



CORPUS CHRISTI CATHOLIC HIGH SCHOOL

Together in One Body

Teaching Assistant 2(B)
APPLICATION PACK

Welcome

I would like to extend a very warm welcome and thank you for expressing an interest in the post of Teaching Assistant.

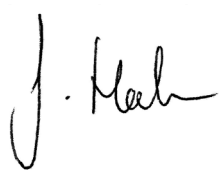
Our vision for Corpus Christi Catholic High School is a vision of Catholic education at its best: an education of the highest quality that enables all children to thrive. We have a very strong Catholic ethos and a strong belief in the unique dignity and unique God-given potential of each individual child; not just the potential to achieve academic success, but the potential to flourish and grow in every way possible.

Our school has been on a considerable upward trajectory of improvement over recent years. We were inspected by Ofsted in July 2025, and inspectors found our school to be Outstanding in all areas: The quality of education, behaviour and attitudes, personal development and leadership and management.

No areas for improvement were identified in the report. Inspectors described our provision as “extraordinary,” “exceptional,” and “impressive.” They praised our pupils for their good manners, respectful behaviour, and eagerness to learn. Staff were also praised, with inspectors saying that ‘their understanding of how best to support pupils, including those with SEND, to learn and achieve well is truly remarkable’.

We are a Catholic school, and our faith is central to everything we do. However, we welcome applications from all candidates who are committed to supporting the ethos of our school, including those of other faiths or none.

This is an exciting time to join our school and I wish you well in your application.



John Hankin
Headteacher



Letter to Applicant

Dear Applicant

Thank you for your interest in our recent advertisement for the post of Teaching Assistant at Corpus Christi Catholic High School. Please find details of the post enclosed with this letter.

Application

If you wish to apply, please email your application to Miss C Wignall, School Business Manager, at cwig@ccc.lancs.sch.uk or post your completed application form and letter of application to our Headteacher Mr Hankin at the address shown below. Please note that only Catholic Education Service application forms will be accepted and that you should not enclose a Curriculum Vitae.

Closing Date

Please ensure that your letter of application arrives before 12 noon on Monday 3 November 2025. We will not be able to accept applications received after the closing date.

Shortlisting

Shortlisting for the post will take place shortly after the closing date. Shortlisted candidates will be informed by telephone and details of the selection process will then be sent out by email.

Selection Process

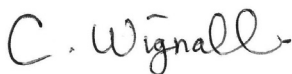
Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed. Interviews will take place at a time yet to be confirmed.

Corpus Christi Catholic High School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

If you require any further information about this post or you would like to make an informal visit prior to submitting your application, please contact Mrs J Hodson, Learning Support Manager, at jhod@ccc.lancs.sch.uk.

We look forward to receiving your application.

Yours sincerely



Miss C Wignall
School Business Manager

Corpus Christi Catholic High School
St Vincent's Road, Fulwood, Preston, PR2 8QY
Phone: 01772 716912
Fax: 01772 718779
www.ccc.lancs.sch.uk



Job Description

Corpus Christi Catholic High School Teaching Assistant 2(B)

Grade: 5 (SCP 6-11 £25,989 - £28,142) Pro-rata
Responsible to: Learning Support Manager
Hours: 32.5 per week (8.30am - 3.30pm; term-time only)

Core Expectations

- Uphold the Catholic ethos of Corpus Christi Catholic High School.
- Provide a complimentary service to staff in the school, addressing the needs of pupils who require help to overcome barriers to learning in order to achieve their full potential and to enable the school to make a significant impact on standards of achievement, improve attendance and raise standards of behaviour.
- 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.

Lines of accountability

The day to day line of accountability is to the Learning Support Manager.

Core Duties – General

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 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 reviews.
- 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 pupils 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 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

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.

Other duties will include

- Establish positive relationships with pupils, parents and staff.
- Assist in providing a purposeful, orderly and supportive environment for learning.
- Liaise with parents and outside agencies, where appropriate.
- Assist in the supervision of children on trips/visits.

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.

Note: The above job description may be reviewed during the academic year. It may also be amended at any time, but before this happens you will be given appropriate opportunities to discuss any proposed amendments.

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



Person Specification

Appointment of Teaching Assistant Level 2(B)

A = application I = interview E = essential D = desirable R = reference

Personal attributes required (in the basis of the job description)	A,I	E	D
Qualifications			
• NVQ level 2 or above qualification –appropriate to the post (or equivalent)			✓
• Level 2 or equivalent qualification in English/literacy and mathematics/numeracy			✓
Experience			
Experience of working with or caring for children of relevant age	✓	✓	
Experience of working in an educational environment	✓	✓	
Experience of supporting pupils with challenging behaviour	✓		✓
Experience of supporting pupils who are working significantly below age-related expectations.	✓		✓
Knowledge / Skills / Abilities			
• Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	✓	✓	
• 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	✓		✓
• Good numeracy and literacy skills	✓	✓	

Person Specification

• Ability to make effective use of ICT	✓		✓
• Flexible attitude to work	✓	✓	
	A,I	E	D
Other			
Commitment to undertake in-service development	✓	✓	

You must be able to demonstrate through your references that you have a satisfactory health and attendance record.

Note: All appointments are subject to satisfactory references, health checks and DBS clearance.

