

ST JOHN'S CATHOLIC PRIMARY SCHOOL

Teaching Assistant 2A Application Pack



Closing Date:
Monday 28th September 2026 -
midday

Interview Date:
TBC w/c Monday 5th October 2026



Diocese of Lancaster
Education Service
Euntes in mundum



Blessed Edward Bamber
Catholic Multi Academy Trust

Welcome to St John's

Dear Applicant,

Thank you for considering working at our wonderful school.

We are delighted to announce an exciting opportunity to join our dedicated and passionate team at St John's.

Our school motto, 'Love One Another', guides everything we do. We are committed to ensuring our school is a place where children are loved and valued as individuals, and where the talents of all are nurtured and celebrated within a safe, happy and caring environment, so that they can flourish academically, socially, and emotionally.

The position available is:

- 22 hours per week, over 4 days to be worked 9am – 12pm in Year 6 and 1pm – 3.30pm in Year 4.

The role offer a fantastic opportunity for an enthusiastic and dedicated teaching assistant to make a real difference to our pupils and the wider school community.

We are looking to appoint a Teaching Assistant who is flexible and adaptable, able to use their own initiative, and able to motivate and inspire individuals and groups of children.

The successful applicant will:

- Have a genuine desire to work with children
- Share the belief that every child can succeed
- Be enthusiastic and hard working
- Have excellent communication skills
- Be able to work both as part of a team and on their own initiative
- Be flexible and adaptable
- Have a strong positive work ethic

In return, we offer:

- The opportunity to join a highly motivated, innovative and energetic staff team
- Full involvement in the life of the school
- The opportunity for further training and development
- Dedicated, supportive and friendly colleagues
- Kind, motivated and happy pupils
- Supportive parents and carers

If you are interested in this opportunity and believe you could be the right fit for our school, we would love to hear from you.

Best wishes,

Mrs N Sayers
Headteacher



'Love One Another'

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Teaching Assistant Level 2A at St John's Catholic Primary school. St John's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is an excellent opportunity for a talented and experienced professional to join us and work with a fantastic group of committed leaders and staff who believe passionately in education and working to improve the life chances of our children and young people.

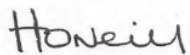
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of 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 for this vital role at an exciting time for St. Kentigern's and the Trust.

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



Our Lady Star of the
Sea Catholic Primary
School



Sacred Heart
Catholic Primary
School



St Bernadette's
Catholic Primary
School



St Cuthbert's
Catholic Academy



St John's Catholic
Primary School,
Poulton



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 Peter's Catholic
Primary School



St Teresa's Catholic
Primary School



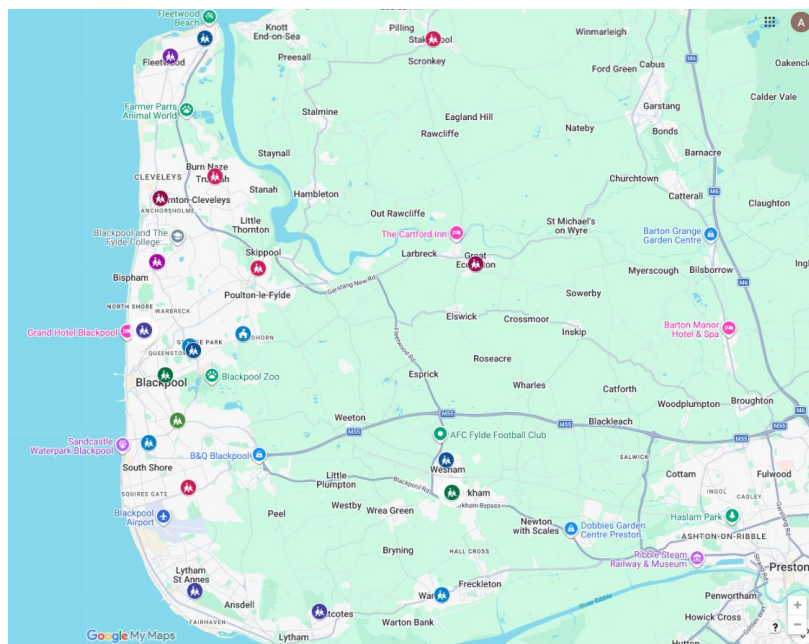
St William's Catholic
Primary School



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 Rachel Leatham, School Business Manager:

Telephone - 01253 883690

or

Email - bursar@poulton-st-johns.lancs.sch.uk

Application process

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

<https://mynewterm.com/school/St-John's-Catholic-Primary-School,-Poulton-Le-Fylde/152365>

Closing date for applications: Monday 28th September 2026 midday

Interview date: To be confirmed w/c Monday 5th October 2026

Post Details

Grade: Lancashire pay Grade 4 – scale point range 4 to 6

Salary: £26,016.00 to £26,847.00 (Full Time Equivalent)

Actual Salary: £12,970.00 to £13,384.00

Contract: Fixed Term until 31/08/2027, Term Time only

Hours: 22 hours per week (over 4 days 9am – 12pm in Year 6 and 1pm – 3.30pm in Year 4)

Start Date: As soon as possible

Job Description

Teaching Assistant 2A

Job purpose: The main objectives to be achieved by the Postholder

Under the teachers 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 Activities: What the postholder will actually do/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

- 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 Teacher

- To assist in the monitoring/recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake routine classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work.

Job Description

Teaching Assistant Level 2A

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/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.

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

Person Specification

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)
<u>Qualifications</u>	
NVQ level 2 or above qualification –appropriate to the post (or equivalent)	D
<u>Experience</u>	
Experience of working with or caring for children of relevant age	E
Experience of working in a relevant classroom/service environment	D
Experience of Administrative work	D
Experience of supporting pupils with challenging behaviour	D
<u>Knowledge/skills/abilities</u>	
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E
Ability to relate well to children	E
Ability to work as part of a team	E
Good communication skills	E
Ability to supervise and assist pupils	E
Time management skills	D
Organisational skills	D
Knowledge of classroom roles and responsibilities	D
Knowledge of the concept of confidentiality	E
First Aid Certificate	D
Administrative skills	D
Knowledge of Early Years Foundation Stage	D
Good numeracy and literacy skills	E
Ability to make effective use of ICT	D
Flexible attitude to work	E
<u>Other</u>	
Commitment to undertake in –service development	E
Commitment to safeguarding and protecting the welfare of children and young people	E
Satisfactory attendance record/commitment to regular attendance at work	E
<u>Special Requirements</u>	
Commitment to safeguarding and protecting the welfare of children and young people	E
Commitment to equality and diversity	E
Commitment to health and safety	E
Understanding and engagement with Keeping Children Safe in Education principles and guidance	E
Commitment to statutory requirements regarding equal opportunities, SEND, Safeguarding and Child Protection	E

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 shortlisted. 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.

