



Part-time, Permanent SEND  
Teaching Assistant 2B

(30 hours – 8.45am - 3.15pm)

Application Pack

*Loving all, like Jesus, we flourish together*

# **Part-time, Permanent SEND Teaching Assistant 2B (30 hours – 8.45am – 3.15pm)**

Dear Applicant,

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

We are looking for a dedicated, knowledgeable professional who is committed to getting only the best for the children in their care. In the first instance, the position would be to work with upper Key Stage 2 children (Y5 and Y6) with Special Educational Needs.

Standards of attainment and behaviour at our school are good, and we are now ready to move on to the next stage of our journey. We are therefore looking for an enthusiastic TA with an open mind and a 'can-do attitude' who can join our supportive team and help to make our mission slogan even more of a reality for the children at St Gregory's, especially those with SEND.

Visits to the school are encouraged; please ring the school office (01772 795415) to book in.

Please also visit the school website (<https://www.stgregorysps.co.uk/>) and read our Ofsted report from 2023 (<https://www.stgregorysps.co.uk/diocesan-section-48-inspection-ofsted-and-performa/>) to get an even better 'flavour' for our school.

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](mailto:hsaleh@st-gregorys-rc.lancs.sch.uk)

The closing date for applications and short-listing is Friday 14<sup>th</sup> November 2025, 12 noon.

Interviews will take place on Tuesday 25<sup>th</sup> November 2025.

Starting date is: as soon as possible or 5<sup>th</sup> January 2026.

Yours sincerely,

Matthew Quigley

(Headteacher)

*Loving all, like Jesus, we flourish together*

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                         |
| <b>POST TITLE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Teaching Assistant 2(b) |
| <b>GRADE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Grade 5                 |
| <b>JOB PURPOSE:     The main objectives to be achieved by the Postholder</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                         |
| Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups, particularly in relation to children with SEND. 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                         |
| <b>MAIN ACTIVITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |
| <b>What the Postholder will actually do / What prescribed duties the postholder will have:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                         |
| <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><b><i>All of the following generally applies to working with children with SEND in either a 1:1 or small group context.</i></b></p> <p><b>Support for Pupils</b></p> <ul style="list-style-type: none"> <li>- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils.</li> <li>- To undertake activities in order to monitor the personal social and emotional needs of pupils.</li> <li>- To develop positive relationships with pupils to promote pupil progress and attainment.</li> <li>- To assist in the devising of pupil's individual targets and their monitoring and review.</li> <li>- Support pupils as part of a planned inclusion programme</li> <li>- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.</li> <li>- To assist in the development of varying skills that support pupils' learning.</li> <li>- To assist in the specific medical/care needs of pupils when specific training has been undertaken.</li> </ul> |                         |

*Loving all, like Jesus, we flourish together*

### **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.

### **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.

*Loving all, like Jesus, we flourish together*

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

*Loving all, like Jesus, we flourish together*

|                                                                                                                         |   |
|-------------------------------------------------------------------------------------------------------------------------|---|
| Commitment to safeguarding and protecting the welfare of children and young people                                      | E |
| <b>Special Requirements</b><br>To positively promote the Catholic ethos of the school embodied in the Mission Statement | E |

*Loving all, like Jesus, we flourish together*