

Love God
Work Hard
Be Kind



Holy Cross
CATHOLIC HIGH SCHOOL

Teaching Assistant 2b

I have come that they may have life and have it to the full John 10:10

Teaching Assistant 2b

October 2026

Dear applicant

Welcome to the SEND Department

We are delighted to be able to offer the opportunity for an enthusiastic, motivated and caring individual to join our ever-growing team. We are an extremely effective department, where all members of staff are committed to supporting the holistic development of pupils at Holy Cross.

The successful candidates will work across KS3 and KS4, supporting pupils with Special Educational Needs and/or Disabilities (SEND) and those with Education, Health and Care Plans (EHCPs). In-class support operates alongside targeted interventions such as IDL, ELSA, Lego Therapy and subject specific support. As a team, we endeavour to increase pupils independent learning skills and much-needed life skills to prepare them for post-16 education whilst helping to develop valuable members of our society.

We are an extremely busy, diverse department, with increasing numbers of pupils with complex SEND needs. We are looking to expand our team and require someone who is adaptable, able to think on their feet, problem-solve and laugh! As your line manager, I make every effort to ensure staff workload is managed.

Our Inclusion Department prides itself on enabling pupils to flourish at Holy Cross and experience a wide range of educational visits and extra-curricular activities. We want our pupils to enjoy their secondary school experience, regardless of their challenges.

Holy Cross has high expectations of all pupils and it follows clear, consistent boundaries. This allows pupils to feel safe and secure and develop a sense of belonging. Success is celebrated and our team have the honour of recognising those non-academic successes amongst our pupils. Our pupils are kind. Your time, effort and consideration for our pupils will be appreciated by them, their parents and your fellow Holy Cross family.

We look forward to receiving your application for consideration.

If you would like to discuss the role please contact me at vacancies@holycross.lancs.sch.uk

Yours sincerely

Mrs E Dempsey

SENDCo

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

Start date: ASAP

Salary: Grade 5 pt 6-11 (£25,989 - £28,142) pro rata

Closing date: 12 noon, Monday 2 November 2026

Interview: Friday 6 November 2026

Working at Holy Cross

At Holy Cross, we are a supportive community where relationships matter. We look after our staff with protected PPA, tea and toast at break times, termly staff activities and wellbeing afternoons.

We pride ourselves on offering a harmonious and supportive environment for all staff through our Mission Statement *To have life and have it to the full* John 10:10. Our staff are valued and supported through bespoke professional learning and development opportunities.

Facilities

Located off Myles Standish Way in Chorley, the grounds overlook the hills of Rivington. We are easily accessible via the M6, M61, A49 and A6. Where possible, teachers have their own classroom that they can take ownership of. We have a large multi purpose sports pitch, a separate maths block with a drama suite and newly refurbished classrooms.

The facilities offered at Holy Cross are exceptional with many more exciting developments underway. Recent developments include:

- A new music room
- A new computer suite with 32 computers
- Two refurbished science classrooms - providing first-class science teaching facilities, as well as modern preparation rooms
- An additional maths classroom
- Two additional English classrooms
- Additional classrooms to facilitate an eighth set

More developments are planned for 2026 - 2027.

As a school, we offer:

- A supportive leadership structure
- A warm community in which your career will flourish
- A robust effective behaviour system with a clear and consistent policy
- A thorough and supportive induction process
- Bespoke professional learning with individual membership to the National College
- Protected PPA
- Access to high-quality, regular professional development
- Opportunities to collaborate with colleagues across the Archdiocese of 36 Catholic secondary schools and sixth form colleges and the local authority
- Continual review of working practices and staff workload
- Lancashire reward scheme including staff discount scheme in partnership with Vivup, financial benefits and Employee Assistance Programme

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.

Please note that in line with Keeping Children Safe in Education 2026 an online search will be carried out as part of our due diligence on short-listed candidates and that school conducts random DBS rechecking.

Working at Holy Cross



What do staff say about being a part of the Holy Cross community:

Mr Holliday, Teacher of Geography and Head of Year
"We have excellent pupils who want to learn. As staff, we are supported and given opportunities for development".

Mrs Coyle, Head of Maths "Working at Holy Cross offers the opportunity to be part of a vibrant, faith-driven community rooted in a strong Catholic ethos. Staff and pupils thrive in a supportive environment where wellbeing is prioritised and mutual respect is central to daily school life. Clear policies and routines ensure consistency, allowing teachers to focus on teaching and pupils to focus on learning. With the best interests of pupils always at heart, Holy Cross fosters a culture of care, collaboration, and excellence".

Mrs Milligan, Head of Geography "At Holy Cross you are able to focus on the fundamental reason you joined the profession - to teach and inspire a love of learning for your subject. There are clear behaviour systems in place to ensure that learning is the priority. Over the last seven years, I have also been heavily supported by the Senior Leadership Team in pursuing my ambitions and developing my career, something I am very grateful for."

Mrs Moss, PE Co-ordinator "Holy Cross has a supportive environment. There is a collaborative and caring atmosphere amongst staff and pupils".

Mrs Ogden, Teaching Assistant "Holy Cross is a place where staff and pupils are cared for, they respect and look after each other".

Miss Wane, Teacher of Maths and former pupil "I love working at Holy Cross. My favourite thing is how kind and respectful the pupils are, after finishing most lessons pupils leave the room saying, 'Thanks Miss'. It is a small gesture but really shows how much our pupils value the lessons we teach at Holy Cross".

Mrs Fletcher, Second in English "There is such a welcoming atmosphere from staff on reception and around school and everyone is willing to help each other out; there is a real sense of community that is like no other school I've ever worked in (and I've taught in three). The pupils are polite, friendly and genuinely enjoy coming to school, which makes the job worthwhile. It feels like they really care about our school".

Mr Simpson, Teacher of Science and parent "I work at Holy Cross because it's a school where you can actually focus on inspiring and teaching pupils rather than behaviour. I recommend the school to everyone I speak to because it's where I sent my children and where I will stay for the remainder of my career. The expectations of staff are high, but the reward is great in the pupils and lessons you are able to teach".

Miss Wallace, Assistant Headteacher "I choose to work at Holy Cross because it is a school where the Catholic community truly matters. From the day I started, I felt welcomed and supported by colleagues who genuinely care about one another and the pupils they serve. The pupils at Holy Cross are respectful, kind, and committed to their learning and this makes it a rewarding environment to work within. What also makes Holy Cross special is its strong Catholic ethos, which fosters a sense of purpose, respect, and compassion throughout the school community. Holy Cross is a place that makes you feel valued, where faith and learning go hand in hand, and where the atmosphere is one of care, aspiration, and shared values".

Job Description

Teaching Assistant 2b



Responsible to:

- Headteacher, Assistant Headteacher, SENDCo

Key Responsibilities

Under the general supervision and direction of the teacher, deliver targeted interventions for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils.

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 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 provide clerical and administrative support
- Support access arrangements in routine tests and assist in the invigilation of exams

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
- To know individuals targets and address within the classroom

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
- Good attendance record/commitment to regular attendance at work

Experience and Qualifications

- NVQ level 2 or above qualification – appropriate to the post (or equivalent) (desirable)
- Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy (essential)
- Experience of working with or caring for children (desirable)
- 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, open to ideas and development of new skills

For more information about our school, please visit: 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 or Tel: 01257 262093

Completed application forms to be returned to vacancies@holycross.lancs.sch.uk

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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, please note that the school conducts random DBS rechecking.



Holy Cross

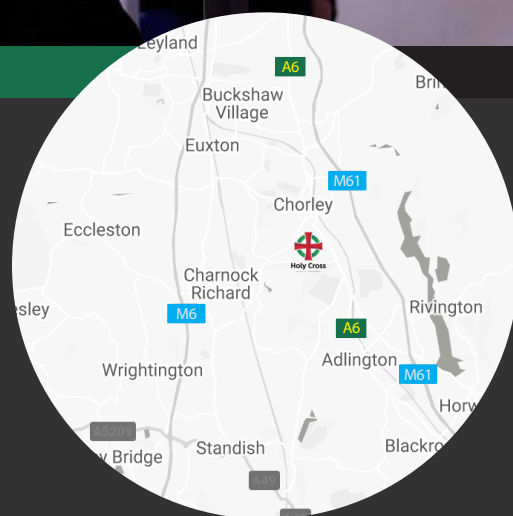
CATHOLIC HIGH SCHOOL

TELEPHONE 01257 262093

ONLINE www.holycross.lancs.sch.uk

E-MAIL vacancies@holycross.lancs.sch.uk

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



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.