

**Love God  
Work Hard  
Be Kind**



**Holy Cross**  
CATHOLIC HIGH SCHOOL

**Teaching Assistant 2b**

**Contract: 27.5 hours term time only  
plus five days, permanent contract**

**Start date: September 2024**

**Salary: Grade 5 pt 6-11 (£23,893-  
£25,979) pro rata**

**Closing date: 12 noon, Wednesday 8  
May 2024**

**Interview: Monday 13 May 2024**

**We are seeking to recruit an exceptional candidate to play an active part in the whole school community. The candidate should be committed to overseeing the continued development of a culture of high expectations and standards for staff, pupils and parents with regards to the holistic education of every child including the academic, spiritual, social, cultural and moral aspects of their growth.**

Holy Cross is a Catholic High School established by the Catholic Community of the Chorley Deanery under the trusteeship of the Liverpool Archdiocese. We work in partnership with parishes and parents to provide the best possible education for our young people between the ages of 11 and 16, building on the foundations laid in Primary School and preparing for their future development at the Catholic Sixth Form College or other post-sixteen establishments, or in the world of employment and training.

#### **The role:**

The successful candidate will have the opportunity to grow with the school. They will be supported in their development and preparation for future roles. We will develop every staff member who joins our team, providing one-to-one support, coaching and mentoring and access to extensive network training.

#### **As a school, we offer:**

- A supportive leadership structure
- A warm community in which your career will flourish
- Robust effective behaviour system
- Thorough, supportive induction process
- Bespoke CPD
- Access to high-quality, regular professional development
- Opportunities to collaborate with colleagues across the Archdiocese and the local authority
- Continual review of working practices and staff workload

#### **You will:**

- Have an unwavering determination to deliver excellence for pupils from all starting points
- Share and demonstrate our school's ethos and culture
- Be committed to our ethos of high expectations for every pupil in both academic achievement and personal development
- Have the drive, skills and resilient character required to help develop our school
- Have an excellent attendance and punctuality record



#### **Child Protection Statement**

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of our children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

# Job Description

## Teaching Assistant 2b



### Responsible to:

- Headteacher, Assistant Headteacher, SENDCO

### Key Responsibilities

Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils parents and carers. To provide short-term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.

### Support for Pupils

- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils
- To undertake activities in order to monitor the personal social and emotional needs of pupils
- To develop positive relationships with pupils to promote pupil progress and attainment
- To assist in the devising of pupil's individual targets and their monitoring and review
- Support pupils as part of a planned inclusion programme
- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas
- To assist in the development of varying skills that support pupils' learning
- To assist in the specific medical/care needs of pupils when specific training has been undertaken

### Support for the Teacher

- To monitor and record pupil progress and developmental needs
- To produce relevant classroom resources
- To undertake classroom administrative tasks including the maintenance of records
- To assist in pupil supervision and assist in the management of pupil behaviour
- To provide information to the class teacher to assist in the planning of work programmes
- To liaise with the school's nominated person in respect of pupil absence
- To provide clerical and administrative support
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work

### Support for the School

- To assist in providing an atmosphere in which effective learning can take place
- To support the promotion of positive relationships with parents, carers and outside agencies
- To work within school policies and procedures
- To attend staff training as appropriate
- To take care for their own and other people's health and safety
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work

### Support for the Curriculum

- To assist the delivery of educational and developmental work programmes
- To support the use of ICT in learning activities

# Person Specification

## Teaching Assistant 2b



To be able to share and support Holy Cross' mission and vision.

### Skills and Knowledge

- Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard
- Ability to relate well to pupils and work as part of a team
- Good communication skills
- Ability to supervise and assist pupils
- Time management and organisational skills
- Knowledge of classroom roles and responsibilities
- Knowledge of the concept of confidentiality
- Administrative skills
- Ability to make effective use of ICT
- Flexible attitude to work
- Commitment to undertake in-service development
- Commitment to safeguarding and protecting the welfare of children and young people
- Satisfactory attendance record/commitment to regular attendance at work

### Experience and Qualifications

- NVQ level 2 or above qualification – appropriate to the post (or equivalent)
- Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy (essential)
- Experience of working with or caring for children of relevant age
- Experience of working in a relevant classroom/service environment (desirable)
- Experience of administrative work (essential)
- Experience of supporting pupils with challenging behaviour (desirable)

### Professional Values

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements
- A commitment to equal opportunities
- A willingness to promote the Catholic life of the school
- Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work
- Willingness to engage in extra-curricular activities
- A good sense of humour and highly enthusiastic about working with young people
- Has a professional and respectful approach
- Can demonstrate listening skills
- Takes responsibility and accountability
- Committed to the needs of pupils, parents and other stakeholders
- Adaptable to change and can embrace change
- Has the ability to learn from experiences and challenges
- Is committed to continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, opens to ideas and development new skills

For more information about our school, please visit: [www.holycross.lancs.sch.uk](http://www.holycross.lancs.sch.uk)

For an informal discussion or to arrange a visit please contact:

Mrs E Dempsey, email: [e.dempsey@holycross.lancs.sch.uk](mailto:e.dempsey@holycross.lancs.sch.uk) or Tel: 01257 262093

Completed application forms to be returned to [vacancies@holycross.lancs.sch.uk](mailto:vacancies@holycross.lancs.sch.uk)

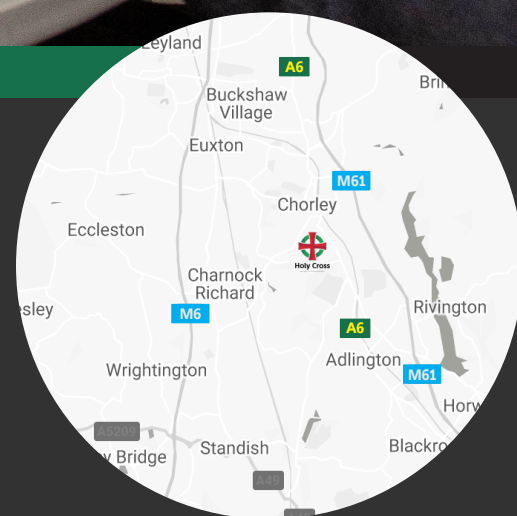
*Please note that in line with Keeping Children Safe in Education 2023 an online search will be carried out as part of our due diligence on short-listed candidates.*

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS disclosure.



# Holy Cross

CATHOLIC HIGH SCHOOL



TELEPHONE 01257 262093

ONLINE [www.holycross.lancs.sch.uk](http://www.holycross.lancs.sch.uk)

E-MAIL [vacancies@holycross.lancs.sch.uk](mailto:vacancies@holycross.lancs.sch.uk)

TWITTER [@holycrosscholr](https://twitter.com/holycrosscholr)

## How to find us

**Holy Cross Catholic High School,  
Myles Standish Way, Chorley, PR7 3LS**

Conveniently situated with good transport links via the M61, M6 and A6 to Wigan, Preston, Bolton, Manchester, and mainline train station.