



RECRUITMENT PACK

Teaching Assistant 3

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WELCOME FROM CLAIRE HUNT, HEADTEACHER

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.

This opportunity to join our SEND team has arisen due to the retirement of the current post holder. The successful candidate will be nurturing and supportive of our pupils and have a positive impact on pupil outcomes.

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.

Yours faithfully,

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 3

FIXED TERM CONTRACT TILL 31ST AUGUST 2028/ TERM TIME ONLY

GRADE 6 SCP 11-19 £28,142 - £32,062 FTE (30 HOURS)

RESPONSIBLE TO: SENDCO

MAIN LOCATION: ST AUGUSTINE'S RC HIGH SCHOOL

REQUIRED TO COMMENCE 1ST SEPTEMBER 2026

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of St Augustine's RC High School, are seeking to recruit a Teaching Assistant Level 3 where you will be expected to work with the teacher and SENCO 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. You will assist with the planning, delivery evaluation of the curriculum and its differentiation amongst pupils. As part of this role you would be expected to: Plan and implement teaching and learning activities/reading intervention activities to individuals and small groups with visual impairments.

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.

Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: www.romerocat.com or the school website www.sarchs.com.

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, 5 th June 2026 at 12pm (Midday)
Shortlisting Date	Monday, 8 th June 2026
Interview Date	WC 8 th June 2026

TEACHING ASSISTANT 3

JOB DESCRIPTION

JOB PURPOSE

Expected to work with the teacher and SENCO 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. Will assist with the planning, delivery evaluation of the curriculum and its differentiation amongst pupils. Would be expected to:

- Plan and implement teaching and learning activities/reading intervention activities to individuals and small groups with visual impairments.
- Establish – supportive and constructive relationships with pupils, parents, carers and the wider community.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

SUPPORT FOR PUPILS

- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupils and to differentiate curriculum content according to the needs of pupils.
- To plan and implement specific programmes in conjunction with the QTVI and with individual pupils appropriate to the developmental needs of individual children throughout different curriculum areas.
- To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupils.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- To support pupils as part of a planned VI intervention programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and record pupil progress on a regular basis and to prepare reports as required.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

SUPPORT FOR THE TEACHER

- To monitor individual pupils progress and to report on pupils needs, achievements and concerns.
- To assist in pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, prepare appropriately adapted resources and learning strategies for lessons.
- To liaise with parents, carers and outside agencies, where appropriate.

- To undertake arrangements for out of school learning activities, for example, pupil work experience.
- Undertake marking of pupils work and recording of achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trip/visits.

SUPPORT FOR THE SCHOOL

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the school's appropriate person with regard to the ordering supplies and equipment.
- Monitor and manage stock, if necessary, within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/pupil/teacher/schoolwork.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

SUPPORT FOR THE CURRICULUM

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities.

TEACHING ASSISTANT 3

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications		
A levels or equivalent Level 3 qualification	E	A
GCSE (or equivalent) at grade C or above in English and Mathematics	E	A
Level 2 Braille	D	A
Experience		
Experience of working with children with visual impairments	D	A / I / R
Experience of working in a relevant classroom/service environment	D	A / I / R
Experience of Administrative work	D	A / I / R
Experience implementing strategies to support pupils with ASD in line with individual needs.	D	A / I / R
Knowledge / skills / abilities		
Ability to relate well to children on a 1-1 basis	E	A / I / R
Ability to work as part of a team	E	I / R
Good communication skills	E	I / R
Ability to relate well to parents/carers	E	I / R
Ability to supervise and assist pupils	E	I / R
Time management skills	E	I / R
Organisational skills	E	I / R
Knowledge of classroom roles and responsibilities	E	I / R
Knowledge of the concept of confidentiality	E	I / R
First Aid Certificate	D	A
Administrative skills	E	I / R
Ability to make effective use of ICT	E	I / R
Ability to plan and deliver work programmes	E	I / R
Flexible attitude to work	E	I / R
Other		

Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A
Commitment to health and safety	E	A
Essential car user	D	A
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	HR Team	Date: 05 / 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 3

HOW TO APPLY

If you would like to find out more about the position, please contact Mr Paul Earnshaw on 01254 823362 or info@sarchs.romerocat.com

Full details and application forms are available from our website: www.sarchs.com.

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