



RECRUITMENT PACK

Teaching Assistant level 2A

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JOB ADVERT

TEACHING ASSISTANT LEVEL 2A

PERMANENT/ PART TIME / TERM TIME

20 HOURS PER WEEK – 8:30AM – 12:30PM MONDAY - FRIDAY

GRADE 4, SCP 4-6 £25,185 - £25,989 FTE [£11,511 - £11,878 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 2. This role combines supporting teaching and learning across the school and making positive impacts on students learning.

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.

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 2A

JOB DESCRIPTION

JOB PURPOSE

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 DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

SUPPORT FOR PUPILS

- Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.
- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to assist 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 assist in the development of varying skills that support pupil's learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken in a special school, this may include complex medical needs.

SUPPORT FOR TEACHER

- To assist in the monitoring/recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake routine classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- 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 pupil's 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 & safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/schoolwork.

SUPPORT FOR THE CURRICULUM

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

TEACHING ASSISTANT LEVEL 2A

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications		
NVQ level 2 or above qualification – appropriate to the post (or equivalent)	D	A
Experience		
Experience of working with or caring for children of relevant age	E	A / I
Experience of working in a relevant classroom/service environment experience of administrative work	D	A / I
Experience of supporting pupils with challenging behaviour	D	A / I
Knowledge, Skills and Abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ level 2 standard	E	A / I
Ability to relate well to children	E	A / I
Ability to work as part of a team	E	A / I
Good communication skills	E	A / I
Ability to supervise and assist pupils	E	A / I
Time management skills	D	A / I
Organisational skills	D	A / I
Knowledge of classroom roles and responsibilities	D	A / I
Knowledge of the concept of confidentiality	E	A / I
First Aid/ Paediatric First Aid certificate	D	A
Administrative skills	D	A / I
Knowledge of Early Years Foundation stage	D	A / I
Good numeracy and literacy skills	E	A
Ability to make effective use of IT	D	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
Note: We will always consider your references before confirming a job offer in writing			
Prepared by:	HR	Date:	07/2026



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.

TEACHING ASSISTANT 2A

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.

Full details and application forms are available from our recruitment website: [My New Term](#)

Link: [Job Adverts & Applicants](#)

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