



RECRUITMENT PACK

Teaching Assistant Level 3

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WELCOME FROM JEMMA STUTTARD, HEADTEACHER

Dear Applicant,

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

On behalf of the pupils, staff and governors of St John Southworth RC Primary School Nelson may I take this opportunity to welcome you and thank you for your interest in the position of a teaching assistant (Level 3) based in EYFS supporting a small group of children with additional SEND needs at our school. St John Southworth serves a diverse community of Nelson and we are very proud of the strong Catholic ethos that lies at the heart of all we do.

St John Southworth is a caring school committed to providing the best possible outcomes for all of our pupils by providing a happy, safe and secure environment where pupils love to learn. On our continued journey of improvement we are looking to appoint a high quality teaching assistant who can inspire, motivate and support our pupils to achieve their full potential.

Further information about our school can be found at www.st-johnsouthworth.lancs.sch.uk.

However to get a better understanding of the school we strongly recommend you arrange a visit prior to interview. This can be arranged by contacting the school office on **01282 613906**.

We look forward to receiving your application.

Yours faithfully,

Jemma Stuttard

TEACHING ASSISTANT LEVEL 3

FIXED-TERM TERM TIME

GRADE 6 SCP [11-19] £28,142 (FTE WAGE TO BE PRO-RATED)

RESPONSIBLE TO: SLT

MAIN LOCATION: ST JOHN SOUTHWORTH RC PRIMARY SCHOOL

REQUIRED TO COMMENCE 1ST SEPTEMBER 2026

St John Southworth RC Primary School

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of St John Southworth RC Primary School, are seeking to recruit at TA3.

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 613906** or bursar@st-johnsouthworth.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.st-johnsouthworth.lancs.sch.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.

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| Closing Date | 9 th July 2026 Midday |
| Shortlisting Date | 10 th July 2026 |
| Interview Date | 15 th July 2026 |

JOB DESCRIPTION

JOB PURPOSE: The main objectives to be achieved by the Postholder

Expected to work with the teacher 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 and evaluation of the curriculum and its differentiation amongst pupils. Would be expected to:

- plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate.
- establish supportive and constructive relationships with pupils, parents, carers and the wider community

MAIN ACTIVITIES: What prescribed duties the postholder will have

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post

Support for Pupils

- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).
- To plan and implement specific programmes with individual pupils or groups 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 pupil(s).
- To assist in the devising of pupil's individual targets and their monitoring and review.
- To support pupils as part of a planned inclusion 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, 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 trips/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/school work.
- 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

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.

PERSON SPECIFICATION

| Requirements (based on the job description) | Essential (E) or desirable (D) | To be identified by: application form (AF), interview (I), Reference (R), test (T), or other (give details) |
|---|---|--|
| Qualifications NVQ level 3 or above qualification –appropriate to the post (or equivalent) Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy | E D | AF AF |
| Experience Experience of working with children Experience of working in a classroom environment Experience of Administrative work Experience of supporting pupils with challenging behaviour | E D D E | AF/I AF/I AF/I AF/I |
| Knowledge, skills and abilities Ability to operate at a level of understanding and competence equivalent to NVQ Level 3 standard | E | AF/I |

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| Ability to relate well to children | E | AF/I |
| Ability to work as part of a team | E | AF/I |
| Good communication skills | E | AF/I |
| Ability to relate well to parents/carers | E | AF/I |
| Ability to supervise and assist pupils | E | AF/I |
| Time management skills | E | AF/I |
| Organisational skills | E | AF/I |
| Knowledge of classroom roles and responsibilities | E | AF/I |
| Knowledge of the concept of confidentiality | D | AF/I |
| First Aid certificate | D | AF/I |
| Administrative skills | E | AF/I |
| Knowledge of Early Years Foundation Stage | E | AF/I |
| Good numeracy and literacy skills | E | AF/I |
| Ability to make effective use of ICT | E | AF/I |
| Ability to assess children's development | E | AF/I |
| Ability to plan and deliver work programmes | E | AF/I |
| Flexible attitude to work | E | AF/I |
| Other | | |
| Commitment to safeguarding and protecting the welfare of children and young people | E | I |
| Commitment to equality and diversity | E | I |
| Commitment to health and safety | E | I |
| Note: We will always consider your references before confirming a job offer in writing. | | |

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.

HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Sarah Boyden on 01282 613906 or bursar@st-johnsouthworth.lancs.sch.uk.

Full details and application forms are available from our website: www.st-johnsouthworth.lancs.sch.uk.

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Completed application forms and associated documentation should be returned to the School Business Manager, Sarah Boyden via e-mail: bursar@st-johnsouthworth.lancs.sch.uk.