



RECRUITMENT PACK

Teaching Assistant
Level 3 - EAL

CONTENTS

Welcome from Deborah Williams, Headteacher..... 3

Welcome from Ken Tyson, Chair of the Board of Governors..... 3

Teaching Assistant Level 3 - EAL..... 5

Teaching assistant level 3 – eal..... 6

 Job Description..... 6

 Job Purpose 6

 Main Duties and Responsibilities..... 6

teaching assistant level 3 - eal..... 7

 Person Specification 7

teaching assistant level 3 – EAL..... 8

 How to apply..... 8



WELCOME FROM DEBORAH WILLIAMS, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining Blessed Trinity RC College I hope you find the information in this recruitment pack both informative and inspiring.

We believe that we are blessed by God with amazing children, dedicated staff and world class facilities. We are part of God's creative process, fulfilling the potential of each individual.

Our rigorous curriculum stretches our most able and supports the most vulnerable. The academic pathway prepares our pupils for the best universities.

We have extremely high standards regarding behaviour, uniform and attendance. We are a strict but happy community. Our parents appreciate the robust approach that we take to the small but important details of school life.

At Blessed Trinity, we provide a wealth of extra-curricular experiences to inspire our pupils. We have an outstanding record for sport at local, county and national level. Also the largest cohort in Burnley participating in the Duke of Edinburgh Award Scheme. Our pupils have amazing opportunities, by using our purpose built theatre, recording and dance studios to participate in the arts.

I am delighted that you are encouraged to join our optimistic and flourishing community.

We look forward to receiving your application.

Deborah Williams

WELCOME FROM KEN TYSON, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

As Chair of Governors, I wish to extend a warm welcome to Blessed Trinity where faith and education come together to create a nurturing, creative and inspiring environment.

We are part of a family of schools within the Romero Catholic Academy Trust. Located on the outskirts of Burnley town centre, we are close to the countryside but within easy access to the motorway network.

Faith is very strong within the school community although we are welcoming to pupils of other or no faith, encouraging every pupil to join in our prayer life if they so wish.

We are very proud of the school and its sense of identity within the town and the Catholic community. We have developed close ties with our feeder primaries, whilst attracting pupils from across the town and further reaching areas such as West Yorkshire.

We offer a broad and balanced curriculum which, combined with faith being central to the school community, enables us to develop well rounded pupils when they leave to pursue their future careers. As a relatively new build school, we can offer our pupils excellent facilities including the designated sports facilities and a fully equipped school chapel.

Within the school of just over 1300 pupils (approximately 50% of Catholic faith), we have a cohesive SLT which is a well-established team, led by the Headteacher Mrs Williams.

We welcome you into our school community where, in your role, you can help to shape the future aspirations and achievements of the school.

Yours faithfully,

Ken Tyson

JOB ADVERT

TEACHING ASSISTANT LEVEL 3 - EAL

PERMANENT

GRADE: 6, POINT 11 – 19 (£23,795.73 - £27,109.59 PRO RATA)

RESPONSIBLE TO: LINE MANAGER

MAIN LOCATION: BLESSED TRINITY RC COLLEGE

REQUIRED TO COMMENCE 1ST SEPTEMBER 2026

Blessed Trinity RC College Blessed Trinity RC College is a busy, over-subscribed, 1,250 place 11-16 establishment. We have an amazing, purpose built school, enabling us to provide the very best teaching and learning opportunities within a bright, modern facility.

The school is located in extensive grounds and is situated close to Burnley Town Centre. The school is easily accessed from across the region by bus, train and car and is located just a five-minute drive from the M65, Junction 10.

The Board of Directors of the Romero Catholic Academy Trust alongside The Governors of Blessed Trinity RC College, are looking to appoint a highly motivated, and enthusiastic Level 3 Teaching Assistant to provide one to one and group support for pupils. The main duty of the role will be supporting the delivery of work, reinforcing learning and behaviour routines, encouraging full integration into class activities and fulfilling duties associated with areas of individual needs.

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 506200** or office@btrcc.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	Monday 6th July 2026
Shortlisting Date	Tuesday 7 th July 2026
Interview Date	Friday 10 th July 2026

TEACHING ASSISTANT LEVEL 3 – EAL

JOB DESCRIPTION

JOB PURPOSE

Work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the line manager.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

SUPPORT FOR PUPILS

- Implement structured learning activities and to assist individual/group of pupils to complete tasks.
- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to assist 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 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.

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/schoolwork.

SUPPORT FOR THE CURRICULUM

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities
- Improve the effectiveness of assessment practices in the classroom including the use of statistical information and data to monitor, evaluate and improve the effectiveness of teaching and learning across the department.

TEACHING ASSISTANT LEVEL 3 - EAL

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)	D	A / C / I / R	
Minimum of Grade Cat GCSE (or equivalent) in English and Maths	E	A / C / R	
Experience			
Experience of working with or caring for children of relevant age	E	A/I	
Experience of working in a relevant classroom/service environment	D	A / I	
Experience of Administrative work	D	A / I	
Experience of supporting pupils with challenging behaviour	D	A / I	
Willingness to explore the requirements of several exam boards	D	A/I	
Knowledge/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 / R	
Good communication skills	E	A/I/R	
Ability to supervise and assist pupils	E	A/I/R	
Time management skills	E	A/I/R	
Organisational skills	D	A/I/R	
Knowledge of classroom roles and responsibilities	E	A/I	
Knowledge of the concept of confidentiality	E	A/I	
First Aid Certificate	E	A/I	
Administrative skills	E	A/I	
Knowledge of Early Years Foundation Stage	E	A/I	
Good numeracy and literacy skills	E	A/I	
Ability to make effective use of ICT	E	A/I	
Flexible attitude to work	E	A/I	
Personal Qualities			
Excellent record of attendance and punctuality	E	A/R	
Enthusiasm and energy	E	A / I / R	
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	A/I/C	
Commitment to equality and diversity	E	A	
Commitment to health and safety	E	A	
To uphold the Mission Statement, 'Love God, Serve Others, Work Hard, Value All	E	A/C/I	
Note: We will always consider your references before confirming a job offer in writing			
Prepared by: S Morris	TA3 – EAL	Date: 23rd June	23/06/2026

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 3 – EAL

HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Stacey Morris on 01282 506200 or smorris@btrcc.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	Monday 6th July 2026
Shortlisting Date	Tuesday 7 th July 2026
Interview Date	Friday 10 th July 2026

Completed application forms and associated documentation should be returned to My New Term’ website [Education Job Search | Find Teaching, Leadership & School Support Jobs](#) .