



## *St Brendan's Catholic Primary School*

*'Always treat others as you would like them to treat you'.*

**Thank you for your interest in the position of Teaching Assistant at St Brendan's Catholic Primary School.**

This is an exciting time to be joining our school as we seek a highly committed and passionate individual to work within our school. Our Catholic faith supports our ethos, vision and curriculum intent, which is underpinned by our Mission Statement, 'Always treat others as you would like them to treat you'.

St Brendan's Catholic Primary School is a 'Good' school (Ofsted, June 2018) that provides our pupils with a broad and balanced curriculum, where all subjects are valued. We have a strong focus on wellbeing and our curriculum foundation blocks underpins this in all we do. Our love of the Arts provides a vibrant environment to work in and ensures all children have the opportunity to explore the Arts for their own interests. Our unique curriculum equips our pupils with a breadth of knowledge and skills; delivered through consistent and progressive pedagogies. Our enrichment opportunities ensure that all our children love coming to school and make the most of every rich experience on offer.

Our school can offer the successful candidate the following;

- Friendly staff and children with excellent behaviour who are eager to learn and develop their skills □ A caring and supportive team
- Excellent professional development opportunities to support whole school improvement and personal areas of interest as a practitioner
- Positive relationships with parents, governors and parish
- Delightful children who ensure you leave with a smile each day

We believe that St Brendan's provides an excellent education for our children and a stimulating environment to grow and develop as a teaching assistant. We look forward to finding the right applicant to join our innovative and creative team.

Thank you for your interest in our school and I wish you every success in your application.

Mrs Leanne Brydon Headteacher

*Beanfield Avenue, Corby Northamptonshire, NN18 0AZ*  
*01536 202491*

## JOB DESCRIPTION

### OVERVIEW

<b>Job Title</b>	Teaching Assistant
<b>Closing Date</b>	Midday Friday 19 <sup>th</sup> December 2025
<b>Interview Date</b>	Arrangements to be confirmed
<b>Salary / Scale</b>	£24,796-£25,185 (FTE)- Grade D ( points 3-4) (actual salary will be pro rata the Full Time Equivalent salary- FTE)
<b>Contract type:</b>	Fixed Term, Full Time (32.5 hours per week), Term Time only (39 weeks)
<b>Purpose of the Position</b>	To provide high quality learning support to children attending St Brendan's Catholic Primary School within our Early Years Foundation Stage.
<b>Key Responsibilities</b>	<p>The role will work as part of the team to support and lead learning for all pupils.</p> <p>Carry out and report on systematic observations of pupils, gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.</p> <p>This job description may be amended at any time, following consultation between the role holder and the Headteacher and will be reviewed annually.</p>
<b>Responsible to</b>	The Headteacher
<b>Accountable to</b>	Trust Strategic Executive Lead (Chief Executive Officer)

## MAIN DUTIES

### 1. General Responsibilities

- Under the direction of the teacher, carry out and report on systematic observations of pupils, gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
  - Support the pupils to learn as effectively as possible both in group situations and on their own.
  - Establish supportive relationships with the pupils
  - Promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.
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- Attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
  - Provide positive encouragement, feedback and praise to reinforce and sustain the pupils' efforts and develop self-reliance and self-esteem.
  - Support pupils in developing social skills both in and out of the Classroom.
  - Provide regular feedback on pupils learning and behaviour to the class teachers.
  - When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.
  - Be able to know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc...
  - Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
  - Be aware of confidential issues linked to home/pupil/teacher/school
  - Contribute towards reviews of the pupils progress as appropriate

- Participate in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
- Support Lunch/break time supervision

## **2. Professional Development**

- Participate in the school's appraisal procedures
- Participate as required in relevant training which has been identified by the members of the Senior Leadership Team
- Participate in further training and development in order to improve own learning

## **3. Communication**

- Communicate effectively with pupils, parents and carers
- Communicate effectively with colleagues, Trust Directors, Governors and other external agencies.

#### 4. Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school

#### 5. Personal and professional conduct

- Uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside school
- Ensure confidentiality is maintained at all times.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

#### 6. Any Other duties

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).



## PERSON SPECIFICATION

### 1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
Level 2 or 3 Diploma/Certificate in Childcare/Child Development		✓	App form
GCSEs including English and Maths ( <i>Grades A – C or 9 – 4</i> )	✓		App form
Current first aid certificate		✓	App form
Further education and qualifications		✓	App form
Relevant recent roles or professional development that helps prepare for this position		✓	App form interview

### 2. EXPERIENCE

	Essential	Desirable	Evidence
A willingness to learn and develop as a highly effective Teaching Assistant	✓		Interview
Evidence of previous experience of working with children within an early years setting		✓	App form interview
Evidence of previous experience of working with children within a primary school setting		✓	App form interview
Experience of working with children in other settings		✓	App form interview
An understanding of working in a primary school setting	✓		App form interview

An understanding of phonics and how this is used to support children learning to read		✓	App form interview
Experience of teaching phonics		✓	App form interview

### 3. SKILLS

	Essential	Desirable	Evidence
Excellent interpersonal skills and an ability to relate and communicate effectively with children, staff and parents.	✓		Interview
Excellent literacy and numeracy skills	✓		Interview
Good organisational skills	✓		Interview
Ability to work in a 1:1 relationship & in groups	✓		Interview
Ability to keep neat and accurate records.	✓		Interview
Ability to work flexibly as part of a team	✓		Interview
Ability to show initiative when appropriate.	✓		Interview
Basic practical skills e.g. art and craft, needlework		✓	Interview
Computer keyboard skills		✓	Interview

### 4. KNOWLEDGE

	Essential	Desirable	Evidence
Understanding of the developmental needs of children	✓		Interview
Understanding of the importance of play	✓		Interview
Knowledge of a range of behaviour management strategies & techniques	✓		Interview
An understanding of potential hazards to children both inside and outside the classroom and an ability to avoid hazardous situations whenever possible		✓	Interview
An understanding of issues affecting children (e.g. bullying, abuse)		✓	Interview
An understanding of the Early Years Framework		✓	Interview

Have an understanding of safeguarding and confidentiality	✓		Interview
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## 5. PERSONAL QUALITIES

	Essential	Desirable	Evidence
Committed to educating the whole child	✓		App form interview
Commitment to getting best outcomes for all pupils and promoting the Catholic ethos and values of the school	✓		App form interview
Demonstrate ability to work under pressure and priorities effectively	✓		Interview
Commitment to maintaining confidentiality at all times	✓		Interview
Commitment to safeguarding and diversity.	✓		Interview

## 6. CONFIDENTIAL REFERENCES AND OUTCOMES

**Applicants must be able to positively provide the following information if successfully appointed:**

At least 2 written <b>professional</b> references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other checks as required



## HOW TO APPLY

if you wish to visit our school and meet with the Headteacher about the role this can be arranged by contacting the school office.

Further information about the school can be viewed on the school website:

[www.stbrendansprimaryschool.co.uk](http://www.stbrendansprimaryschool.co.uk)

Interview arrangements will be confirmed in due course.

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our school.

