



St Mary's Catholic Primary School

Senior Teaching Assistant: Job description & Person Specification

Position	Senior Teaching Assistant
Responsible to	Class Teacher / Head Teacher
Responsible for	N/A
Pay scale	PCD7A Scale point 12 £28598 pa pro-rata
Hours	12.5 hours per week. Monday to Friday 1pm - 3.30pm
Contract details	Fixed term until 31/08/2027 due to funding Start date: September 2026

St Mary's Catholic Primary School is part of The Mater Christi Trust. We are seeking to appoint an enthusiastic, experienced and conscientious Senior Teaching Assistant to work 1:1 across KS1 and KS2.

The successful candidate will:

- Be supportive of the Catholic Ethos of the school.
- Have previous experience or knowledge of 1:1 support
- Have a good knowledge of the KS1 & KS2 curriculum.
- Hold relevant qualifications.
- Have high expectations and demonstrate commitment.
- Be an excellent communicator.
- Be a committed team member.

We will offer you:

- An outstanding school.
- Well-behaved, engaged pupils, who achieve high standards.
- A forward-thinking school, which is constantly striving for improvement.
- Friendly and experienced staff and governors.
- Supportive, continuing professional development.
- Opportunities to work with colleagues across the Trust to develop practice and widen experience.

We are committed to safeguarding and promoting the welfare of its students. All applicants are subject to the requirements of the Safeguarding Children and Safer Recruitment in Education guidelines. This will include checks with past employers and the need for the successful applicant to hold or undergo a suitable enhanced DBS disclosure. Closing date: *Monday 15th June*



Job Description

Core Purpose

Work with teachers to support teaching and learning, providing specialist support to maximise pupil development and achievement working 1:1 across KS1 and KS2.

Key Duties and Responsibilities:

1. Support the Catholic Ethos of the school and see Christ at the centre of every child.
2. Provide and deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
3. Assess record and report on pupil development progress and attainment to the teacher against predetermined learning objectives using detailed knowledge and specialist skills to support pupils learning
4. Share information about pupils with other staff, parents, internal and external agencies.
5. Attend and contribute to meetings, reviews and IEPs as appropriate.
6. Support pupils' social emotional and physical wellbeing reporting concerns to the appropriate person.
7. Have knowledge of and comply with all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person.
8. Advise, support and guide the work of other staff demonstrating their own duties in particular specialist areas.
9. Escort and supervise pupils on out of school activities using their own initiative to deal with issues that arise and maintain good order and standards of behaviour.
10. Within the context of school behaviour plans and policies, use discretion and initiative to deal with unanticipated issues and encourage pupils to take responsibility for their own behaviour.

Person Specification

Qualifications and Professional Development

Essential

- Relevant NVQ 3 or equivalent qualification
- Good literacy/numeracy skills GCSE Grade 3 or above

Desirable

- Additional specialist training in relevant strategies, eg English or particular curriculum area.
- Knowledge of working across both KS1 and KS2



Knowledge, Skills and Competences	Essential <ul style="list-style-type: none">▪ Up to date knowledge and understanding of the practices and procedures within education relating to the welfare, safety and education of children. Working knowledge of national curriculum and other relevant learning programmes/strategies. Understanding of principles of child development and learning processes.▪ Ability to self-evaluate learning needs and actively seek learning opportunities. Desirable <ul style="list-style-type: none">▪ Can use ICT effectively to support learning.
Experience	Preferred <ul style="list-style-type: none">▪ Experience working with children of relevant age.▪ Experience of working in a classroom setting.▪ Experience in working in another service to young people.
Personal Skills	Essential <ul style="list-style-type: none">▪ Ability to relate well to children and adults.▪ Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.▪ Able to prioritise tasks and act on own initiative▪ Able to motivate and encourage children to develop to their full potential.