



**ST PATRICK'S**  
— Roman Catholic High School —



**THE ST PATRICK'S CENTRE**  
— of Educational Excellence —

*Amazing things happen here*

## Job Application pack

# Teaching Assistant



*Helping every child to be the very best version of themselves*

Headteacher: Mrs A Byrne



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56 NEW LANE, ECCLES, MANCHESTER M30 7JJ T-0161 921 2300 E1: [enquiries@stpatricksrchigh.co.uk](mailto:enquiries@stpatricksrchigh.co.uk)  
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# WELCOME

## FROM THE HEADTEACHER

Thank you for taking the time to consider applying for the post of Teaching Assistant.

At St Patrick's it is our mission to ensure that children experience a truly great Catholic education that enables them to flourish academically and shine personally, preparing them for a happy and successful adult life. We are committed to helping every child become the very best version of themselves.

Our school motto is, 'amazing things happen here' and you only have to spend five minutes in our school to realise that this is absolutely true. We have a strong and dedicated team of professionals who challenge and support students to achieve amazing things and they work hard to create an environment, built on mutual respect, whereby students rise to the challenges set for them. Our strength comes from our drive for excellence in all that we do and our consistent and persistent approach.

We are committed to providing an inclusive workplace where staff feel valued and trusted and where collaborative working is at the heart of everything we do. We also recognise the importance of supporting our staff to continuously develop in order for them to achieve their own professional career goals.

If you meet the role criteria and are an excellent practitioner and believe that a great education can transform a child's life and future, we would love to hear from you!

Mrs Alison Byrne  
Headteacher



Headteacher: Mrs A Byrne



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## Why St Patrick's?

Our core people values are at the heart of every decision that we make as an employer. Our aims are:

- To fulfil our Catholic mission, to ensure our children and staff **live life to the full**
- To **attract, recruit, develop and retain** high performing staff, to ensure that we allow pupils to become the best version of themselves.
- To provide a workplace where staff feel **valued and trusted**.
- To develop and support the growth of **leadership and management**.
- To promote a culture focused on **diversity, inclusivity and wellbeing** by creating a healthy work environment to enable staff to perform at their best.
- To provide **strong and consistent HR services** for all staff, across all school areas.
- To serve the wider education system and **provide opportunities** for our staff to lead across other schools

### Our Benefits

We have a range of employee benefits available to all our staff. We are always looking at ways in which we can improve our offering to ensure the benefits are valued by our staff.

#### CPD

We have a strong focus on CDP for our employees, ensuring that learning and development opportunities are offered throughout the academic year. This includes exciting career opportunities to work across other schools.

#### Pension

An employee earning more than £10,000 and who is more than 22 years of age will automatically be enrolled into one of our workplace pension schemes with excellent employer contributions.

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#### Family Leave

Enhanced family leave is available to support our staff with family commitments and emergencies.

#### Flexible working

Where possible, we support staff with the ability to work flexibly and recognise the need to work/life balance.

#### Subsidised Gym Membership

Via our payroll provider, Salford City Council, we are able to offer discount on Salford Council run leisure facilities.

#### Wellbeing strategy

We are focused on bringing staff wellbeing to the forefront of our people agenda. With an annual wellbeing calendar place, we run events throughout the year to celebrate staff and our school.

We also have an independent Employee Assistance Programme and Occupational health provider in place to support staff with any wellbeing needs.

We are always looking for ways to improve our offering and staff feedback is at the heart of this.

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**Job Title:** Teaching Assistant Level 1

**Contract Details:** Fixed Term until 31<sup>st</sup> August 2026 in the first instance.

**Hours of work (8.15am start / 3.00pm finish):**

- Full-time: Mon-Fri 30 hours per week, term time only.

**Salary/Grade:** 1B point 4.

**Start date:** As soon as possible, subject to DBS and references.

## Job Summary

The Governors of St Patrick's RC High School are looking to appoint excellent Teaching Assistants who are committed to ensuring pupil enjoyment and progress within our successful department.

Duties will include providing support to classroom-based teachers, working with pupils on an individual and small group basis to help with their learning. Lesson cover may also be required after training in this area.

The successful candidate will:

- Have a love for education and learning.
- Have high regard for their learning environment and resources.
- Aspire to be a talented, dynamic and an ambitious teacher in the future.
- Have the desire to inspire, engage and enthuse students.
- Engage with professional development opportunities, training sessions and CPD to help you develop your skills and knowledge.

Application packs can be downloaded from Greater Jobs. Please apply via this website.

Further information can be found at [www.stpatricksrchigh.co.uk](http://www.stpatricksrchigh.co.uk).

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

The successful applicant will be required to complete an enhanced DBS check.

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## Job Description

|                                       |   |
|---------------------------------------|---|
| <b>Post Title:</b>                    | Teaching Assistant (Fixed Term)   |
| <b>Grade:</b>                         | Scale 1B Point 4  |
| <b>Status:</b>                        | The post holder is accountable to the Headteacher / Deputy Headteacher / Assistant Headteacher / SENDCO / SEND Team Leader  |
| <b>Purpose:</b>                       | <p>To undertake the direct instruction of teaching/senior staff and usually in the classroom with a teacher to support access to learning for pupils and provide general support to the teacher in the management of statemented pupils.</p> <p><b>Safeguarding</b><br/>The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children</p> <p>The post holder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety, Community Strategy and Code of Conduct Policies</p>         |
| <b>Professional Responsibilities:</b> | <p><u>Support for the Teacher</u></p> <ul style="list-style-type: none"><li>• Assisting with the display of pupils work and the preparation of the classroom and equipment as directed for lessons and clear up afterwards</li><li>• Organise and preparation of classroom resources in accordance with lesson plans and assist pupils in their use</li><li>• Maintenance of pupil records as necessary and gather/report information from/to parents/careers as directed</li><li>• Promote good pupil behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate</li></ul> |

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- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- You may be required to do lesson cover after training in this area

Support for the Pupils

- Provide support for pupils, including those with special educational/health needs, ensuring their safety and access to learning. Promote self-esteem and encourage pupils to act independently as appropriate
- Undertake structured and agreed learning activities, recording achievement and progress and feeding back to the teacher
- Promote the inclusion and acceptance of all pupils
- Attend to pupils personal needs and implement related personal programmes, including social, health, physical and welfare matters
- Establish good relationships with pupils, acting as a role model and being aware of and responding to individual needs
- Assist the teacher and support pupils ensuring their safety and access to learning
- Encourage pupils to interact and engage in activities led by the teacher
- Attend to pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- To assist and encourage pupils in self help and self care and to be part of the self care team engaged in toileting, changing and training all pupils requiring this type of care, and to undertake laundry/cleaning duties.

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|--|---|
|  | <p><u>Support for the Curriculum</u></p> <ul style="list-style-type: none"><li>• Support pupils to understand instructions from the teacher</li><li>• Support pupils in respect of local and national learning strategies e.g. literacy, numeracy. KS3</li><li>• Support pupils in using basic ICT as directed</li><li>• Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use</li></ul> <p><u>General Tasks</u></p> <ul style="list-style-type: none"><li>• Provide clerical/administration support e.g. photocopying, typing, filing</li><li>• Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li><li>• Contribute to the overall ethos/work/aims of the school</li><li>• Attend relevant meetings as required and participate in training and other learning activities and performance development as required</li><li>• Assist with the supervision of pupils during lesson times, including before and after school and at lunchtimes where appropriate</li><li>• Accompany teaching staff and pupils on trips and visits and other school activities as required</li></ul> <p><u>Cover Duties</u></p> <p>On occasion, you may be asked to provide cover to assist with staff absence. This involves:</p> |
|--|---|

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|---|--|
|   | <ul style="list-style-type: none"><li>• Assisting with cover lessons to ensure continuity in teaching and learning set out by teacher.</li><li>• To cover absences and emergencies.</li></ul>  |
| <b>Key qualification / knowledge / skills / experience required</b> | <p><u>Experience</u></p> <ul style="list-style-type: none"><li>• Working with or caring for children of relevant age</li></ul> <p><u>Qualifications</u></p> <ul style="list-style-type: none"><li>• Good numeracy/literacy skills</li><li>• GCSE Maths and English or equivalent: Grade C or above</li></ul> <p><u>Knowledge/Skills</u></p> <ul style="list-style-type: none"><li>• Use basic technology – computer, video and photocopier</li><li>• Ability to relate well to children and adults</li><li>• Work constructively as part of a team, understanding classroom roles and responsibilities</li></ul> |
| <b>Hours of work</b>  | Full-time: 30 per week – Term Time only<br><i>The post holder may be required to undertake work outside of the normal school hours on occasion with due notice (e.g. for meetings and training events)</i>   |
| <b>Additional Duties</b>  | To support the distinctive Catholic mission and ethos of the school  |

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## Person Specification

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following essential criteria in your application.

| Criteria              | <u>Essential</u>   | <u>Desirable</u>  | <u>Measured by</u>   |
|-----------------------|--|---|--|
| <b>Qualifications</b> | <ul style="list-style-type: none"><li>• Good numeracy/literacy skills.</li><li>• Willingness to participate in development and training opportunities during and out of contracted hours.</li><li>• Maths and English at GCSE grade C or above (or equivalency).</li></ul> | <ul style="list-style-type: none"><li>• Completion of DfES Teacher Assistant Induction Programme.</li><li>• Working towards VQ for support staff in schools or NVQ 2 (or equivalent qualification or experience).</li></ul> | <ul style="list-style-type: none"><li>• Application form / Interview</li><li>• A / I</li><li>• A</li><li>• A/I</li><li>• A</li></ul> |
| <b>Skills</b>         | <ul style="list-style-type: none"><li>• Ability to use basic technology i.e., computer, video, photocopier.</li><li>• Ability to relate well to children and adults.</li></ul>   |   | <ul style="list-style-type: none"><li>• A / I</li><li>• A / I</li></ul>  |

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| <b>Criteria</b>   | <b><u>Essential</u></b>  | <b><u>Desirable</u></b>   | <b><u>Measured by</u></b>                               |
|-------------------|--|---|---|
|                   | <ul style="list-style-type: none"><li>• Work constructively as part of a team, understanding classroom roles and responsibilities.</li></ul> |   | <ul style="list-style-type: none"><li>• A / I</li></ul> |
| <b>Experience</b> |  | <ul style="list-style-type: none"><li>• Working with or caring for children of relevant age.</li></ul>  | <ul style="list-style-type: none"><li>• A / I</li></ul> |
| <b>Other</b>      |  | <ul style="list-style-type: none"><li>• The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment</li></ul> | <ul style="list-style-type: none"><li>• A/I</li></ul>   |

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