

# CHRIST THE KING CATHOLIC ACADEMY

## Specialist Support Assistant L3 Application Pack



*Believe Belong Become*

Closing date:  
Monday 23<sup>rd</sup> February 2026 –  
midday

Shortlisting Date:  
Wednesday 25<sup>th</sup> February 2026

Interview Date:  
Friday 27<sup>th</sup> February 2026



Diocese of Lancaster  
**Education Service**  
*Euntes in mundum*



# Welcome to Christ the King Catholic Academy

Thank you very much for your interest in the Level 3 Specialist Support Assistant role at Christ the King. The role will be based in Key Stage 2 initially until July as the classroom support assistant whilst supporting pupils within the class that have additional needs, although this may change next academic year. The position is fixed term for 12 months in the first instance.

The role advertised requires the successful candidate to show a strong knowledge and understanding of how pupils learn most effectively, an ability to support pupils who need additional support accessing this curriculum, an understanding of communication and language needs as well as an ability to support emotional regulation. There is also an expectation that this role may be called upon to deliver cover supervision across the school, on a short term/emergency basis. This is not a “cover supervisor” role, but from time to time classes are covered by this role in our school. Support is always given to planning time and additional SSA support within the classroom when delivering.

I have been Executive Headteacher across our two primary school sites for nine years and prior to that I was the Headteacher at Christ the King Catholic Primary School. The leaders, staff, pupils and I have worked hard over this time to move our schools forward. Our schools are two of the three founding members of the only Catholic Multi Academy Trust in the area, the other was St Mary’s Catholic Academy. Over the last few years we have expanded our trust to include many more schools and it remains an exciting time to join our family of schools.

A little background into the schools that we serve. The first, Christ the King is uniquely colocated with our feeder secondary, St Mary’s Catholic Academy. We were built adjacent to the secondary school. Our building is just over ten years old and was created thanks to a large capital programme in 2014. The parish church of Christ the King is also on the same site. The school also has a specialist provision on site called “The Meadow” which supports, in collaboration with the local authority, a learning space for high needs EYFS and Year 1 pupils. St Cuthbert’s is just over two miles down the road, in South Shore. Our staff group work closely and we share as a staff team a number of key events and processes to increase our efficiency. This special partnership, along with our network with other local Catholic schools in the Blackpool area and now the trust leadership group, continues to strengthen both the practice and faith development of our school.

Let us share a little about our two schools; first Christ the King

Our motto here is “Believe, Belong, Become.” Staff embrace this vision for our pupils and school wholeheartedly. We work hard to engage our pupils to believe in the words Jesus taught us, belong to our community in faith and strive to become the best that they can be.

Leaders have developed an ambitious curriculum that engages all pupils. Pupils achieve well. The school is well led and managed. Staff feel appreciated and there is a keen sense of teamwork. Teachers value the steps leaders have taken to prioritise their well-being and workload. (Ofsted Inspection December 2022)

“Staff go above and beyond to ensure the wellbeing of pupils, who know they are loved and cared for. The school has thoughtfully planned how to engage parents so that everyone feels welcomed.” (Diocesan Inspection October 2025)

We have a unique and close working relationship with our sister school, St Cuthbert’s. We are keen you know a little about that site too. We often share training sessions and resources, coming together as a family of two schools, living and learning together.

# Welcome to Christ the King Catholic Academy

Our goal at SCCA is to create, with our pupils, a loving Catholic learning community in which they are able to thrive and reach their potential, growing into confident, thoughtful and happy young people. This is the heart of our Catholic identity and is the basis of our children's spiritual and moral education. Our recently revised mission statement is, "In kindness and faith we belong!"

Our school is described as a "highly inclusive school which offers an excellent level of care to vulnerable pupils and families. Our children feel safe and know they are loved." (Diocesan Inspection March 2025)

Pupils at St Cuthbert's Catholic Academy, "care strongly about each other and their school. Pupils live up to the school's ethos to 'be safe, respectful and responsible' in their school life, pupils to feel safe (and) happy at school." (Ofsted Inspection March 2023)

The communities we serve at both schools are very special. Family life for many of our children and their families, is a struggle. Our mission here is to provide a safe place that is filled with fun, laughter, enjoyment and discovery. We work alongside families to remove barriers to learning and ensure all pupils achieve their full potential. We are highly committed in our school to raising levels of achievement and attainment. A strong SEN offer is a significant part of that journey.

Visits to our schools are warmly welcomed to meet our pupils and staff, as well as members of our pupil leadership team.

It is rather difficult to sum up the joy of our school without meeting our staff and pupils, however if a visit to our schools is not possible, please do take the time to look at our websites or email me with any questions, however small.

Yours sincerely,



Mrs Sarah Smith  
Executive Headteacher





**'Believe, Belong, Become'**



# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Special Support Assistant Level 3 at Christ the King Catholic Academy. Christ the King is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

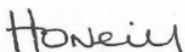
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

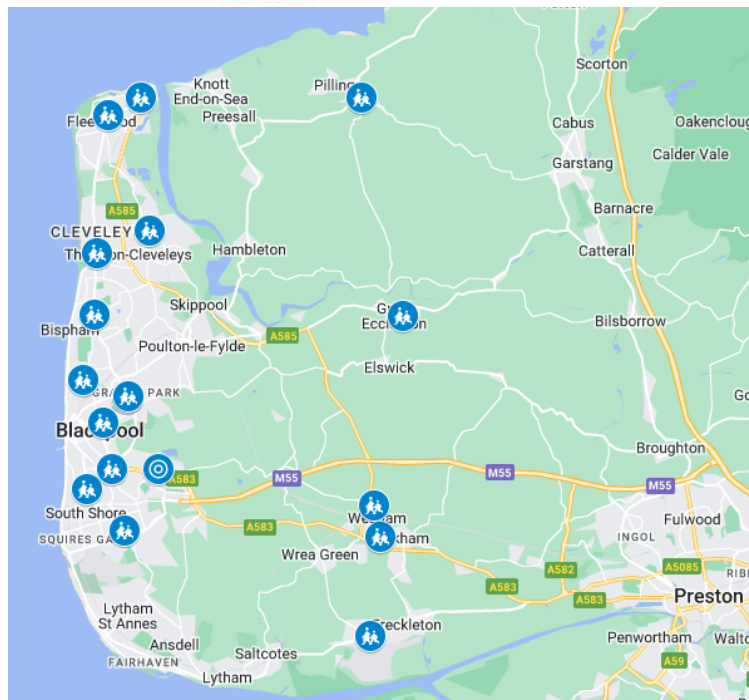
Yours sincerely,



Helen O'Neill  
Chief Executive Officer

# Trust Schools

	Christ the King Catholic Academy		Holy Family Catholic Primary School, Blackpool
	Holy Family Catholic Primary School, Warton		Our Lady of the Assumption Catholic Primary School
	Sacred Heart Catholic Primary School		St Bernadette's Catholic Primary School
	St Cuthbert's Catholic Academy		St John Vianney Catholic Primary School
	St Joseph's Catholic Primary School		St Kentigern's Catholic Primary School
	St Mary's Catholic Academy, Blackpool		St Mary's Catholic Primary School, Fleetwood
	St Mary's Catholic Primary School, Great Eccleston		St Teresa's Catholic Primary School
	St William's Catholic Primary School		St Wulstan's & St Edmund's Catholic Primary School
	The Willows Catholic Primary School		



# What we offer - Benefits

## Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

## Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.  
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

## Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

## Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

## Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

## Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

# How to apply

## Prior to applying

If you are unclear about any aspect of the application process or you would like any additional information about the school or the role, please contact Sarah Smith, Executive Headteacher:

Telephone - 01253 395985

or

Email - [ssm@ctkacademy.co.uk](mailto:ssm@ctkacademy.co.uk)

## Application process

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/school/Christ-the-King-Catholic-Academy/141288>

Closing date for applications: **Monday 23<sup>rd</sup> February 2026 – midday**

Shortlisting date: **Wednesday 25<sup>th</sup> February 2026**

Interview dates: **Friday 27<sup>th</sup> February 2026**

## Post Details:

**Grade: NJC pay Grade D, scale points range 7 - 11**

**Salary: £26,403.00 to £28,142.00 (pro rata)**

**Hours: 25 per week, Term Time only**

**Contract: Fixed Term for 12 months to cover a short-term vacancy**

**Required: As soon as possible**



# Job Description

## Teaching Assistant 3

### Purpose of the role (job statement)

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.

### Responsibilities

Key duties:

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils;
2. Assess, record and report on development, progress and attainment as agreed with the teacher;
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher;
4. Contribute to planning learning activities with the teacher, writing evaluations as required;
5. Communication with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary;
6. Select and adapt appropriate resources / methods to facilitate agreed learning activities;
7. Responsible for the careful and safe use equipment, such as play and standard ICT equipment;
8. Support pupils in social, health and emotional well-being, reporting problems to the teacher as appropriate;
9. Teaching Assistants in this role are expected to undertake at least one of the following:
  - a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties;
  - b. Provide specialist support to pupils where English is not their first language;
  - c. Provide specialist support to gifted and talented pupils;
  - d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
10. Maintain confidentiality and adhere to safeguarding procedures;
11. Demonstrate and adhere to the schools health and safety policies and procedures.

Teaching Assistants in this role may also:

1. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists;
2. Provide short term cover supervision of classes;
3. Assist with break-time supervision including facilitating games and activities;
4. Be responsible for the preparation of materials and resources;
5. Invigilate exams and tests;
6. Escort and supervise pupils on educational and out of school activities;
7. Guide and support pupils in their personal, emotional and social development;
8. Prepare and present displays;
9. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas;
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
11. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews;
12. Work with pupils not working to the normal timetable;
13. Demonstrate own duties to new or less experienced staff.

### Indicative knowledge, skills and experience

- Level 3 NVQ or relevant Level 3 diploma in specialist support for teaching and learning on the Qualification and Credit Framework;
- Demonstrate specialist skills relevant to their role in 9 (a-d) above;
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

# Person Specification

## [A] QUALIFICATIONS, TRAINING AND EXPERIENCE

	Essential	Desirable
Recognised qualification in child care or education - NVQ Level 2 or above	✓	
Evidence of appropriate professional development for the role of support assistant	✓	
Recent experience of working in a school		✓
Recent experience of working with a child on a one to one basis		✓

## [B] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the role within Christ the King Catholic Academy:

	Essential	Desirable
High expectations for all young people and adults	✓	
Communicate effectively both verbally and in writing with young people and adults	✓	
Have a clear understanding of pupils' educational development	✓	
Demonstrate effective use of teaching and learning strategies in use within the role	✓	
Demonstrate an understanding and application of the learning and hygiene needs of pupils in their care	✓	
Be efficient and organised	✓	
Knowledge of safeguarding procedures within a school/academy	✓	

## [C] INTERPERSONAL SKILLS AND PERSONAL QUALITIES

Applicants should be able to demonstrate from their experience and ability and desire to:

	Essential	Desirable
Effectively inspire learners and enable outstanding learning	✓	
Establish effective working relationships with staff, parents and the wider community	✓	
Work with colleagues to improve own practice	✓	
Prioritise, plan, organise and manage time	✓	
Be committed to own personal development and training	✓	
Be curious, positive and resilient and show initiative in supporting school improvement	✓	
Act as a role model for pupils and other staff by setting high personal and professional standards	✓	
Deal sensitively with pupils and support them to resolve their conflicts	✓	
Have a passion to work at Christ the King Catholic Academy part of the Blessed Edward Bamber Multi Academy Trust	✓	

# Person Specification

## [D] EXPERIENCE AND KNOWLEDGE OF THE TEACHING ASSISTANT ROLE

	Essential	Desirable
Recent teaching assistant experience within the primary phase		✓
Recent experience of working with a child on a one to one basis		✓

## [E] PROFESSIONAL ATTRIBUTES

	Essential	Desirable
Excellent written and verbal communication skills	✓	
Ability to demonstrate engagement and care of pupils	✓	
Fully ICT competent	✓	
Ability to deliver quality learning opportunities for pupils	✓	

## [F] APPLICATIONS, CONFIDENTIAL REFERENCES AND REPORTS

	Essential	Desirable
Written reference(s) only	✓	
Letters should address the criteria identified in the person specification	✓	
Application forms should be completed in full	✓	
Letters should be clear and concise and no longer than ONE side of A4	✓	
Two supportive references confirming professional & personal knowledge, skills & abilities referred to above.	✓	
Positive and supportive faith reference		✓

# Safeguarding Information

## Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

## Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

## Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

## Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

## Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

## Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

## Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

## General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.



