



Loving all, like Jesus, we flourish together

**Teaching Assistant 2B
Part Time, Term Time Only
30 hours a week, Mon-Fri**

Application Pack

Permanent Teaching Assistant Level 2B

Dear Applicant,

Thank you for your interest in the post of Teaching Assistant Level 2B. I hope that the information included in this pack will help inform your application.

Due to the school gaining extra funding from an EHCP, we are now looking for a capable Teaching Assistant who is committed to getting only the best for the children in their care. In the first instance they will be more than likely working with a child with SEND in Reception class.

Standards of attainment and behaviour at our school are good (Ofsted, 2023), and we are looking for an enthusiastic Teaching Assistant with an open mind and a 'can-do attitude' who can join our team and help to make our mission slogan even more of a reality for the children at St Gregory's – 'Loving all, like Jesus, we flourish together'. This role is open to candidates of any faith and none.

Our latest Ofsted Inspection gives a fair representation of what life is like at St Gregory's, a copy of which can be found here: <https://www.stgregorysps.co.uk/diocesan-section-48-inspection-ofsted-and-performa/>

Visits to the school are encouraged, please ring the school office (01772 795415) to book in. Please also visit the school website to get an even better 'flavour' for our school. (<https://www.stgregorysps.co.uk/>)

I hope this information will encourage you to submit an application. Applications can be submitted via email to: hsaleh@st-gregorys-rc.lancs.sch.uk

The closing date for applications is Friday 11th July 2025, 12 noon.

Short-listing will take place on Friday 11th July, in the afternoon.

Observations and interviews will take place week beginning Tuesday 15th July, 2025

Starting date: 1st September 2025

Yours sincerely,

Matthew Quigley
(Headteacher)

POST TITLE:	Teaching Assistant 2(b)
GRADE:	Grade 5
JOB PURPOSE: The main objectives to be achieved by the Postholder	
Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils' parents and carers. To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.	
MAIN ACTIVITIES	
What the Postholder will actually do / What prescribed duties the postholder will have:	
<p><i>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.</i></p> <p>Support for Pupils</p> <ul style="list-style-type: none"> - Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils. - To undertake activities in order to monitor the personal social and emotional needs of pupils. - To develop positive relationships with pupils to promote 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 implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas. - 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 monitor and record pupil progress and developmental needs.
- To produce relevant classroom resources.
- To undertake classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.
- 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 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

Support for the School

- To positively promote the ethos of the school embodied by the Mission Statement
- 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.
- Cover lunchtime welfare duty.

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.

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

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)
Qualifications NVQ level 2 or above qualification –appropriate to the post (or equivalent) GCSE grade C or above (or equivalent) in English/Literacy and Mathematics/Numeracy	E E
Experience Experience of working with or caring for children of primary age Experience of supporting pupils with challenging behaviour Experience of supporting pupils with Special Educational Needs or Disabilities Experience of working in KS1/KS2	E D D D
Knowledge/skills/abilities Ability to enable children access to National Curriculum standard of learning Ability to relate well to children Ability to work as part of a team Good communication skills Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid Certificate Administrative skills Knowledge of the EYFS Curriculum and KS1/KS2 Curriculum Good numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work	E E E E E E E E E D D D E D E
Other Commitment to undertake in –service development To positively engage with the annual performance management process in order to further-improve practice Commitment to safeguarding and protecting the welfare of children and young people	E E E

Special Requirements To positively promote the Catholic ethos of the school embodied in the Mission Statement	E
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