



RECRUITMENT PACK

Teaching Assistant 2B

CONTENTS

Welcome from Sinead Colbeck, Executive Headteacher.....	3
Welcome from John Haworth, Chair of Governors	4
Teaching Assistant 2B.....	5
Teaching Assistant Level 2B	6
Job Description	6
Job Purpose	6
Teaching Assistant Level 2b	8
Person Specification	8
Teaching Assistant Level 2B	10
How to apply.....	10

WELCOME FROM SINEAD COLBECK, EXECUTIVE HEADTEACHER

Dear Applicant,

Thank you for your interest in our Fixed Term Teaching Assistant 2B position at St Augustine of Canterbury RC Primary School, working 16.25 hours per week. We are looking for someone to plan and implement learning activities for individuals and groups under the general supervision and direction of the teacher. The post will also include monitoring pupil progress and providing feedback to the class teacher, and establishing 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.

With the Catholic faith permeating all aspects of school life, we endeavour to provide a safe, secure, creative and inspiring environment for our children. You would become part of a caring Catholic community with a supporting and hardworking team along with opportunities for CPD and training.

At St Augustine of Canterbury Roman Catholic Primary School, we are committed to safeguarding and promoting the welfare of children and young people. All stakeholders must share this commitment.

I hope you find the information in this recruitment pack both informative and inspiring.

We look forward to receiving your application.

Yours faithfully,

Sinead Colbeck



WELCOME FROM JOHN HAWORTH, CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in joining our team at St Augustine of Canterbury RC Primary School. We are delighted that you are considering applying for this role and warmly welcome you to learn more about what makes our school such a special place to work.

Our school is a happy, nurturing, and faith-centred community where every member is valued.

We are proud to offer a high-quality, inclusive education within a caring and supportive environment. Our staff are dedicated professionals who work together to create an exciting curriculum and outstanding learning experiences. The school's positive inspection feedback reflects the commitment and hard work of our whole school community.

As part of the Romero Catholic Academy Trust, we are guided by our patron saint, St Oscar Romero who encouraged us to "Aspire not to have more, but to be more", placing Gospel values at the heart of school life. Our Catholic identity shapes the way we teach, learn, and care for one another. Religious Education is central to our curriculum, and we strive to nurture children who are not only academically capable but also compassionate, confident, and ready to take their place in the world.

We hope this job pack gives you a clear sense of who we are and what we stand for; We would warmly encourage you to visit school to see for yourself what we are all about and look forward to receiving your application.

We look forward to seeing you.

Yours faithfully

John Haworth

JOB ADVERT

TEACHING ASSISTANT 2B

FIXED-TERM/ TERM TIME

GRADE [5], SCP [6]-[11] £25,989 - £28,142 FTE [£9,651.29 - £10,450.83 PRO-RATA]

16.25 HOURS PER WEEK, MONDAY TO FRIDAY 8:40AM – 11:55AM

FIXED TERM 1ST SEPTEMBER 2026 – 31ST AUGUST 2027

RESPONSIBLE TO: SLT

MAIN LOCATION: ST AUGUSTINE OF CANTERBURY RC PRIMARY SCHOOL

REQUIRED TO COMMENCE 2ND NOVEMBER 2026

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of St Augustine of Canterbury RC Primary School are seeking to recruit a confident, highly skilled and organised individual to join the school as a Teaching Assistant Level 2B.

The successful applicant should have the appropriate NVQ level 2 or above qualification and have experience of working with children, experience of working in a classroom, strong organisation, time management and communication skills to support the Teacher within the class.

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 **01282 426938** or sbm@st-augustines.lancs.sch.uk.

Full details are available from the 'My New Term' website Education Job Search | Find Teaching, Leadership & School Support Jobs.

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	Friday 18 th September 2026
Shortlisting Date	Tuesday 22 nd September 2026
Interview Date	Wednesday 7 th October 2026

TEACHING ASSISTANT LEVEL 2B

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 general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils.
- To undertake activities in order to monitor the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to promote 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 implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- 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, including intimate care.

SUPPORT FOR THE TEACHER

- To monitor and record pupil progress and developmental needs.
- To produce relevant classroom resources.
- To undertake classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide short-term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.
- 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/school work.

SUPPORT FOR THE CURRICULUM

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

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.



TEACHING ASSISTANT LEVEL 2B

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)	E	A / C
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	E	A / C
Knowledge and Experience		
Experience of working with or caring for children of relevant age	E	A / I
Experience of working in a relevant classroom/service environment	E	A / I
Experience of Administrative work	D	A / I
Experience of supporting pupils with challenging behaviour	E	A / I
Knowledge of classroom roles and responsibilities	D	A / I
Knowledge of the concept of confidentiality	E	A / I
Knowledge of Early Years Foundation Stage	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 relate well to parents/carers	E	A / I
Ability to supervise and assist pupils	E	A / I
First Aid Certificate	D	A / C
Ability to assess children's development	D	I / R
Ability to make effective use of ICT	E	I / R
Personal Qualities		
Time management skills	E	A / I
Organisational skills	E	A / I
Administrative skills	D	A / I
Flexible attitude to work	E	A / I
Good numeracy and literacy skills	E	A / I
Commitment to the Trust's ethos and values	E	A / I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to undertake in – service development	E	I
Commitment to Attachment and Trauma Sensitive Practice including relational practice.	E	I
Satisfactory attendance record/commitment to regular attendance at work	E	I / R
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	Operations Manager	Date: June 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 LEVEL 2B

HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Claire Wright on 01282 426938 or sbm@st-augustines.lancs.sch.uk.

Full details are available from the 'My New Term' website: [Education Job Search | Find Teaching, Leadership & School Support Jobs](#)

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