



# Holy Family Catholic High School & Sixth Form Centre



**Recruitment Pack  
Teaching Assistant**

# Holy Family Catholic High School

**Holy Family Catholic High School**

**Teaching Assistant Level 2**

**Grade D**

**Temporary/Part Time/Term Time**

**28.0 hours per week**

**Scale Points 5-6 (£24,790 - £25,183)**

**(Pro Rata £16,303 - £16,561)**

The Governors of Holy Family Catholic High School are seeking to appoint a suitably qualified Teaching Assistant Level 2. The position will be a temporary appointment in the first instance until 31st August 2026, and subject to further funding thereafter. The successful candidate will be required to provide support in a mainstream setting for students with additional needs.

Holy Family Catholic High School is an ambitious, high achieving, 11-18 mixed Voluntary Aided School, where young people feel safe and happy.

You will need to work well in a team, and be an enthusiastic and committed individual who has the highest expectations to ensure our students achieve great outcomes. You must have an interest in working with students with additional needs, and be willing to work with students either on a one-to-one basis or in a small group setting. This is an excellent opportunity for individuals who wish to develop in a supportive environment.

We are committed to safeguarding and promoting the welfare of our children and staff and expect all staff and volunteers to share this commitment. The successful candidate will be bound by the school's safeguarding processes and will need to undertake safeguarding training as necessary. All candidates will be expected to provide two professional references at application stage.

Appointment will be subject to safer recruitment procedures, including but not limited to an enhanced Disclosure and Barring Check, satisfactory references, medical clearances, evidence of essential qualifications relevant to the post and proof of the right to work in the UK and to undertake the job offered in accordance with the Asylum and Immigration Act 1996. We are an equal opportunities employer.

Please note that in line with Keeping Children Safe in Education 2023, an online search may be carried out as part of our due diligence on shortlisted candidate

Further details and an application form can be obtained from:

Website: [www.holyfamilyhighschool.co.uk](http://www.holyfamilyhighschool.co.uk)

**Closing date: Wednesday 2<sup>nd</sup> July (12.00 Noon)**

**Interviews: Monday 7<sup>th</sup> July**



# Holy Family Catholic High School

Virgin's Lane, Thornton, Liverpool L23 4UL

Tel: 0151 924 6451 Fax: 0151 932 1417

Headteacher: Mr M Symes BA(Hons), NPQH

Dear Applicant,

Thank you for your interest in the Teaching Assistant post at Holy Family Catholic High School. This is an exciting opportunity for a highly committed teaching assistant to join the student services team and contribute to the pastoral support for students with additional needs.

Holy Family is an ambitious, high achieving; 11-18 mixed Voluntary Aided School, where young people feel safe and happy. We aim to create a supportive, caring but challenging environment for our young people, giving them the self-confidence and belief to realise their ambitions. We are aspirational for them all and strive to meet the needs of every child, irrespective of ability, to ensure they maximise their potential both in and out of the classroom.

You will find considerable support and commitment from all of us, if appointed to the post. We value new ideas, creativity and imagination but always in the context of being able to work effectively with others.

I look forward to reading about you and the qualities you can bring to the post and the school.

Yours sincerely,

Matt Symes  
Headteacher

# Teaching Assistant

<b>Location</b>	Holy Family Catholic High School
<b>Title of Post</b>	Teaching Assistant
<b>Grade</b>	Level 2 (Grade D)
<b>Pay</b>	£24,790 - £25,183 (£16,303 - £16,561 Pro Rata)
<b>Hours</b>	28 hours per week (Temporary/ Part Time/Term Time)
<b>Responsible to</b>	SENDSCO

## Job Purpose:

Under the general direction of the Headteacher and directly responsible to the SENDSCO, to assist in meeting the personal, social and educational needs of statemented pupils and other pupils attached to the Special Educational Needs area and establish positive relationships.

## Main Duties:

### Support & Deliver Learning - Supporting Teachers

- ◆ Work effectively as part of the teaching support team and with teaching staff in contributing to the quality of teaching and learning. This includes attending various meetings where there are relevant items on the agenda.
- ◆ Under guidance from the teacher work, support and complement the teaching by:
- ◆ Preparing practical resources for the lessons such as apparatus, differentiated worksheets or visual aids where appropriate/required.
- ◆ Assisting with the preparation of classroom displays, ensuring pupil work is presented in conjunction with teaching points.
- ◆ supporting in behaviour management and reinforcing agreed rules when working with pupils.
- ◆ Make use of a range of resources suitable for individual or small group needs and use them to ensure pupil motivation.
- ◆ Reporting to the teacher progress made, problems arising, and any difficulties with work and/or resources.
- ◆ Arrive in class, on or before the start of the lesson.
- ◆ Setting a good example in terms of personal presentation, attendance and punctuality.
- ◆ Assist in the supervision and development of set tasks and adapting them where necessary for an individual or small group of pupils.
- ◆ Establish good working relationships with pupils, acting as role model
- ◆ Assist teaching staff in the delivery of programmes of support related to the needs of particular pupils.
- ◆ Work in close liaison with SENCO, LA staff and teacher, advising of difficulties and working on possible strategies that could help.
- ◆ Establish good relationships with parents/carers where appropriate
- ◆ Administer primary tests and invigilate examinations
- ◆ To be familiar with the pupils level of development and performance and to assist in recording progress.
- ◆ Provide specific support to pupils dependent upon their individual needs ensuring safety whilst supporting access to learning activities.
- ◆ Provide minimal clerical/administration support (e.g. support with SIMS management system, assistance with IEP's, photocopying, typing, filing, collecting money, etc)

- ◆ Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans

### **Support & Deliver Learning - Supporting Pupils**

Under guidance from the teacher:

- ◆ assist in the promotion of development and learning (physical, emotional and behavioural).
- ◆ work to develop inclusion of all pupils within a lesson. This may be done by encouraging pupils to work collaboratively, by ensuring equitable access to resources or by further developing the use of ICT in lessons.
- ◆ assist pupils with practical work.
- ◆ Contribute to the Extended Schools programme as indicated within the School Improvement Plan, e.g. by assisting on school outings and various activities.
- ◆ Respond to individual pupil needs (including some SEN work), e.g. by preparing and using specialist materials to support individual pupils.
- ◆ Positively promote inclusion and acceptance of all pupils.
- ◆ Encourage pupils to interact with others and engage in activities led by the teacher
- ◆ Promote self-esteem and independence
- ◆ Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- ◆ To be familiar with the teachers planned programmes of work for the pupils group and to enable the pupil to fully participate in all activities.
- ◆ To assist in personal and social care and to assist in fostering the development of independent social/interpersonal skills, to help develop strategies for organisation.
- ◆ To be able to respond to pupils who might demonstrate challenging behaviour due to their particular special need.
- ◆ To assist with general welfare of the pupils and their membership of the school community.
- ◆ To assist with the intimate care/personal hygiene requirements of Physically Disabled pupils, when necessary (including toileting and some basic physiotherapy).
- ◆ To assist physically disabled pupils dressing & undressing for PE lessons if required.
- ◆ To contribute to multi-disciplinary discussions of pupil's needs and progress.
- ◆ To attend staff training sessions where appropriate.
- ◆ Such other duties as may be reasonably be required within the grading level of this post.
- ◆ To respond to our pupils consistently and professionally.

### **General Duties including Pastoral Care and Professional Development:**

- ◆ In support of Examination Officer, some knowledge of how to deal with emergencies in examination conditions, including evacuation routes from the building – ensure other staff are aware – particularly invigilators. (Can be through Business Manager or Estates Manager)
- ◆ Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
- ◆ Attend to staff / pupils who are feeling unwell if appropriate
- ◆ Where possible obtain a nationally recognised First Aid certificate and attend suitable refresher courses in order to keep qualifications up to date.
- ◆ Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- ◆ Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- ◆ In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
- ◆ Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- ◆ Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

### **Pay and Conditions**

- ◆ Appointment will be made subject to satisfactory references, CRB and Medical clearance procedures
- ◆ The rate of pay is scale point 5 - 6
- ◆ The successful candidate will have the opportunity to apply to join the Local Government Pension Scheme, which provides a variety of index-linked benefits
- ◆ The Council operates a no-smoking policy
- ◆ New entrants to Local Government are subject to a six-month probationary period
- ◆ It is a condition of employment that any 'leave' required must be agreed with the Headteacher

**Holy Family welcomes applications from all sections of the community. It is intended that no person shall receive less favourable treatment on the basis of sex, marital status, colour, race or disability or any other condition or requirement that cannot be shown to be justifiable.**

# Person Specification

Post: Teaching Assistant

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)
<p><i>Skills</i></p> <ul style="list-style-type: none"> <li>• Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li> <li>• Ability to build effective working relationships with all pupils and colleagues</li> <li>• Ability to promote a positive ethos and role model positive attributes</li> </ul>	<p>E</p> <p>E</p> <p>E</p>
<p><i>Knowledge and Understanding</i></p> <ul style="list-style-type: none"> <li>• General awareness of inclusion, especially within a school setting</li> <li>• Experience of resources preparation to support learning programmes</li> <li>• Effective use of ICT to support learning</li> </ul>	<p>D</p> <p>D</p> <p>E</p>
<p><i>Qualifications and Training</i></p> <ul style="list-style-type: none"> <li>• Level 2 or above Teaching Assistant qualification Minimum</li> <li>• Experience of working with children</li> <li>• Willingness to participate in relevant training and professional development opportunities</li> <li>• Willingness to undertake first aid training</li> <li>• Level 2 English and Maths (GCSE or Functional Skills)</li> </ul>	<p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>
<p><i>Professional Values and Practice</i></p> <p>Must be able to demonstrate the following:</p> <ul style="list-style-type: none"> <li>• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> <li>• Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> <li>• Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils</li> <li>• Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice</li> <li>• Able to liaise sensitively and effectively with parents and carers, recognising your role in pupils' learning</li> <li>• Able to improve their own practice through observations, evaluation and discussion with colleagues</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>



Please send any completed application forms to [vacancies@holyfamilyhighschool.co.uk](mailto:vacancies@holyfamilyhighschool.co.uk)



**Holy Family Catholic High School**  
Virgins Lane  
Thornton  
L23 4UL



[www.holyfamilyhighschool.co.uk](http://www.holyfamilyhighschool.co.uk)



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**Be the best you can be!**