



St John Fisher
Catholic Voluntary Academy

St John Fisher Catholic Voluntary Academy
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Christ at the centre and children at the heart

Information for Educational Teaching Assistant

Faith ● Service ● Respect
Honesty ● Courage ● Forgiveness



This Academy is a member of
**The Bishop Konstant
Catholic Academy Trust**
Learning Communities, Inspired by Faith

St John Fisher Catholic Voluntary Academy

Educational Teaching Assistant

Hours: 8.30am – 3.30pm Monday to Friday plus 1 day (additional day may be used for a number of scheduled after school sessions throughout the year)

Pay Scale & Salary: Grade 6, Point 7 – 11: £25,584– £27,269

FTE Actual Salary: £19,535.43 - £21,581.63 per annum

Thank you for taking an interest in this exciting role.

It is my pleasure to welcome you to St John Fisher, an 11-18 voluntary aided Catholic Academy with approximately 1000 students on roll.

We seek to appoint a Educational Teaching Assistant to join our wonderful school.

St John Fisher Catholic Voluntary Academy has entered a new era of success, growth and pride.

Our students are some of the most inspirational young people you will ever meet. They are polite, friendly, kind and caring. They are supportive of one another and the school. Our staff are the same; dedicated professionals, committed to improving the outcomes and life chances of our young people. Many of our teachers are ex-pupils of the school. There is a special feel about this traditional yet forward-looking Catholic school, simply put, it's a wonderful place to work.

We were inspected by Ofsted in March 2025 and our report reflects how much we have improved in the last 2 years. In December 2025 we were judged to be Outstanding for Catholic Life and Mission in our statutory Diocesan inspection. St John Fisher Catholic Voluntary Academy is a great school and you need to see it for yourself. Our academic results continue to improve year on year, and we are committed to our students and school community to create a high performing school.

Therefore, we need the best support for our students. As our students' numbers continue to grow, we seek to appoint the best people to support our continued improvement.

We can offer you a wonderful student body, a thriving sixth form, a friendly and supportive senior team and a school overseen by a highly experienced and dedicated governing body who work closely with the school to ensure its continued success.

Your professional development is important to us, and our recent transformation has been made possible by the creation of a staff and student team who are committed to the school's future. Every member of our community is valued and as we continue to move forward, we will continue to invest in all practice which will improve the daily experience of our children. A bespoke programme of professional development, led by highly experienced senior leaders, focusing on bringing out the best from staff, is an entitlement for all teachers and support staff.

If you'd like to be part of our next success, I recommend a conversation with me or a tour of the school, either during the school day or after work. Please get in touch and we will accommodate your request so you can see for yourself what a wonderful place St John Fisher Catholic Voluntary Academy is.

Mr K Mackey **Headteacher**



St John Fisher Catholic Voluntary Academy

Headteacher: Mr Karl Mackey

Job Title: Educational Teaching Assistant	
Work Location: St John Fisher Catholic Voluntary Academy	Salary: Grade 6, Point 7 – 11: £25,584– £27,269 per annum FTE Actual Salary: £19,535.43 - £21,581.63 per annum
Reports To: SENDCo	

Job Role

To support teaching and learning under the guidance of the SENDCo and teaching staff, by providing high-quality support to individuals and small groups of pupils across all areas of SEND. This role involves implementing agreed work programmes both in and out of the classroom, including 1:1 classroom support, flexible support within lessons, and the planning and delivery of interventions. Staff will also be expected to supervise groups of students as required both in and out of the classroom. The primary focus is to support pupils' learning, development, engagement, and wellbeing, contributing to the inclusive ethos of the school and helping them achieve their full potential.

Key Responsibilities

Support for Students

- Establish rapport and build respectful, trusting relationships with students, acting as a positive role model and setting high expectations to promote positive attitudes and behaviours.
- Provide support to individuals and small groups, adapting tasks and encouraging engagement based on individual needs, including those with Education, Health and Care Plans (EHCPs).
- Support may include working on a 1:1 basis within the classroom or offering flexible support across lessons to meet changing pupil needs.
- Support pupils across a broad range of Special Educational Needs and Disabilities (SEND), ensuring inclusive access to the curriculum and school life.
- Contribute to and help implement personalised support plans (e.g., IEPs, Pupil Profiles, behaviour plans, risk assessments).
- Encourage independence and support the development of pupils' self-esteem and resilience.
- Promote and facilitate effective use of ICT to enhance learning.

- Engage with training and provide general care and support where needed, which may include personal care, support with eating, mobility, and supervision in various settings around the school.
- Monitor and record pupil progress and provide feedback to teaching staff and relevant professionals as required.

Support for Teaching and Learning

- Work closely with class teachers and the SENDCo to deliver tailored learning experiences that meet the diverse needs of pupils.
- Contribute to the planning, preparation, and adapting of learning activities to meet the needs of all learners.
- Support the delivery of a broad and balanced curriculum, including helping pupils engage in structured learning activities and interventions.
- Plan and deliver targeted interventions as required, under the guidance of the SENDCo or class teacher, to support pupils' academic or emotional development.
- Support the implementation of IEPs, EHCPs, Pupil Profiles, learning targets, and Student Support Plans.
- Prepare and maintain equipment and learning resources as needed.
- Carry out routine clerical tasks such as photocopying, filing, resource organisation, and data input where required.
- Contribute to displays and the maintenance of a purposeful learning environment.
- Maintain accurate records of pupil progress and interventions as required.

Support for the School

- Promote the values and ethos of the school through positive interactions and a commitment to inclusion and safeguarding.
- Work in partnership with colleagues, parents, carers, and external professionals to support pupil development.
- Supervise pupils in structured group settings, such as targeted activities, interventions, educational visits and break/lunchtime sessions.
- Support the school in wider enrichment activities such as trips, clubs or off-site events, as directed.
- Liaise with parents and carers when required, under the direction of the SENDCo, to share updates and contribute to a consistent approach between home and school.
- Attend and participate in relevant meetings as appropriate.
- Be flexible and proactive in contributing to the life of the school, adapting to meet emerging needs as they arise.

Safeguarding and Professional Development

- Promote and adhere to the school's safeguarding policies and procedures, ensuring the safety and wellbeing of all pupils.

- Adopt a proactive attitude towards health and safety by following school policy, and working collaboratively with others to identify, minimise, and manage potential risks.
- Actively engage in continuing professional development (CPD), including attending relevant training, courses and in-house sessions to improve and reflect on practice.
- Take part in regular training, performance reviews, and other professional development opportunities to enhance practice.
- Maintain high levels of confidentiality and professionalism at all times.
- Demonstrate a commitment to equality, inclusion and respect for diversity.
- Undertake other duties that may be reasonably required and are commensurate with the level of the post.

While this job description outlines the key duties and responsibilities of the role, it is not an exhaustive list. Employees may be required to carry out other reasonable tasks or duties, including ad hoc projects, as directed by a manager. These will be consistent with the general nature, scope, and grade of the post.

Person Specification

Qualifications, Knowledge, Skills, and Experience:

Criteria	Essential	Desirable	Measured
Experience working with children and young people, ideally of relevant age		✓	App / Int
Experience working in an educational or care setting		✓	App / Int
Experience supporting pupils with a variety of additional needs		✓	App / Int
Experience delivering interventions, including literacy, reading, or writing recovery programmes		✓	App / Int
Understanding of how children learn and the impact of SEND on progress and participation	✓		App / Int
Ability to assess and monitor pupil progress, including maintaining records	✓		App / Int
Relevant qualifications in supporting teaching and learning (e.g. Level 2 or equivalent)		✓	App
Excellent communication and interpersonal skills	✓		App / Int
Ability to build strong relationships with pupils, colleagues, and parents/carers	✓		App / Int
Ability to support pupils with patience, encouragement, and consistency, promoting both academic and emotional wellbeing.	✓		App / Int
Awareness of safeguarding responsibilities and commitment to safe working practices	✓		App / Int
Understanding of the school curriculum and how to support pupil learning	✓		App / Int
Confidence using IT and digital tools to support learning and record progress	✓		App / Int
Ability to reflect on practice, take initiative, and adapt to changing needs and priorities	✓		App / Int
Ability to maintain confidentiality and always uphold professional standards	✓		App / Int

Additional – Personal Qualities:

Criteria	Essential	Desirable	Measured
A calm, supportive, and positive presence, with a genuine interest in the wellbeing and development of children	✓		Int
Commitment to the values and ethos of the school and improving outcomes for all pupils	✓		App / Int
Reliability, proactivity, and resilience with a strong work ethic and willingness to learn	✓		App / Int
Ability to manage pressure and meet competing deadlines	✓		App / Int
Willingness to 'go the extra mile' to make a difference in pupils' lives and contribute positively to the wider school community	✓		App / Int
Commitment to promoting equality, inclusion, and safeguarding in all aspects of the role	✓		App / Int

If you would like an informal conversation about this opportunity and / or to arrange a visit, please contact Kayleigh Oakes on k-oakes@stjohnfisher.org.uk.

Bishop Konstant Catholic Academy Trust is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. Applicants should note that, in accordance with Keeping Children Safe in Education (2023), it is the applicant's responsibility to have made any necessary registrations relevant at the time of making this application which is required for people working or volunteering with children. Accordingly, any offer of employment made will be conditional upon the results of enhanced checks from the Disclosure & Barring Service ("the DBS") and Employer Access Online (regarding teacher prohibition/disqualification from working with children and young people). As part of our commitment to effective safeguarding we may conduct online searches of candidates.