




Blessed Thomas Holford Catholic College

May God's love be our guide 

## **Teaching Assistant Level 2 Required As Soon As Possible**

**To work 32.25 hours per week, term time plus 1 week  
(Monday – Friday 8:45am to 3:30pm and until 4:30pm each Thursday)**

**Band 3: SCP 6 to 11**

*(Actual Salary: £19,887 - £21,534)*

We are looking to appoint a Teaching Assistant to support pupils within the SEND department, to ensure that every child succeeds.

The successful candidate will need to have high expectations of all pupils' attainment and behaviour, be enthusiastic about pupils' learning, and be determined to get the best out of each pupil.

We are looking for candidates who:

- Have a GCSE or equivalent qualification in English and Maths
- Have an NVQ level 2 TA qualification or equivalent, or working towards
- Have experience of working with or caring for children aged 11 to 16
- Can work constructively as part of a team, and understand classroom roles and responsibilities

If you are someone with determination to get the best out of each pupil and are willing to immerse yourself in all aspects of school life, this TA role is for you.

### **To apply:**

The job description and application form are available on the College website:  
<http://www.bthcc.org.uk/job-vacancies/>

Applications must be made using the CES application forms. CV's will not be accepted.  
Applicants must have the Right to Work in the UK to be considered for the role.

Completed applications should be returned to: [recruitment@bthcc.org](mailto:recruitment@bthcc.org)

**Deadline for applications: 9.00 am on Tuesday 21<sup>st</sup> April 2026**

*Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education (KCSIE) online/social media checks may be undertaken for shortlisted applicants. An enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment clearances, for the successful applicant.*



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## Job Description

**Job Title:** Teaching Assistant Level 2  
**32.25 hours per week, term time plus 1 week**  
**(Monday – Friday 8:45am to 3:30pm and until 4:30pm each Thursday)**

**Responsible to:** SENCO

**Salary:** Band 3 (SCP 6 to 11) - Actual Salary £19,751 - £21,387

### Main Purpose of the Job:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area. May be required to supervise groups of students undertaking activities in non-teaching situations.

## Main Responsibilities and Tasks

### Support for Students

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities;
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes;
- Establish constructive relationships with students and interact with them according to individual needs;
- Promote the inclusion and acceptance of all students;
- Encourage students 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 students in relation to progress and achievement under guidance of the teacher.

### Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work;
- Use strategies, in liaison with the teacher, to support students to achieve learning goals;
- Assist with the planning of learning activities;
- Monitor students' responses to learning activities and accurately record achievement/progress as directed;
- Provide detailed and regular feedback to teachers on student's achievement, progress, problems etc;
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour;
- Establish constructive relationships with parents/carers;
- Administer routine tests and invigilate exams and undertake routine marking students' work;
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

### **Support for Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses;
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years and recording achievement and progress and feeding back to the teacher;
- Support the use of ICT in learning activities and develop students' competence and independence in its use;
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

### **Support for the College**

- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students in non-teaching times, including before and after college, and break and lunch times
- Accompany teaching staff and students on visits, trips and out of college activities as required and take responsibility for a group under the supervision of the teacher

### **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 college
- 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 college in relation to the post holder's duties and responsibilities

**Person Specification**  
**Teaching Assistant Level 2**

<b>Education/Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>
<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 working towards, or willing to undertake training</li> </ul>	E  E	
<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 college and its ethos</li> </ul>	All E	