



**Blessed
Christopher Wharton**
CATHOLIC ACADEMY TRUST



Teaching Assistant

18.75 hours per week

8.30-3.15 (3 days per week) with half an hour unpaid break for lunch

Salary SCP5 (£10,864 - £11,058 per annum)

Fixed term until April 2027 (maternity cover)

The Governors are wishing to appoint an enthusiastic and hardworking teaching assistant to join our wonderful school.

As a Teaching Assistant working in our school it's essential that you:

- Are a positive, caring and energetic 'can-do' attitude.
- Have experience of working successfully with children.
- Are highly motivated in caring for vulnerable children.
- Have the ability to give feedback and support in order for children to make progress in their learning.
- Have an understanding of how to safeguard children.
- Take a genuine interest in aiding children's development.

Please note that this role includes 30 minute lunchtime supervision

A visit to the school before applying is strongly encouraged and can be arranged by contacting the school office: office@fra.bcwcatholic.co.uk 01274 638520

Please note all completed application forms must be posted/ emailed directly to the school. Only CES application forms will be accepted. Please contact the school for further information.

Closing date for applications:

29 June 2026 at 12 noon

Interviews:

30 June 2026

The school is committed to a rigorous implementation of our safeguarding policy. All successful applicants will be subject to pre-employment checks and an enhanced DBS check, prior to a formal offer of employment being made. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exception Order 1975, 2013 and 2020



Prime Objectives of the Post:

- To complement, appreciate and support the role of teachers and other professionals by undertaking work/care/support programmes which enables access to learning in the community as part of a teacher planned approach.
- To support the class teacher in the management of pupils in the classroom, and other senior staff on a range of teaching and learning experiences which deliver an appropriately differentiated and suitably challenging creative curriculum for all pupils whilst meeting statutory requirements.
- Work within school policies and procedures under the direction and guidance of senior staff and within an agreed system of supervision.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

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-

At St Francis, we can offer you

- Fantastic children with bags of potential and enthusiasm for learning
- A very warm, welcoming and supportive staff team
- Senior Leaders who care about staff well-being and workload
- Quality professional development opportunities - in-house, through our Trust and external providers



Person Specification

Experience	Essential or Desirable
Experience of working in a team.	E
Experience of working with pupils who have special needs.	D
Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities.	E
Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level.	E

Qualifications	Essential or Desirable
GCSE English and Maths or Equivalent e.g. Adult Literacy/Numeracy at Level 1.	E
Level 2/3 TA qualification.	D
Evidence of further training/development and/or willingness to participate in further training and development opportunities e.g. Team Teach, Moving & Handling, Special Education Needs.	D

Person Specification

Knowledge/Skills	Essential or Desirable
Will possess knowledge of the school's relevant procedures or practices.	E
Will have an outline understanding of relevant legislation.	E
Problem solving skills.	E
Good communication skills.	E
Exercising advisory, guiding, negotiating and persuasive skills at a developed level.	D
Good numeracy and literacy skills.	E
Basic IT skills.	E
An understanding of the needs of a multicultural society.	E
An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs.	D
Knowledge of childcare.	E
Awareness of child development.	E
Knowledge and commitment to school's equality policy.	E
Ability to relate well to pupils and adults.	E
Ability to work constructively as part of a team.	E
Ability to remain calm under pressure.	E
Demonstrate a commitment to working with children of the relevant age.	E
Demonstrate good co-operative, interpersonal and effective listening skills.	E

Person Specification

Maintain confidentiality in matters relating to the school, pupils, parents or carers.	E
Ability to perform all duties with reasonable duties where necessary.	E
Ability to cope with the requirements of the post which will include working with pupils who have emotional/behavioural/physical difficulties.	E
In line with the Immigration Act 2016, you should be able to demonstrate fluency of the English language at an intermediate Threshold Level.	E



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Unlocking Opportunities: Our Offer to You



Employee Assistance Programme

Telephone counselling and mental health support is available through our EAP app with Sonder.



24/7 GP Service

Instant and 24/7 medical advice from registered nurses and access to virtual GP appointments and prescriptions



Excellent Professional Development Opportunities:

Grow your skills and advance your career with our commitment to providing outstanding professional development opportunities.



Vivup Lifestyle Benefits:

Enjoy a range of high street discounts through Vivup.



Excellent Pension Scheme:

Secure your future with our excellent pension scheme, ensuring financial stability in the long term.



Regular Learning Days:

Networking with peers off site with a range of inspirational, external speakers on a termly basis.



Positive Work Environment:

Experience a positive work culture that values your contributions and fosters a sense of belonging and fulfilment.



Opportunity to Make a Difference:

Be part of something meaningful by contributing to projects and initiatives that have a positive impact on our community and beyond.



Staff Awards

Annual Staff Awards where outstanding performance is acknowledged and awarded.