



# Blessed Thomas Holford Catholic College

Recruitment Pack

Required as soon as possible  
until 31st July 2024

**Teaching Assistant  
Level 1**



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May God's love be our guide 



# Welcome to Blessed Thomas Holford Catholic College

Blessed Thomas Holford Catholic College is one of the best performing colleges in Trafford. Our most recent inspection by Shrewsbury Diocese rated us as an Outstanding Catholic college, and we celebrate high achieving GCSE and A-level results each year.

What makes Blessed Thomas Holford Catholic College stand out from other colleges is our commitment to the young people in our care, encouraging and inspiring every child to fulfil their God given potential and to flourish. We place as much emphasis on the pastoral care and faith development of the child as we do on academic excellence.

Our mission statement, May God's Love Be Our Guide encapsulates everything we do. We promote a love of learning through our quality first teaching. We are a fully inclusive community which recognises the worth of every individual and we encourage all our community to be Christ-like – being respectful, polite, kind and aspirational.

Could you be part of our team?

Thank you for taking an interest in our college.

Mrs Clare Hogg  
Headteacher





# Why work for Blessed Thomas Holford Catholic College

We are an 11-18 Catholic college with 1,600 students on roll, including 220 in the Sixth Form. GCSE and A level results have been consistently excellent over several years and we are determined to make ourselves an exceptional educational provider. Our college is highly popular with parents/carers, and we are oversubscribed every year.

We have high expectations of our students and of our staff – people matter in our college. We expect our staff to be models of excellence and demonstrate a strong moral core and a professional work ethic. Staff are valued and supported in their pursuit of professional development. In return, we expect total commitment to our strong Catholic ethos and a relentless pursuit of aspiration for our young people – we want them to do their best and be their best.

Every teaching post is an important one for the future of our college and the successful candidate will be somebody with a high work ethic and unstinting commitment to our children. We want somebody with a strong ambition to develop their own career but, above all they want to make a significant and long-lasting impression on the future lives of our students.

## We offer:

- A supportive and committed college family
- A college with a desire to continuously improve
- Highly motivated and talented staff with a strong team ethic
- Ambitious and hardworking students

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# Job Description

**Job Title: Teaching Assistant Level 1**

**30 hours per week - term time plus 1 week**

**(some flexibility will be required to meet the needs of the school)**

**Responsible to: Senco**

**Salary: Band 1 (scp 2 to 3)**

## **Main Purpose of the Job:**

To work under the direct instruction of teaching/support staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

## **Main Responsibilities and Tasks**

### **Support for Pupils**

- Attend to the pupils' personal needs, and implement related personal programmes, including social health, and physical hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- 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
- Encourage pupils to act independently as appropriate

### **Support for Teachers**

- Prepare classroom, as directed, for lessons and clear afterwards and assist with the display of pupils work
- 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
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.



# Job Description

## Support for 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
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

## Support for the school

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

## Additional:

- 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 the appropriate person
- Be responsible for your own continuing self-development, and willing to undertake any additional training as appropriate
- Contribute to the overall ethos/work/aims of the school
- To undertake any other reasonable duties, as directed by the Headteacher
- This job description will be reviewed annually and may be subject to amendment at any time after consultation with the post holder. It is not a comprehensive statement of tasks but sets out the main expectations of the school in relation to the post holder's duties and responsibilities

# Person Specification

	Essential	Desirable
<p><b>Education/Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>GCSE C+ qualifications/equivalent in Maths and English</li> <li>NVQ level 2 Teaching Assistant qualification or equivalent, or willing to undertake training</li> </ul>	E	D
<p><b>Knowledge/Experience/Understanding</b></p> <ul style="list-style-type: none"> <li>Experience of working with or caring for children aged 11 to 18 years</li> <li>Knowledge of how children learn and how to create and maximise learning opportunities</li> <li>Appropriate knowledge of first aid</li> <li>Knowledge of literacy/numeracy strategies and an overview of relevant Key Stage national curriculum</li> <li>Knowledge of the causes and patterns of poor behaviour and strategies to address these</li> <li>Knowledge of special needs and Code of Practice for SEN</li> <li>Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>Experience of using ICT effectively to support learning</li> </ul>	E E	D D D D D D
<p><b>Personal Skills and abilities</b></p> <ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> <li>Able to communicate effectively with students, staff, and visitors</li> <li>Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> <li>Ability to remain calm in stressful situations, resilient, reliable and committed to inclusive education</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>Reflective practice</li> <li>Firm commitment to the school and its ethos</li> </ul>	ALL E	

# Application Process

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## Applying for the role

Please download the following forms and guidance at the bottom the vacancies page on the website;  
Support Staff Application Form  
Application Forms and GDPR Guidance  
Recruitment Monitoring Form  
Rehabilitation of Offenders



## Where do I send my forms once complete?

Completed application forms should be sent to: [recruitment@bthcc.org](mailto:recruitment@bthcc.org)



## Timescale

Closing date for applications is: 9.00 am on Tuesday 7th May 2024  
Interviews will be held: TBC

*Our college is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment checks for the successful applicant.*



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