




Blessed Thomas Holford Catholic College

May God's love be our guide 

**Teaching Assistant Level 1**  
**Required as soon as possible**  
**(Fixed Term to September 2026 - subject to funding)**

**To work 32.25 hours per week (5 days), term time plus 1 week**

**Band 1: scp 2 to 3 (£23,656 to £24,027 pro rata)**  
*(actual salary: £18,102 - for working 32.25 hours per week/35 weeks)*

We are looking to appoint Teaching Assistants to work in the classroom with the teacher, to support pupils within the SEND department, to ensure that every child succeeds.

Successful candidates will need to have 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 experience of working with or caring for children aged 11 to 16
- Can work constructively as part of a team, and understand how children learn
- Ideally have a TA qualification or equivalent, or willing to work towards

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.

Candidates must be available to work Monday to Friday, 8.45 am to 3.30 pm, and until 4.30 pm each Thursday.

**To apply:**

The job description and application form are available on the College website: [www.bthcc.org.uk/vacancies](http://www.bthcc.org.uk/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)

*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 1  
32.25 hours per week – term time plus 1 week  
To work 8.45 am to 3.30 pm: Monday, Tuesday, Wednesday & Friday  
And 8.45 am to 4.30 pm on Thursday

**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.

### **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**  
**Teaching Assistant Level 1**

<b>Education/Qualifications/Training</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 willing to undertake training</li> </ul>	<b>Essential</b> E	<b>Desirable</b>  D
<b>Knowledge/Experience/Understanding</b> <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
<b>Personal skills and abilities</b> <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	

July 2024