

## **Job Title: Teaching Assistant & Pastoral/Nurture Lead (The Cove)**

<b>Grade:</b>	Grade 3
<b>Location:</b>	St Patrick's Catholic Primary School & Nursery
<b>Contract Type:</b>	Permanent, 32.5 hours per week, Term time only
<b>Reporting to:</b>	Mr M. Brandon (Principal) & Mrs L. Griffith (Vice Principal & SENCo)
<b>Start Date:</b>	September 2026

### **Job Purpose**

We are seeking a compassionate, dedicated and enthusiastic Teaching Assistant & Pastoral/Nurture Lead to join our caring team at St Patrick's Catholic Primary School & Nursery, a welcoming and inclusive Catholic community.

The successful candidate will support teaching and learning across the school while leading "The Cove," our nurture provision, providing targeted pastoral and emotional support for pupils, particularly those who are disadvantaged or vulnerable. The role is rooted in the Christian values of our school, ensuring every child is supported to flourish academically, socially, and spiritually.

### **Key Responsibilities**

- Work under the direction of the class teacher and SENCo to support pupils' learning in class, through one-to-one and small group work.
- Lead and manage "The Cove" as a safe, nurturing space to support pupils' social, emotional and mental health needs.
- Plan and deliver targeted nurture and pastoral interventions for pupils requiring additional support.
- Support disadvantaged and vulnerable pupils in overcoming barriers to learning and engagement.
- Assist in the implementation of Individual Education Plans (IEPs), behaviour support plans, and pastoral support plans.
- Promote positive behaviour through restorative and nurturing approaches, rooted in Gospel values such as kindness, forgiveness, and respect.
- Monitor and record pupils' progress (academic and pastoral) and provide feedback to teaching staff and SENCo.
- Support pupils in developing social skills, emotional regulation, and positive relationships.
- Help create an inclusive environment where all pupils feel valued as children of God.

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- Support with the preparation of learning materials and resources where required.
- Contribute to whole-school pastoral support, including attendance and wellbeing initiatives.
- Participate in school life, including prayer, liturgy, and activities that support the Catholic ethos.
- Engage in relevant training and professional development opportunities.

### **Personal Qualities and Requirements**

- A strong commitment to supporting the Catholic ethos and Christian values of the school.
- A caring, patient, and empathetic nature, with a passion for supporting vulnerable and disadvantaged pupils.
- Ability to build positive and trusting relationships with pupils, staff, and families.
- Good communication skills and the ability to work collaboratively as part of a team.
- Resilient, flexible, and able to use initiative in a dynamic school environment.
- Ability to remain calm and supportive when working with pupils experiencing emotional or behavioural difficulties.
- Experience working with children (including in a voluntary capacity) is desirable.
- Experience of nurture provision, SEMH support, or pastoral work is desirable but not essential.
- Willingness to undertake relevant training as required.

### **Safeguarding Statement**

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check, satisfactory references, and pre-employment medical clearance. In line with Keeping Children Safe in Education (KCSIE), online searches will also be carried out for shortlisted candidates. This post is exempt from the Rehabilitation of Offenders Act 1974.

In addition to the ability to perform the duties of the post, candidates will be required to demonstrate a strong commitment to safeguarding and promoting the welfare of children. This will include:

- A clear motivation to work with children and young people.
- The ability to form and maintain appropriate relationships and professional boundaries with pupils.
- Emotional resilience when working with challenging behaviours.
- A positive and consistent approach to the use of authority and the maintaining discipline.

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## Person Specification

### Essential Criteria

#### Experience

- Experience working with SEND pupils and/or leading nurture provision is desirable

#### Qualifications/Training

- Very good numeracy/literacy skills equivalent to GCSE grade C and above.
- NVQ 3 for Teaching Assistant (or recognised equivalent qualification).

#### Knowledge/Skills

- Full working knowledge of relevant policies/codes of practice.
- An understanding of curriculum matters and to be able to contribute effectively to curriculum development, planning, evaluation and implementation.
- In depth understanding of areas of learning, e.g., literacy, numeracy, science, SEN or Early Years.
- Understanding of principles of child development and learning processes.
- Effective use of ICT to support learning.
- Well-developed interpersonal skills to be able to relate well to a wide range of people.
- Work constructively as part of a team whilst being able to demonstrate initiative.
- Good communication skills.

#### Behavioural Attributes

- Customer focused.
- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
- Open, honest and an active listener.
- Takes responsibility and accountability.
- Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
- Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
- Is committed to the provision and improvement of quality service provision.
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive.
- Communicates effectively.
- Has the ability to learn from experiences and challenges.
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

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