



RECRUITMENT PACK

Teaching Assistant 2A

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WELCOME FROM CLAIRE HUNT, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining St Augustine's RC High School I hope you find the information in this recruitment pack both informative and inspiring.

Thank you for your interest in joining St Augustine's RC High School.

St Augustine's is a vibrant and outward-looking Catholic school rooted in Gospel values and the teachings of the Church. Christ is placed at the centre of all that we do, shaping a culture built on humility, compassion and recognition of the dignity of every individual. Our mission is lived out daily through our commitment to act humbly, love tenderly and seek God in all things.

We are proud of our strong reputation for high standards, excellent behaviour and exceptional pastoral care. Our pupils are ambitious, enthusiastic and deeply committed to their learning, and they are supported by a dedicated team of staff who work tirelessly to help every child fulfil their God-given potential. Our curriculum is broad, balanced and inclusive, ensuring that all pupils — including those with additional needs — are known, nurtured and challenged.

Our Catholic life and mission shapes every aspect of school life. This was recognised by the Diocese of Salford, who judged the school to be outstanding in all areas, praising our leadership, our sense of community and the exceptional quality of pastoral support offered to our pupils. Ofsted has also affirmed the strength of our provision, highlighting the positive relationships, strong community spirit and the high levels of success our pupils achieve as they prepare for their next steps.

If you are considering joining us, I hope this recruitment pack provides a sense of the values, aspirations and culture that define our school. We are a welcoming, hardworking and supportive community, and we look forward to welcoming colleagues who share our commitment to excellence, faith and service.

We look forward to receiving your application.

Claire Hunt

WELCOME FROM FRANCIS HINDLE, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

St Augustine's is an oversubscribed mixed 11-16 Roman Catholic High School. From our original intake of 450 pupils in 1963 we have grown steadily in popularity and are now one of the largest Catholic high schools in Lancashire. Our location is enviable. Surrounded by fields, with Pendle Hill as a backdrop, we enjoy a beautiful rural setting. Billington is a short walk from the ruined twelfth century Cistercian Abbey of Whalley, one of the most attractive villages in the Ribble Valley. The school is also a short drive away from the market town of Clitheroe, dominated by its little castle, and the Pendle villages associated with the seventeenth century witchcraft trials. The Ribble Valley is a lovely part of the world, often listed in the "Best Places to Live in the UK" surveys, and despite being largely rural, its population is rising.

The school has a large catchment area. We have ten partner primaries, four of which are small rural schools. Around 95% of the Year 6 pupils in our partner primaries move on to us. The socio-economic profile of our intake is diverse and reflects our comprehensive nature. In December 2022, St Augustine's joined the Romero Catholic Academy Trust, one of the three Multi Academy Trusts (MAT) established by the Salford Diocese. You can find out more at www.romerocat.com

If you are the successful candidate, you will be a welcome addition to our school. Our staff hold deep loyalties to St Augustine's and willingly go that extra mile for our children. Our school website, www.sarchs.com, has a wealth of information about life at St Augustine's so do please take a look at it if you would like to learn more about our school.

Yours faithfully,

Francis Hindle

JOB ADVERT

TEACHING ASSISTANT 2A

28 HOURS PER WEEK/ TERM TIME ONLY

GRADE 4, SCP 4-6 £25,185 - £25,989 FTE

RESPONSIBLE TO: HEADTEACHER

MAIN LOCATION: ST AUGUSTINE'S RC HIGH SCHOOL

REQUIRED TO COMMENCE ASAP

St Augustine's is a large and friendly school, under the Trusteeship of the Salford Diocese and part of the Romero Catholic Academy Trust, which welcomes pupils of all Christian denominations and world faiths or no faith. Our community is one in which we aim for our pupils to be safe, happy and successful in a positive atmosphere where every person is known, valued and given the support and guidance they need while being excited by the challenges and opportunities before them.

The main duties of the role will be to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies.

For further details of the responsibilities, please see Job Description attached. We are looking for someone who: -

- Has experience and the willingness to undergo training
- Is confident in supporting vulnerable pupils
- Is friendly and approachable
- Is a solid team player
- Has the skill-set to work independently
- Has excellent communication skills
- Has the ability to work with children and their families in a sensitive and positive way
- Has planning, organisational and IT skills

The successful applicant will be able to demonstrate a strong work ethic and will have a flexible approach to the tasks they undertake. The position will be ideally suited to someone with previous experience working within a busy school environment.

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 **01254 823362** or info@sarchs.romerocat.com.

If you wish to apply please do so via the My New Term recruitment platform

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 | 13/07 |
| Shortlisting Date | 13/07 |
| Interview Date | 15/07 |

TEACHING ASSISTANT 2A

JOB DESCRIPTION

JOB PURPOSE

Under the teacher's clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the teacher.

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 pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

SUPPORT FOR THE 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 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/schoolwork.

SUPPORT FOR THE CURRICULUM

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

TEACHING ASSISTANT 2A

PERSON SPECIFICATION

| Qualifications | Essential (E) Desirable (D) | Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R) |
|---|--------------------------------|---|
| Qualifications and Training | | |
| 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. | D | A / I |
| Experience of Administrative work. | D | A / I |
| Experience of supporting pupils with challenging behaviour. | D | A / I |
| 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 ICT. | 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 undertake in – service development. | E | A |

| | | |
|---|---------|------------------|
| Commitment to equality and diversity | E | A |
| Satisfactory attendance record/commitment to regular attendance at work. | E | R |
| Commitment to health and safety | E | A |
| Essential car user | E | A |
| Note: We will always consider your references before confirming a job offer in writing | | |
| Prepared by: | HR team | Date: March 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 the School office on **01254 823362** or Head@sarchs.romerocat.com

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