



Recruitment Pack



St Peter's Catholic Primary School

Contact us:

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About us:

St. Peter's is a warm and welcoming school where every member of the community is valued and celebrated as an individual with unique qualities, gifts and talents.



St Peter's Catholic Primary School is a member of the St Francis Catholic Multi Academy Trust



Job Title: Teaching Assistant
Salary/Grade: DHSF1 Grade 5 £26,427 - £26,847
Actual Salary Range: £17,666 - £17,947
Hours: 28.75
Contract Type: Permanent
Working Weeks: Term Time Only (+3 Training Days)
Closing Date: 9am Friday 5th October 2026
Interview Date: W/C 12th October
Start Date: As soon as possible

We are delighted that you are considering applying for the role of Teaching Assistant at St Peter's Catholic Primary School.

St Francis Catholic Multi Academy Trust was established in September 2022 as part of the Bishop of Hallam's vision for education. Today the St Francis family embraces 14 schools, 12 Primary Schools and 2 High School across the Local Authorities of Doncaster, Nottinghamshire and Rotherham. We are set to grow to 24 schools at capacity.

We serve our children and families through being committed to providing the highest standard of education, where academia and personal growth are our priorities rooted in our Catholic faith.

Our schools are unique serving wide ranging communities; we celebrate this individuality and support our schools to meet the needs of the children and families in their care. As individual schools we are joined together in our Catholic faith, delivering education which is rooted in Gospel Teachings. This creates our community which comes together to share excellence, learn from each other and champion our children.

We believe that education, along with the community that we have grown, is the most powerful tool we have to shape the future for our children.

About the Role

To support pupils with SEND, SEMH, communication and interaction, learning and pastoral needs to access education, engage positively with school life and make progress within a safe, inclusive and supportive environment.

The Teaching Assistant will work under the direction of teaching and inclusion staff to provide targeted support for individual pupils and groups, helping to remove barriers to learning, promote emotional wellbeing and support positive engagement across the school.





Duties & Responsibilities

Pupil Support & Inclusion

- Support pupils individually and in small groups to access learning and participate positively in school life
- Provide targeted support for pupils with SEND, SEMH, communication and interaction and emotional regulation needs
- Support pupils to develop confidence, independence, resilience and positive relationships
- Use adaptive and relational approaches to support pupil engagement and wellbeing
- Support pupils during lessons, transitions, social times and intervention activities where appropriate
- Promote inclusion and encourage pupils to participate fully in learning and wider school opportunities
- Support reintegration and engagement for pupils experiencing barriers to learning or attendance
- Encourage and model positive behaviour and relationships in line with school policies and procedures

Learning & Inclusion Support

- Work collaboratively with teaching and inclusion staff to support pupils' engagement, learning, wellbeing and progress through targeted provision and adaptive approaches
- Support pupils to access learning, develop understanding and build confidence as learners
- Adapt support strategies in response to pupil need and guidance from teaching and inclusion staff
- Observe and record pupil engagement, behaviour and progress, sharing information with relevant staff
- Support the use of ICT and other resources to enhance learning, communication and inclusion
- Support the preparation and adaptation of learning environments, resources and approaches to meet pupil needs and promote inclusion





Inclusion Provision Support

- Support the delivery of targeted intervention and inclusive provision across the school
- Help maintain calm, safe and purposeful learning environments
- Support pupils during periods of dysregulation or emotional distress using agreed strategies and guidance
- Contribute to the implementation of support plans and provision strategies under the direction of senior staff
- Accompany and supervise pupils during off-site activities where appropriate

Working with Staff, Families & Professionals

- Work collaboratively with teachers, pastoral staff, SEND staff and other professionals
- Develop positive and professional relationships with pupils and families
- Communicate relevant information regarding pupil wellbeing and progress to appropriate staff
- Maintain confidentiality and professional boundaries at all times

Health, Safety & Safeguarding

- Promote the safety, wellbeing and safeguarding of all pupils in line with statutory guidance and school policies
- Recognise and report safeguarding concerns, wellbeing concerns and changes in pupil presentation appropriately
- Support pupils with personal, intimate care and medical needs where appropriate and in accordance with care plans, risk assessments, training and school procedures
- Promote dignity, inclusion and positive relationships at all times

Professional Development

- Engage in relevant professional development and training
- Develop knowledge and understanding of SEND, SEMH, safeguarding and inclusion practice
- Reflect positively on practice and respond to guidance and feedback from leaders





Person Specification

Criteria	Essential/Desirable
Qualifications and Training	
GCSE Grade 4/C or above in English and Maths	Essential
Relevant Teaching Assistant qualification or willingness to work towards one	Desirable
First Aid training or willingness to complete	Desirable
Experience	
Experience working with children or young people	Essential
Experience working in a school or educational setting	Desirable
Experience supporting pupils with SEND, SEMH or additional needs	Desirable
Experience working with vulnerable pupils or pupils requiring additional support	Desirable
Skills and Knowledge	
Good literacy and numeracy skills	Essential
Ability to build positive relationships with pupils and adults	Essential
Understanding of inclusive practice and supporting pupil wellbeing	Essential
Ability to work as part of a team	Essential
Good communication and listening skills	Essential
Ability to remain calm and supportive in challenging situations	Essential
Basic IT skills	Essential
Understanding of safeguarding and professional boundaries	Essential
Knowledge of SEND, SEMH or emotional regulation strategies	Desirable
Personal Qualities	
Caring, patient and supportive approach	Essential
Commitment to inclusion and positive relationships	Essential
Resilient, reliable and adaptable	Essential
Commitment to safeguarding and promoting pupil wellbeing	Essential
Positive and professional attitude	Essential
Commitment to the ethos and values of the school and Trust	Essential

St Francis is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a DBS form in line with Section 115 of the Police Act 1997.





How to apply?

If you are interested in this post, informal visits to our school are very warmly welcomed; just contact us to arrange an appointment to come and meet with the Headteacher.

