



## **WELCOME FROM THE EXECUTIVE HEAD TEACHER**

**Dear Applicant,**

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

This is an exciting time to be joining St Gregory's as we seek highly committed and passionate individual who wants to support children to help them achieve their full potential.

You would be joining a nurturing and caring school environment underpinned by a Catholic ethos and educational focus, whose aim is for every pupil to leave with a strong moral purpose, high aspirations and immense pride in what they have achieved during their time with us.

At St Gregory's you can expect a warm and welcoming atmosphere, unique facilities and resources and, strong relationships between staff, pupils and parents – there is so much potential here.

At this school you will find a community of teachers and support staff who genuinely care about every one of our pupils and who are dedicated to delivering an exceptional all-round Catholic education for them all.

With the support of the Trust, St Gregory's is on an incredible journey of school improvement. Through a relentless focus on pupil progress and end of Key Stage outcomes, a strong emphasis on staff development and additional day-to-day support with financial and operational management, we have built the foundations for a bright and exciting future for this school.

We believe that St Gregory's has the potential to provide an outstanding Catholic education for the primary school children of Northampton and look forward to finding the right individuals to help us achieve that.

I hope you are as inspired by the possibilities that this post has to offer as we are.

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

Kirstie Yuen  
**Executive Headteacher**



# JOB DESCRIPTION

## OVERVIEW

|                                |   |
|--------------------------------|---|
| <b>Job Title</b>               | Teaching Assistant, Fixed term in line with funding, Part Time – 12.5 hours, Monday – Friday  |
| <b>Closing Date</b>            | Wednesday 11 <sup>th</sup> February 2026  |
| <b>Interview Date</b>          | Friday 13 <sup>th</sup> February 2026   |
| <b>Salary / Scale</b>          | £24,027 FTE) - Grade D (NJC scale point 3)<br><i>(actual salary will be pro rata the Full Time Equivalent salary - FTE)</i>   |
| <b>Contract type:</b>          | Fixed term in line with funding, Part time (12.5 hours per week, Mon-Fri, exact hours TBC), Term Time.<br>Start date ASAP.  |
| <b>Purpose of the position</b> | To work alongside our teachers, providing high quality learning support to our children.  |
| <b>Key Responsibilities</b>    | The role will work with children supporting them to learn as effectively as possible both in group situations and individually.<br>This job description may be amended at any time, following consultation between the role holder and the Headteacher and will be reviewed annually. |
| <b>Responsible to</b>          | The Executive Headteacher   |
| <b>Accountable to</b>          | Chief Executive Officer   |

## MAIN DUTIES

### 1. General Responsibilities

Support the children to learn as effectively as possible both in group situations and on their own by, for example:

- Clarifying and explaining instructions
- Ensuring they are able to use equipment and materials provided
- Motivating and encouraging the children as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
- Liaising with class teacher, SENCO and other professionals about support Plans and Education
- Health and Care Plans, contributing to the planning and delivery as appropriate
- Helping to make appropriate resources to support the needs of the children and families.
- 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
- Attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special 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 pupil's efforts and develop self-reliance and self-esteem.
- Support the pupil in developing social skills both in and out of the Classroom.
- Provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted.
- 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.
- 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 pupil's 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).



# St Gregory's Catholic Primary School

## 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 |

### 2. EXPERIENCE

|   | Essential | Desirable | Evidence           |
|---|-----------|-----------|--------------------|
| Evidence of working with primary school age children with special educational needs                                 |           | ✓         | App form interview |
| Evidence of working as a learning mentor/behaviour support assistant to support children with challenging behaviour |           | ✓         | 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 |
| Good 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 |

### 3. 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 |

### 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 professional 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

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

[www.stgregoryscatholicprimaryschool.org.uk](http://www.stgregoryscatholicprimaryschool.org.uk)

Completed applications to be submitted via MyNewTerm by Wednesday 11<sup>th</sup> February 2026  
Interview date: Friday 13<sup>th</sup> February 2026.

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.

***“Walking Together in the light of the Lord”***

