

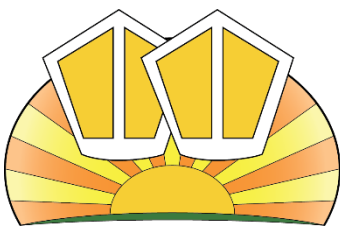


Pope Francis
Catholic Multi Academy Trust

Enabling schools, aspiration and faith to flourish by:
Uplifting Hearts, Inspiring Minds

Teaching Assistant 2 (2 posts)

RECRUITMENT PACK



St Edmunds and St Thomas'
Catholic Primary School



Pope Francis
Catholic Multi Academy Trust

Welcome from the CEO

Dear Candidate

Thank you for your interest in Pope Francis Catholic Multi Academy Trust. We are the first of the permanent Catholic Multi Academy Trusts (CMATs) being set up by the Archdiocese of Liverpool and currently look after three secondary schools and four primary schools across the area.

Pope Francis Catholic Multi Academy Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: **'Uplifting Hearts, Inspiring Minds'**.

Being part of a Trust is like a family of schools at which you are always welcome, and which help each other to provide better opportunities for all staff, pupils and our local communities.

Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish. Pope Francis CMAT ensures all students receive an excellent Catholic education, knowing more, remembering more and achieving the best outcomes they can.

What we can offer:

We recognise that employee wellbeing and work-life balance are essential to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Get a sense of our full staff offering: www.pfcmat.org/Staff-Benefits-Package/

Thank you for your interest in this post.

CEO, Pope Francis CMAT



**St Edmunds and St Thomas'
Catholic Primary School**

Welcome from the Headteacher

Dear Candidate

Saint Edmund's and Saint Thomas' Catholic Primary School is located in Waterloo and enjoys strong family support, dedicated staff and a very committed governing body. The school is proud to be part of the Pope Francis Catholic Multi - Academy Trust and is highly committed to delivering an excellent educational and spiritual provision for all of the pupils in its care.

The school holds the family at the heart of all its initiatives and has enjoyed excellent relationships with its parent body. A committed PTA raise funds through imaginative events which forge great home school relationships and reinforce the bonds of a family- focussed community. It is also very well supported by the parish of Oscar Romero and Fr Dominic Curran in the critical development and formation of the children's faith.

Close access to a variety of parklands and Crosby Beach provides a diverse locality to enrich the children's curriculum and staff take advantage of the local amenities to enhance their teaching. The curriculum is ambitious and stimulating and is continually evolving through a highly committed leadership team and an effective collaboration with our family of schools.

Thank you for your interest in our Teaching Assistant 2 vacancies in our school. Each role involves supporting a child with social communication and emotional needs, on a one to one basis as well as supporting a small group of children when directed by the leadership team.

For the successful candidate, we offer a strong support network from the SENCO, colleagues and senior leaders and opportunities for professional development to develop SEND support skills.

We appreciate your interest in working in our school and we look forward to receiving your application.

Kieran A Loftus
Headteacher

Saint Edmund's and Saint Thomas' Catholic Primary School



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St Edmunds and St Thomas'
Catholic Primary School

Why choose our school?

At Saint Edmund's and Saint Thomas' Catholic Primary School, our Mission is

'I have come that they should have life and have it to the full.' (John 10:10)

Inspired by the teachings of Christ, St Edmund's and St Thomas' Catholic Primary School encourages and guides our pupils and all our school community to have a strong sense of service, love and compassion. In this way, they are encouraged to develop a vision for what they want to achieve with a zest for living life to the full.

Our School Vision

Our school's vision is to continuously promote inspirational teaching which effects a real commitment by our pupils to life-long learning and a clear recognition of the purpose and value of this ambition.

Our School Values

In our Catholic primary school, our teachings and approach to educating are influenced and inspired by Christ's teachings

We recognise that relationships which promote love, respect, equality of opportunity, inclusion and collaboration are critical to effective learning, personal achievement and self-fulfilment.

We frame our values in our school community and align them with the home, school and parish communities.

The School

The school currently has eleven classes which include its own nursery and these classes are organised into pure year groups and some mixed age classes.

The classes have a phase group identity Early Years, Key Stage 1, Lower Key stage 2 and Upper Key Stage 2. Each phase group adopts an aspirational name such as The Inventors The Authors The Engineers The Architects and these names reflect and reference some of the specialist knowledge and skills they will be acquiring during their learning journey.

Staff contribute to an exciting, stimulating curriculum and whole class and team-teaching approaches enrich the learning experiences of our children. This is highly valued by our children and staff and rightly recognised during good Ofsted inspections.



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St Edmunds and St Thomas'
Catholic Primary School

Application Process

How to apply:

To apply for this post, please use our website [St Edmund's and St Thomas' - Vacancies](#), where you can find each of the additional documents to be completed and submitted alongside your cover letter.

Your completed application should be clearly marked with the post title and returned electronically for the attention of **Sandra Toner** at s.toner@sest.pfcmat.org ensuring that you enclose the following documents:

- **CES Application Form**
- **CES Consent to Obtain References**
- **CES Monitoring Form**
- **CES Rehabilitation of Offenders Act 1974 Disclosure Form**
- **Covering letter stating how your skills and experience meet the job description and person specification**

If you have any feedback on the application process and how we can make it more accessible, please let us know at info@pfcmat.org.

Pope Francis Catholic MAT and St Edmund's and St Thomas' Catholic Primary School are committed to safeguarding and promoting the welfare of children and young people, and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Please see link to our school's Child Protection Policy here: [St Edmund's and St Thomas' - Policies](#)



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St Edmunds and St Thomas'
Catholic Primary School

Job Advert

Post Title: Teaching Assistant (Level 2) x 2 posts

Pay Scale: D

Contract: 27.5 Hours Per Week, Term Time (Temporary to support 2 1:1 Pupils)

Pope Francis Catholic Multi Academy Trust was established to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by; **'Uplifting Hearts, Inspiring Minds'**

Our schools have the distinctive Catholic identity, with their own ethos. Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish.

Our values:

Unity – working together for excellence

Excellence – to strive to be the best

Love – respect and care for others and treat them as you want to be treated

Service – following the teachings of Christ to become valued members of our communities

Required as soon as possible, two enthusiastic and experienced teaching assistants to join a committed team to support 2 children on a 1:1 and small group basis.

The Governors of Saint Edmund's and Saint Thomas' Catholic Primary School wish to appoint a passionate, dynamic and highly motivated teaching assistant with a strong commitment to raising standards of children with additional needs.

We can offer:

Highly motivated children and a very supportive parent body

School leadership team, staff and governance strongly committed to continuous improvement.

Opportunities to further your professional development and improve your practice

Strong supportive school community with strong parish links

We are looking for:

An excellent teaching assistant who has high expectations of children in all areas of academic and social development.

A person who can contribute effectively to planning and assisting with assessing the progress of the children

A person who can work effectively as a member of a team and can apply these skills well to whole school initiatives as well as the individual's needs.

Application forms attached to advertisement. Visits by prior appointment are warmly welcomed. Please contact the school on 0151 928 5586 or e mail s.toner@sest.pfcmat.org

This school is committed to safeguarding children and we expect all staff and volunteers to share this commitment. The post will be subject to an enhanced DBS check and all qualifications will be verified.

CLOSING DATE	Friday 17 January 2025
INTERVIEW DATE	Week Commencing 20 January 2025



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St Edmunds and St Thomas'
Catholic Primary School

Job Description

School: St Edmund's and St Thomas' RC Primary

Post: Teaching Assistant (Level 2)

Grade: Grade D (SCP 14 – 17) – 27.5 Hours per week, term time

Responsible to: St Edmund and St Thomas Catholic Primary School
Headteacher

Responsible for:
Pupil 1:1

JOB PURPOSE

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.

MAIN DUTIES

Support for the Pupil

- Establish good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
- Provide specific support to pupils dependant upon their individual needs ensuring their safety whilst supporting access to learning activities
- 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
- Assist with personal self – care skills including intimate care skills

Support for the Teacher

- *Provide minimal clerical/administration support (e.g. photocopying, typing, filing, collecting money, etc) – may be deleted if not appropriate to school need.*
- Assist with the display of children's work
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Report pupil achievements, progress and issues as appropriate in agreed format.
- *Undertake pupil record keeping as requested – may be deleted if not appropriate to school need*

- Administer routine primary tests and invigilate exams
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers

Support for the Curriculum

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

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.

PERSON SPECIFICATION

Post: Teaching Assistant (Level 2)

School: St Edmund's and St Thomas' RC Primary

	Essential (E) or Desirable (D)
<p><i>Skills</i></p> <ul style="list-style-type: none"> Ability to work effectively within a team environment, understanding classroom roles and responsibilities Ability to build effective working relationships with all pupils and colleagues Ability to promote a positive ethos and role model positive attributes Good personal numeracy and literacy skills 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><i>Knowledge and Understanding</i></p> <ul style="list-style-type: none"> General understanding of national curriculum and other basic learning programmes/techniques (within specified age range/subject area) General awareness of inclusion, especially within a school setting Experience of resources preparation to support learning programmes Effective use of ICT to support learning Understanding of other basic technology – video, photocopier 	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>
<p><i>Qualifications and Training</i></p> <ul style="list-style-type: none"> Minimum 2 years experience of working with and/or caring for children within specified age range/subject area or NVQ II or equivalent in teaching assistance Above within an educational setting Requirement to complete DfES Teacher Assistant Induction Programme Willingness to participate in relevant training and development opportunities Training in the literacy/numeracy strategy Training in special educational needs strategies Willingness to undertake appointed person certificate in first aid administration 	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
<p><i>Professional Values and Practice</i></p> <p>Must be able to demonstrate the following:</p> <ul style="list-style-type: none"> High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning Able to improve their own practice through observations, evaluation and discussion with colleagues 	



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Pope Francis Catholic Multi Academy Trust and St Edmund's and St Thomas' Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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.

Pope Francis Catholic Multi Academy Trust is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively 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.

Please see link to our school's Child Protection Policy here: [St Edmund's and St Thomas' - Policies](#)

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, commensurate with and without changing the general character of the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.