

# OUR LADY STAR OF THE SEA CATHOLIC PRIMARY SCHOOL

## Teaching Assistant Application Pack



Closing Date:  
Friday 22<sup>nd</sup> May 2026 – midday

Shortlisting Date:  
Monday 25<sup>th</sup> May 2026

Interview Date:  
TBC w/c Monday 8<sup>th</sup> June 2026



# Welcome to Our Lady

Dear Potential Candidate,

I want to thank you for taking the time to consider Our Lady Star of the Sea Catholic Primary School for the next stage in your professional journey. We are a school and a community, steeped in faith, love and hope; working together continually to bring the Kingdom of God alive here on Earth. At Our Lady's, we live by our mission statement, "You are Precious in my Eyes". Every member of our school family is valued, nurtured and inspired to be the very best version of themselves in all that they do; for themselves and for our children.

I am delighted to announce an exciting opportunity to join our dedicated and passionate team at Our Lady Star of the Sea. We are looking to appoint an enthusiastic part time Teaching Assistant to work 16.5 hours per week across three days. This is a split role, and the details are as follows:

- Higher Level Teaching Assistant (HLTA) – 11 hours per week, to be worked over two days
- Teaching Assistant Level 2B (TA2B) – 5.5 hours per week, to be worked over one day

The post commences on 1<sup>st</sup> September 2026 and is offered on a fixed term basis for one academic year to cover a temporary shortfall in teaching/working hours.

In return we will offer the successful candidate a supportive, loving environment where taking risks and learning by our mistakes is integral to our learning community, with Christ firmly at its' centre. Working alongside passionate practitioners within Our Lady's will provide the challenge and support needed to become the inspirational teaching assistant our children so rightly deserve.

Prospective applicants are welcome to visit the school and can arrange an appointment by calling the school office on 01253 726015.

I look forward to meeting you.

Yours sincerely,

Mrs N Gregan

Headteacher



“You are Precious in my Eyes”

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Higher Level Teaching Assistant / Teaching Assistant Level 2B at Our Lady Star of the Sea Catholic Primary School. Our Lady is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

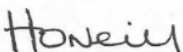
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

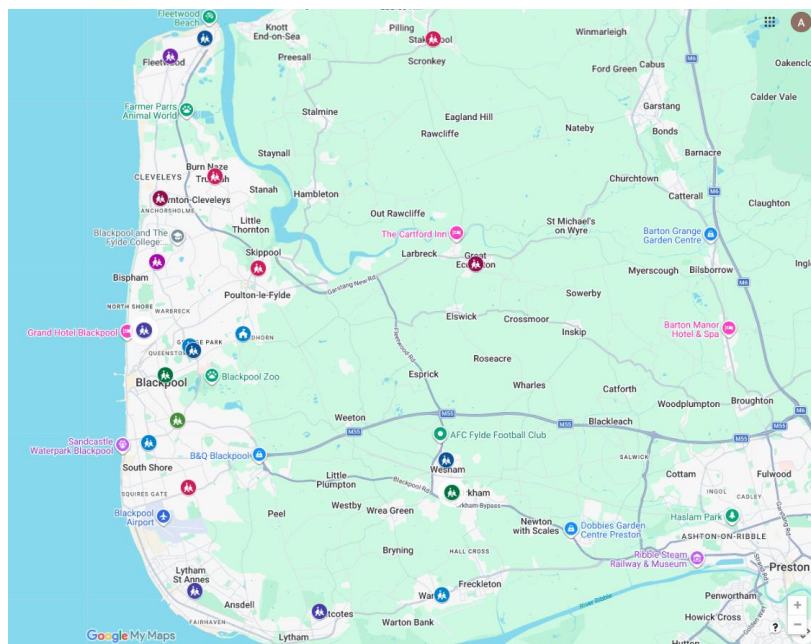
Yours sincerely,



Helen O'Neill  
Chief Executive Officer

# Trust Schools

	Christ the King Catholic Academy		Holy Family Catholic Primary School, Blackpool
	Holy Family Catholic Primary School, Warton		Our Lady of the Assumption Catholic Primary School
	Our Lady Star of the Sea Catholic Primary School		Sacred Heart Catholic Primary School
	St Bernadette's Catholic Primary School		St Cuthbert's Catholic Academy
	St John's Catholic Primary School, Poulton		St John Vianney Catholic Primary School
	St Joseph's Catholic Primary School		St Kentigern's Catholic Primary School
	St Mary's Catholic Academy, Blackpool		St Mary's Catholic Primary School, Fleetwood
	St Mary's Catholic Primary School, Great Eccleston		St Peter's Catholic Primary School
	St Teresa's Catholic Primary School		St William's Catholic Primary School
	St Wulstan's & St Edmund's Catholic Primary School		The Willows Catholic Primary School



# What we offer - Benefits

## Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

## Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.  
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

## Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

## Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

## Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

## Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

# How to apply

## Prior to applying

If you are unclear about any aspect of the application process or you would like any additional information about the school or the role, please contact Belinda Nel, Office Manager:

Telephone - 01253 726015

or

Email - [bursar@ourladystarofthesea.lancs.sch.uk](mailto:bursar@ourladystarofthesea.lancs.sch.uk)

## Application process

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/school/Our-Lady-Star-of-the-Sea-Catholic-Primary-School/152400>

**Closing date for applications:** Friday 22<sup>nd</sup> May 2026 – midday

**Shortlisting date:** Monday 25<sup>th</sup> May 2026

**Interview date:** TBC w/c Monday 8<sup>th</sup> June 2026

## Post details:

**Required:** 1<sup>st</sup> September 2026

**Contract:** Fixed Term until 31/8/2027

## HLTA

**Grade:** Lancashire pay Grade 7 - scale point range 19 to 25

**Salary:** £32,061.00 to £36,363.00 (pro-rata, pay award pending)

**Hours:** 11 per week

## TA2B

**Grade:** Lancashire pay Grade 5 - scale point range 6 to 11

**Salary:** £25,989.00 to £28,142.00 (pro-rata, pay award pending)

**Hours:** 5.5 per week

# Job Description

## Higher Level Teaching Assistant

Job purpose: The main objectives to be achieved by the postholder

Under an agreed system of supervision, supporting the qualified teacher as a part of a professional team, plan their role in lessons, preparing, delivering, assessing, reporting and marking learning activities for individuals/groups or short term for whole classes.

The HLTA will contribute to a range of teaching, learning and pastoral activities in areas where they have expertise.

To advise and support staff in specialist areas within the school and co-ordinate the work, management and development of other Teaching Assistants.

Main Activities: What the postholder will actually do (Activities relating to pupil progress will be subject to the agreed system of supervision)

*In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post*

### **Support for Pupils**

- To assess the needs of pupils and to differentiate curriculum content to support pupils' learning.
- To develop and implement pupil's Individual Educational Plans.
- To support pupils as part of a planned inclusion programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and evaluate pupil responses to learning activities.
- Within an agreed system of supervision, to plan challenging teaching and learning objectives.
- To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks.
- To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement.
- To produce lesson plans and worksheet plans.
- To administer pupil work experience where necessary.
- To undertake marking of pupils work and record achievement.
- To administer/mark tests and invigilate examinations.

### **Support for the School**

- To organise and manage a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To contribute/lead meetings, on an individual basis, with parents to provide feedback on pupil progress/achievement.
- To utilise own strengths and areas of specialist expertise to advise and support other school staff in specialist areas.
- To support the provision of out of school learning activities within guidelines established by the school.
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.

# Job Description

## Higher Level Teaching Assistant

- To co-ordinate and supervise the work of Teaching Assistants and hold team meetings as appropriate.
- To ensure appropriate induction arrangements for all new Teaching Assistants including monitoring arrangements and operation of probationary arrangements.
- To undertake recruitment/appraisal/training/mentoring for other teaching assistants.
- To assist in the identification and delivery of development needs.
- To ensure effective communication arrangements.
- To co-ordinate the utilisation of volunteer helpers.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

### **Support for the Curriculum**

- To deliver learning activities including literacy and numeracy programmes, to pupils within an agreed system of supervision, adjusting activities in accordance with pupil needs.
- To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- To support the use of ICT in learning activities.

# Job Description

## Teaching Assistant 2B

Job purpose: The main objectives to be achieved by the postholder

Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils parents and carers. To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.

Main Activities: What the postholder will actually do/What prescribed duties the postholder will have

*In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post*

### **Support for Pupils**

- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils.
- To undertake activities in order to monitor the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to promote pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme.
- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

### **Support for the Teacher**

- To monitor and record pupil progress and developmental needs.
- To produce relevant classroom resources.
- To undertake classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work.

### **Support for the School**

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

### **Support for the Curriculum**

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities.

# Person Specification

Personal Attributes required	Essential (E) or Desirable (D)
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Recognised and relevant NVQ Level 3 qualification or equivalent.</li> <li>• NVQ level 4 qualification or equivalent</li> <li>• Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy</li> <li>• HLTA status</li> </ul>	<p>E</p> <p>D</p> <p>E</p> <p>D</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working with children</li> <li>• Experience of working in a classroom environment</li> <li>• Experience of Administrative work</li> <li>• Experience of supporting pupils with challenging behaviour</li> <li>• Staff management experience</li> </ul>	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
<p><b>Knowledge/skills/abilities</b></p> <ul style="list-style-type: none"> <li>• Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard</li> <li>• Ability to relate well to children</li> <li>• Ability to work as part of a team</li> <li>• Good communication skills</li> <li>• Ability to relate well to parents/carers</li> <li>• Ability to supervise and assist pupils</li> <li>• Time management skills</li> <li>• Organisational skills</li> <li>• Knowledge of classroom roles and responsibilities</li> <li>• Knowledge of the concept of confidentiality</li> <li>• Administrative skills</li> <li>• Knowledge of Foundation Stage/National curriculum</li> <li>• Knowledge of numeracy and literacy strategies</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p>

# Person Specification

<b>Personal Attributes required</b>	<b>Essential (E) or Desirable (D)</b>
<ul style="list-style-type: none"><li>• Ability to make effective use of ICT</li><li>• Ability to assess children’s development</li><li>• Ability to plan and deliver work programmes</li><li>• Ability to organise, lead and motivate a team</li><li>• Flexible attitude to work</li></ul>	E E E E E
<b>Other</b> <ul style="list-style-type: none"><li>• Commitment to safeguarding and protecting the welfare of children and young people</li><li>• Commitment to equality and diversity</li><li>• Commitment to health and safety</li><li>• Satisfactory attendance record/commitment to regular attendance at work</li></ul>	E E E E

# Safeguarding Information

## Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

## Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

## Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

## Short listing

Only those candidates meeting the criteria outlined in the person specification will be shortlisted. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

## Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

## Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

## Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

## General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.



Blessed Edward Bamber  
**Catholic Multi Academy Trust**