and Health and Safety policies and procedures
- To ensure the EYFS requirements are met
- To liaise with parents to enable the effective operation of the Club
- To lead the development of policies and procedures
- To manage Club staff and volunteers, taking responsibility for recruitment, induction, allocation of work and training and supervision
- To plan and accompany children on visits, ensuring that the appropriate documentation and risk assessments are complete
- To administer basic/paediatric first aid where appropriately trained.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken
- To maintain registers of attendance/absence and other child records
- To assist in Club marketing and promotion Contributing to the planning, development and delivery of the club Maintaining stock and ordering supplies

- To support the promotion of positive relationships with parents and outside agencies, including communicating effectively with parents on a regular basis In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the Out of School Club Assistant post

ADDITIONAL SUPPORTING INFORMATION – SPECIFIC TO THIS POST - This post does not require a faith commitment within the Roman Catholic Church however, candidates must be supportive of the ethos, vision and values of the Trust and not do anything to undermine the faith commitment of the Trust. In line with all staff within the Trust, they will be required to sign a Catholic Education Service Contract.

TEACHING ASSISTANT LEVEL 3 AND AFTER SCHOOL CLUB MANAGER

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications and Experience		
Teaching Assistant Level 3 qualification (or equivalent)	E	A
GCSE or equivalent level, including at least a grade 4 (previously a grade C) in English and Maths	E	A
Experience of managing staff	D	A/I/R
Experience of undertaking administrative tasks	E	A / I / R
Evidence of a commitment to further professional development	E	A / I / R
Experience of working with or caring for children of relevant age	E	A / I
Experience of undertaking financial duties	D	A/I
First Aid training or willingness to complete	E	A / I
Experience working in a school environment or other educational setting	E	A
Experience working with children / young people	E	A
Experience planning and delivering learning activities	D	A / I / R
Knowledge of safeguarding requirements	E	A/I
Knowledge and Skills		
Knowledge of Early Years Foundation Stage	D	A / I
Good communication skills (oral and written)	E	A/I
Good numeracy and literacy skills	E	A/I
Effective use of ICT to support learning	E	A/I/R
Basic understanding of child development and learning	E	A / I / R
Ability to self-evaluate learning needs and actively seek learning opportunities	E	A / I / R
Ability to relate well to children and adults	E	A / I / R
Work constructively as part of a team	E	A / I / R

Able to prioritise their own workload, working accurately and to deadlines	E	A / I / R
Understanding classroom roles and responsibilities	E	A / I / R
Ability to keep online and paper records and undertake necessary administration	E	A/I
Ability to manage resources within the club budget	E	A/I
Ability to maintain confidentiality	E	A/I
Personal attributes and behaviours		
Adaptability to quickly adjust methods to meet the needs of all pupils.	E	A / I / R
Flexibility to be able to handle unexpected situations with professionalism	D	A / I / R
Patience in interactions with a variety of pupils and situations, with a calm demeanour	E	A / I / R
Responsive to coaching and feedback	E	A / I / R
Empathy to understand the needs and challenges of pupils and being able to relate to them on a personal level	E	A / I / R
Resilience to manage challenging behaviour or difficult situations with professionalism	E	A / I / R
A commitment to getting the best outcomes for all pupils, and promoting the ethos and valued of the school	E	A / I / R
Resilient, positive, forward looking and enthusiastic about making a difference	E	A / I / R
A commitment to getting the best outcomes for all pupils, and promoting the ethos and valued of the school	E	A / I / R
Resilient, positive, forward looking and enthusiastic about making a difference	E	A / I / R
Commitment to the Trust's ethos and values	E	A / I
Flexible attitude to work	E	A/I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A
Commitment to health and safety	E	A
Other		
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	HR	Date: 08/2026

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

HOW TO APPLY

If you would like to find out more about the position, please contact Mr Sam Newsham on 01706 812948 or operations@stjosephs.romerocat.com.

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