



# **St Edmund Arrowsmith Catholic High School**

*Prepare the way of the Lord*

**TEACHING ASSISTANT – LEVEL 2**

**CANDIDATE INFORMATION PACK**



Rookery Avenue,  
Ashton-in-Makerfield,  
Wigan, WN4 9PF  
Telephone: 01942 728651  
Email: [office@arrowsmith.wigan.sch.uk](mailto:office@arrowsmith.wigan.sch.uk)  
Web: <http://www.arrowsmith.wigan.sch.uk>  
Headteacher: Mr. M. J. Dumican  
B.A. (Hons), PGCE, NPQH, MSc, MEd

June 2022

Dear Potential Colleague

Thank you for your interest in the vacancy for **Teaching Assistant (Level 2)** at St Edmund Arrowsmith **Catholic** High School.

Our aim has always been to inspire every pupil to want to make the world a better place. This aim sits above all others in defining an education for our pupils. Our Catholic faith is central to everything we do, and our pupils are asked to be living witnesses to that faith and develop the values that come with it.

We are seeking to appoint a colleague who is passionate about providing an excellent service to our stakeholders and if you would like to join our school community, then I look forward to receiving your application form.

To apply, please use the CES application form which is available on the school website – <https://www.arrowsmith.wigan.sch.uk/job-vacancies> and return this, along with the associated documents prior to the closing date stated on the advert **Monday 4 July 2022 at 9.00am** to [recruitment@arrowsmith.wigan.sch.uk](mailto:recruitment@arrowsmith.wigan.sch.uk).

Shortlisted applicants will be contacted as soon as possible and therefore if you have not received any contact within a 2-week period following the closing date, we must advise that you will not have been successful on this occasion.

If you require further information, please do not hesitate to contact the school where you will be sure to find a warm and courteous welcome.

Yours faithfully

**M J DUMICAN**  
**Headteacher**



## **JOB DESCRIPTION: LEVEL 2 TEACHING ASSISTANT (TEMPORARY)**

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for support staff and other current education and employment legislation including that of the Department for Education.

**The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.**

<b>JOB TITLE:</b>	Teaching Assistant (Level 2)
<b>JOB PURPOSE:</b>	To work under the direction of the Additional Needs Department. This is usually in the classroom with the teacher, to support access to learning for pupils and assist with the improvement of their learning engagement.
<b>RESPONSIBLE TO:</b>	Headteacher, SLT Cluster Manager, SENCO, Assistant SENCO, School Business Manager
<b>RESPONSIBLE FOR:</b>	To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
<b>LIAISES WITH:</b>	SENCO, Teaching Staff, External Agencies
<b>CONTRACT TYPE:</b>	Temporary (12 months) in the first instance due to SEN funding Term-time + 1 week (39 weeks)
<b>CONTRACT PERIOD:</b>	1 Sept 2022 – 31 August 2023
<b>HOURS OF WORK:</b>	Part-time: 31¼ hours per week (31.25) Mon – Friday: 8.30am – 3.15pm, Lunch: 30 minutes
<b>SALARY:</b>	G3 (SCP 3 – 5) £18,887 - £19,650 (full time salary) £9.78 - £10.18/hour <b>Actual Salary £13,644 - £14,195 (approx.)</b>
<b>REVIEW DATE:</b>	Annually

## MAIN DUTIES AND RESPONSIBILITIES:

### **Support for Pupils**

- Supervise and provide particular support for a designated special needs pupil.
- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene.
- Assist with the development and implementation of Individual Education/Behaviour Plans.
- Establish good relationships with pupils, acting as a role model and being aware of, and responding appropriately to, individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

### **Support for the Teacher**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.

### **Support for the Curriculum**

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies, e.g. literacy, numeracy. KS3, early years, as directed by the teacher.
- Support pupils in using basic ICT as directed.

### **Support for the School**

- Be aware of, and comply with, the policies and procedures relating to child protection, health, safety and security, supporting pupils with medical conditions, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Participate in training, other learning activities and performance development as may be reasonably directed.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as may be reasonably directed.
- Accompany teaching staff and pupils on visits, trips and out of school activities as may be reasonably directed.
- To invigilate examinations when requested by the Examinations Officer.
- Any other tasks as directed by the Headteacher, which are appropriate to the post.

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This job description is current at the date shown, but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to the job commensurate with the grade and job title.



## PERSON SPECIFICATION: TEACHING ASSISTANT (LEVEL 2)

	<b>E</b>	<b>D</b>	<b>Source</b>
<b>Experience:</b> <ul style="list-style-type: none"> <li>Experience of working with or caring for children of a relevant age and/or learning need.</li> </ul>		D	A, I
<b>Training and Qualifications:</b> <ul style="list-style-type: none"> <li>NVQ Level 2 or equivalent qualification/ experience, plus a range of Level 2 academic qualifications across the National Curriculum and including Maths and English at G.C.S.E. Grade C or above.</li> <li>Recognised Sign language qualification</li> </ul>		D	A, I
		D	A, I
<b>Knowledge/Skills:</b> <ul style="list-style-type: none"> <li>Very good numeracy and literacy skills</li> <li>Can use ICT effectively to support learning</li> <li>Working knowledge of relevant policies, codes of practice and referral systems.</li> <li>Understanding of principles of child development and learning processes</li> <li>Ability to relate well to children and adults</li> <li>Able to work constructively as part of a team</li> <li>Knowledge of basic Health and Safety</li> <li>Ability to deal with minor injuries</li> <li>First-aid qualification, or willingness to undergo first-aid training</li> </ul>	E E    E E E E	  D  D   D	A, I, R A, I, R A, I  A, I A, I, R   D
<b>Personal Qualities:</b> <ul style="list-style-type: none"> <li>Enthusiasm for, and commitment to, the school's Mission Statement</li> <li>Excellent communication skills</li> <li>The ability to show initiative and accept responsibility for self and workload</li> <li>Willingness to participate in continuing professional development</li> <li>The ability to present as a positive role model for staff and others connected with the school</li> <li>Willingness to be flexible and adaptable to achieve the objectives set in the School Improvement Plan.</li> </ul>	E E E  E E  E		A, I A, I, R A, I, R  A, I A, I, R  A, I, R

**Source:** E - Essential / D Desirable/ A Application / I Interview / R Reference

**Note:** Candidates failing to meet any of the essential criteria will automatically be excluded