

St Thomas More Catholic Primary School

SEND TEACHING ASSISTANT

Salary: Grade D3 (FTE - £22,737)

Contract: Fixed Term until 31st August 2025

Part-Time: 23.5 hours per week 38 Weeks (term-time only)

Closing date: Tuesday 9th July (10 am)

Interviews: 11th July

Our Lady Immaculate Catholic Academies Trust is a large Catholic Multi Academy Trust situated in the northern half of the Catholic Diocese of Northampton. It was formed by the merger of three former Catholic Trusts in February 2020. The Trust currently leads and manages ten Catholic primary schools located across the geographical area of Northamptonshire and Bedfordshire and, two Catholic secondary schools.

St Thomas More Catholic Primary School is a one form entry school, educating 218 children from Kettering and the surrounding areas. We provide our pupils with an engaging, bespoke and broad Curriculum, where all subjects are valued. We were thrilled to be in the top 2% of Primary schools in the country for our end of KS2 outcomes and are consistently one of the highest performing schools in Kettering.

Our Curriculum is designed around our four Core Aims: Learn, Love, Pray and Play. We aim to enable our children to become:

- successful **learners** who enjoy learning, make progress and achieve
- **Loving** individuals who are able to live safe, healthy and fulfilling lives
- Team **players** who make a positive contribution to society
- **Prayerful** individuals who are able to recognise God's love and support to drive them forward.

The school is looking to appoint a child centered, highly committed, creative and inspiring Teaching Assistant to join our very special school family. The successful candidate will work within, and contribute towards, our strong Catholic ethos and strive to enable every child to reach their own unique, God given potential. In return, we will provide a supportive team, investment into your professional development, wonderful relationships and truly incredible children.

Further information about the school can be viewed as follows:

School Website: www.stthomasmorekettering.co.uk

School Facebook: St Thomas More Kettering

If you wish to discuss this position further or arrange to view the school; please contact Mrs Sophie Howes, Headteacher, on 01536 512112 or showes@stm.ket.olicatschools.org

Candidate Pack and applications: Available via My New Term.

Closing date for applications: 10am on Tuesday 9th July

Anticipated interviews: 11th July

St Thomas More Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees will be assessed during the recruitment and selection process in line with this commitment. Successful applicants will be required to undertake an enhanced DBS check.



Job Description

Job Title	SEND Teaching Assistant
Salary / Scale	Grade D3 £22,737 FTE
Contract type:	Fixed Term until 31 st August 2025, Part-Time / 38 weeks (Term time only) 23.5 hours per week.
Purpose of the Position	To provide high quality learning support to the identified children attending St. Thomas More Catholic Primary school. The role is to work with both specific children and small groups. The post holder will support during learning and also unstructured times such as break and lunch.
Key Responsibilities	<p>The role will work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and the Inclusion Team and may be responsible for some learning activities within the overall teaching plan.</p> <p>This job description may be amended at any time, following consultation between the role holder and the Headteacher and will be reviewed annually.</p>
Responsible to	The Headteacher
Accountable to	Trust Strategic Executive Lead (Chief Executive Officer)

MAIN DUTIES

General Responsibilities

Support pupils to learn as effectively as possible both in groups and individually for example:

- Clarifying and explaining instructions to the pupils
- Modelling methods and learning sequences
- Using assessment for learning to adapt teaching and support
- Motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Using praise, commentary and assistance to encourage the pupils to concentrate and stay on task
- Liaising with class teacher, SENCO and other professionals about support Plans and Education Health and Care Plans, contributing to the planning and delivery as appropriate
- Helping to make appropriate resources to support the pupils
- Modelling and promoting appropriate use of language to develop children's vocabulary and skills in oracy
- Establish supportive relationships with the pupils concerned.
- Promote the acceptance and inclusion of pupils with SEND and behavioural needs by encouraging pupils to interact with each other in an appropriate and acceptable manner.
- Attend to the educational, personal and social needs of pupils.
- Provide positive encouragement, feedback and praise to reinforce and sustain the pupils' efforts and develop self-reliance and self-esteem.
- Support the pupil in developing social skills both in and out of the classroom.
- Provide regular feedback on learning and behaviour to the teacher, including feedback on the effectiveness of the behaviour strategies adopted.
- Under the direction of the teacher, carry out and report on systematic observations of pupils, gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
- When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.
- Be able to know and apply school policies: Code of Conduct, Child Protection and Safeguarding, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc...
- Where appropriate, to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
- Be aware of confidential issues linked to home/pupil/teacher/school
- Contribute towards reviews of the pupil's progress as appropriate
- Participate in training activities offered by the school to further knowledge and skills of working with children with a range of needs.

1. Catholic purpose and identity of the school

The Teaching Assistant must understand the nature and purpose of Catholic education and must be committed to sustain the Catholic identity of the school and safeguard the teaching of the Church.

The Teaching Assistant must undertake to work with the children in the understanding and knowledge of their faith in all undertakings and have due regard to the Catholic character and ethos of the school and Trust.

2. Professional Development

- Participate in the school's appraisal procedures
- Participate as required in relevant training which has been identified by the members of the Senior Leadership Team
- Participate in further training and development in order to improve own learning

3. Communication

- Communicate effectively with pupils, parents and carers
- Communicate effectively with colleagues, Trust Directors, Governors and other external agencies.

4. Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

5. Personal and professional conduct

- Uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside school
- Ensure confidentiality is maintained at all times.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

6. Health, Safety, Safeguarding and discipline

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's protection policy
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Notes

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

Thomas More Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees will be assessed during the recruitment and selection process in line with this commitment.

Job Specification

	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS & TRAINING			
GCSEs including English and Maths (Grade A to C or 9 to 4)	✓		• Application • Interview
Up-to-date knowledge and awareness of current educational initiatives, issues and trends		✓	
First Aid trained		✓	
FAITH COMMITMENT			
Understanding of the distinctive nature of a Catholic School	✓		• Application • Interview
Commitment to contribute to the Catholic ethos and wider life of the school	✓		
EXPERIENCE & KNOWLEDGE			
Knowledge of the primary National Curriculum.		✓	• Application • Interview
Knowledge of how to safeguard children in school.	✓		
Confidence to use ICT to effectively support learning.	✓		
Experience of good classroom practice, including teaching, assessment and behaviour management		✓	
Understanding of Health and wellbeing, safety and child protection, data protection & confidentiality	✓		
Good understanding of child development and learning processes.		✓	
SKILLS & ATTRIBUTES			
Able to reflect and improve on own practice through CPD	✓		• Application • Interview
Willingness to learn from others	✓		
Good organisational and time management skills	✓		
Effective communication (written and verbal) with colleagues, children, parents/carers, as well as leadership and governance as required	✓		
Able to be a team player and effective decision maker	✓		
Able to maintain high levels of integrity, professionalism and confidentiality	✓		
Able to demonstrate flexibility and calmness under pressure, using own initiative to resolve problems	✓		