

Recruitment Pack



St Joseph's Catholic Primary School

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About us:

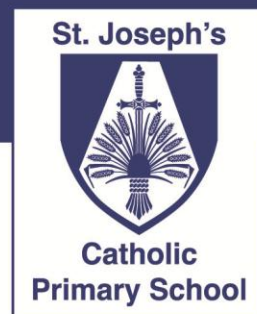
St. Joseph's is a welcoming school where Christ is at the heart of our mission. Together we aim to nurture and inspire children to develop their unique potential, through Gospel values, in a caring, learning environment.

At St Joseph's, we grow and learn in an inclusive and safe place where friendship and love are found in the family, the church and the school.

We encourage each other to 'Be the best that we can be'.



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



Job Title: Teaching Assistant x 2 (Foundation or Main School)
Salary/Grade: DHSF3 NJC GRADE 4 £27,709 - £30,515
Actual Salary Range: £17684 - £19475
Hours: 27.50
Contract Type: Permanent
Working Weeks: Term Time Only
Closing Date: 9am on Thursday 1st October 2026
Interview Date: W/C 5th October 2026
Start Date: To be agreed with successful candidate

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

St Joseph's Catholic Primary School is friendly and welcoming with supportive parents and enthusiastic pupils encouraged to 'be the best that they can be'. Ofsted rating 'Good' February 2026 with 7/9 Outstanding areas.

We seek to appoint a committed and motivated Teaching Assistant to support our teaching team

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 work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. The primary focus will be to maintain good order and to keep pupils on task.



The successful candidate will:

- Be supportive of the Catholic Ethos
- Have excellent communication and inter-personal skills and be able to form positive relationships with children and adults
- Have experience of working with children across the Foundation age range
- Have excellent early literacy and numeracy skills
- Be highly motivated and hard-working and be flexible and adaptable to children's needs
- Have the ability to support pupil learning and be committed to achieving the early learning goals
- Be able to work as part of a team
- Have the ability to recognise and identify children's needs, including barriers to learning, and be able to provide appropriate learning experiences



Duties & Responsibilities

Key Responsibilities

- Using specialist (curricular/learning) skills/training/experience to support pupils
- Assisting with the development and implementation of Individual Education/Behaviour Plans
- Establishing productive working relationships with pupils
- Promoting the inclusion and acceptance of all pupils
- Supporting pupils consistently whilst recognising and responding to their individual needs
- Encouraging pupils to interact and work cooperatively with others and engage all pupils in activities
- Promoting independence and employ strategies to recognise and reward achievement of self-reliance
- Providing feedback to pupils in relation to progress and achievement
- Setting challenging and demanding expectations and promote self-esteem and independence
- Attending to pupils' personal needs and provide advice to assist in their social, health and hygiene development
- Supporting provision for pupils with special needs including specialist support
- Working with the teacher to establish an appropriate learning environment
- Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Being responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested
- Undertaking marking of pupils' work and accurately record achievement/progress
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings
- Administering and assessing routine tests and invigilate exams/tests
- Undertaking home visits as required
- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Assisting in the development and implementation of appropriate behaviour management strategies • Facilitating smooth transition between educational phases
- Providing general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities and lesson plans for individual children and small groups etc
- Supporting pupils in their learning in all areas of the curriculum



- Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Implementing local and national learning strategies e.g. literacy, numeracy, early years and making effective use of opportunities provided by other learning activities to support the development of relevant skills
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use
- Helping pupils to access learning activities through specialist support
- Determining the need for, preparing and maintaining general and specialist equipment and resources • Providing appropriate guidance and support in the training and development of staff as appropriate • Delivering and/or contributing to out of school learning activities within guidelines established by the school and within established working hours
- Providing cover for the provision of PPA time for teaching staff, plus short-term cover for absence for other staff
- Supervising pupils on visits, trips and out of school activities as required
- Supporting Teaching Assistant students in school settings

General Responsibilities

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate
- Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must always be in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school



Professional Development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other Areas of Responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- The Teaching Assistant will be required to follow school policies and the staff code of conduct. Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



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	Essential
Experience	
Experience working with children or young people	Essential
Experience working in a school or educational setting	Essential
Experience supporting pupils with SEND, SEMH or additional needs	Desirable
Experience planning and delivering learning activities	Essential
Experience working with vulnerable pupils or pupils requiring additional support	Desirable
Skills and Knowledge	
Good literacy and numeracy skills	Essential
Good organisational skills	Essential
Ability to build effective working relationships with pupils and adults	Essential
Skills and expertise in understanding the needs of all pupils	Essential
Knowledge of how to help adapt and deliver support to meet individual needs	Essential
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	Essential
Excellent verbal communication skills	Essential
Active listening skills	Essential
The ability to remain calm in stressful situations	Essential
Knowledge of guidance and requirements around safeguarding children	Essential
Good ICT skills, particularly using ICT to support learning	Essential
Understanding of roles and responsibilities within the classroom and whole school context	Essential
Personal Qualities	
Enjoyment of working with children	Essential
Sensitivity and understanding, to help build good relationships with pupils	Essential
A commitment to getting the best outcomes for all pupils, and promoting the Ethos and values of the school	Essential
Commitment to maintaining confidentiality at all times	Essential
Commitment to safeguarding pupil's wellbeing and equality	Essential
Resilient, positive, forward looking and enthusiastic about making a difference	Essential
Capacity to inspire, motivate and challenge children and young people	Essential



