



RECRUITMENT PACK

Teaching Assistant 2a

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WELCOME FROM MARY LYLE, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining Holy Trinity RC Primary School, I hope you find the information in this recruitment pack both informative and inspiring.

The Governors of Holy Trinity Catholic Primary School are seeking to appoint a highly motivated and talented teaching assistant to work alongside established members of our team. Holy Trinity is a friendly, successful school with a very good reputation and has excellent links with the local community. The successful candidate must be committed to supporting the Catholic ethos of the school.

At the very heart of our school are our children. Here at Holy Trinity we take the view that every child really does matter. In education, as with all life, things change, and we constantly face new challenges, both in terms of developments in education and expectations of the children and parents. We aim to be a vibrant core in the community, as well as forward looking in our attitude to education.

Please get in touch if you would like to arrange to visit.

We look forward to receiving your application.

Yours faithfully,

Mary Lyle

WELCOME FROM PAUL DEMPSEY, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

As Chair of the Governing Body of Holy Trinity R.C. Primary School, I would like to thank you for showing an interest in our school by applying for the fixed term position of Teaching Assistant 2a.

Holy Trinity is situated in Brierfield and is only a few minutes' drive from the countryside with villages of Fence, Higham, Roughlee and Barley lying under the shadow of Pendle Hill. Our school is part of the parish of St. John Southworth, Nelson. Within our wonderful parish there are two other Catholic Primary Schools.

Although a small school, Holy Trinity has a very good reputation both locally, and nationally. The children continue to maintain excellent SAT's results, and are complimented on their good behaviour and manners within and outside of the school environment.

The Governing Body would expect the successful candidate to support our enthusiastic team as well as maintaining and further enhancing the children's education, well-being, safety and ethos of our school.

For more information about our school please visit our website, Holy Trinity RC Primary School, or contact our school office to arrange a visit.

Yours faithfully,

Paul Dempsey

JOB ADVERT

TEACHING ASSISTANT 2A

FIXED-TERM (SEPTEMBER 2026 – JULY 2026), 30 HOURS PER WEEK

GRADE 4, SCP 4-6: £26,016 - £26,847 PRO-RATA

RESPONSIBLE TO: POSITION TITLE

MAIN LOCATION: HOLY TRINITY RC PRIMARY SCHOOL

REQUIRED TO COMMENCE 1ST SEPTEMBER 2026

The Governors of Holy Trinity Roman Catholic Primary School are seeking to appoint a highly motivated and talented teaching assistant to work alongside established members of our team. Holy Trinity is a friendly, successful school with a very good reputation and has excellent links with the local community. The successful candidate must be committed to supporting the Catholic ethos of the school. We are looking for a Teaching Assistant who:-

- Willing to support pupils as part of a planned inclusion programme
- Has high expectations of children's behaviour and attainment
- Be committed to our positive, inclusive and creative ethos
- Has good interpersonal skills
- Able to work as part of a dedicated and enthusiastic team
- Has a strong commitment to our Christian ethos

In return we will offer you:-

- A friendly and supportive staff team
- Happy children who enjoy school
- A dedicated staff team who are supportive and committed to making sure every child reaches their true potential
- Support for your professional development Holy Trinity RC Primary School is part of the Romero Catholic Academy Trust, which leads a growing family of Catholic Primary and Secondary schools. The Trust is committed to safeguarding and promoting the welfare of children and young people.

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 613709** or bursar@holytrinityrc.lancs.sch.uk.

Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: www.romerocat.com or the school website www.holy-trinity34.lancsngfl.ac.uk.

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	9 th July 2026 at noon
Shortlisting Date	10 th July 2026
Interview Date	17 th July 2026

TEACHING ASSISTANT 2A

JOB DESCRIPTION

JOB PURPOSE

Under the teacher's clear guidance, in respect of their 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 teacher

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

SUPPORT FOR PUPILS

- Under the clear guidance of the class teacher to 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, safety and wellbeing.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

SUPPORT FOR THE CURRICULUM

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

ADDITIONAL:

- To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school

NOTE: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

TEACHING ASSISTANT 2A

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Interview (I)
Qualifications and Training		
NVQ level 2 or above qualification –appropriate to the post (or equivalent)	E	A
Experience		
Experience of working with children	E	A / I
Experience of working in a classroom environment	D	A / I
Experience of Administrative work	D	A / I
Experience of supporting pupils with challenging behaviour	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
Good communication skills	E	A / I
Ability to supervise and assist pupils	E	A / I
Time management skills	E	A / I
Organisational skills	E	A / I
Knowledge of classroom roles and responsibilities	D	A / I
Knowledge of the concept of confidentiality	E	A / I
First Aid certificate	D	A / I
Administrative skills	D	A / I
Good numeracy and literacy skills	E	A / I
Ability to make effective use of ICT	D	A / I
Flexible attitude to work	E	A / I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	A / I
Commitment to equality and diversity	E	A / I
Commitment to health and safety	E	A / I
Note: We will always consider your references before confirming a job offer in writing		
Prepared by: Nicola Atkinson	School Business Manager	Date: June 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 2A

HOW TO APPLY

If you would like to find out more about the position, please contact Miss Nicola Atkinson on 01282 613709 or bursar@holytrinityrc.lancs.sch.uk.

Full details and application forms are available from our website: www.holy-trinity34.lancsngfl.ac.uk.

Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: www.romerocat.com or the school website www.holy-trinity34.lancsngfl.ac.uk.

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Completed application forms and associated documentation should be returned to the School Business Manager, Nicola Atkinson via e-mail: bursar@holytrinityrc.lancs.sch.uk.