



Teaching Assistant Candidate Briefing Pack

St Thomas More Catholic Primary
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St Thomas More Catholic Primary is proud to be part of SELCAT



Tel: (0208) 303 8322
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Welcome from our Head of School

Dear Colleague,

We are looking for a talented individual to join our School as a 1:1 Teaching Assistant.

Our School aims to be a centre of excellence for Catholic Education. Through our Catholic faith, we will promote the academic, spiritual, emotional, and social growth of the individual child and young person whilst developing our staff to be beacons of excellence.

With Christ at the centre of our schools, we are committed to the flourishing of our children and young people, so that they might grow in excellence and learn how to use their skills and knowledge for the common good, for the sake of their sisters and brothers in the world, especially the poor and marginalised.

We believe that every pupil is made in the image of God, with God-given gifts and God-given dignity: a divine origin and an eternal destiny. We believe that no pupil's background or start in life should determine their future. As a result, our focus on learning through the provision of quality teaching, broad curriculum opportunities for all, and remarkable inclusion provides the very best education for all our young people.

I look forward to receiving your application.



Mrs Grace Lodge
HEAD OF SCHOOL
St Thomas More Catholic Primary



Recruitment process

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview.

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing office@stm.bexley.sch.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

References: Before you are invited to interview, we will obtain references from your referees. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.



Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Job Title:	Teaching Assistant Both 1:1 (named child) and 1:2 (various children) positions available
Contract Length:	Permanent / Fixed Term
Salary Range:	BEX05 (SP 51 – 54) £24,804 - £25,212 (FTE) ACTUAL: £16,060 - £16,325
Hours of work:	27.5 hrs per week / Term Time Only (39 weeks)
Location:	St Thomas More Catholic Primary School
Accountable to:	SENCO

Closing date:	Wednesday 27 th September (12 noon)
Interview date:	w/c 02 October 2023
Start date:	ASAP

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 pupils particularly those with additional needs and to assist the teacher in the management of pupils in the classroom. Work may be carried out in the classroom or outside the main teaching area.

Major Duties and Responsibilities:

- Assist teachers in ensuring all pupils' continuing educational development through establishing constructive relationships and contributing to individual education/behaviour plans.
- Assist teachers in fostering attractive learning environments to ensure that pupils spend their school life in stimulating surroundings.
- Prepare, maintain and use equipment/resources required to meet lesson plans/relevant learning activity and assist pupils in use.
- To ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.
- Undertake routine marking of pupils' work.
- Toileting duties as and when required.

Job Activities:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and encouraging pupils to interact with others and to engage in activities led by the teacher. Supervise and assist with any toileting/medical needs as required.
- Set challenging and demanding expectations to promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Establish constructive relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Assist with the planning of learning activities, monitoring pupils' responses to these, accurately record achievement/progress as directed.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Provide clerical and administration support for teacher or senior staff including completion of professional paperwork.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Work within pre-determined guidance, policies, procedures and teachers guidance.
- Assist with the supervision of pupils out of lesson times (break time). Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Attend regular meetings and discussions, which contribute to the overall ethos/work/aims of the school.
- Awareness of the school's educational and behavioural policies for developing pupils.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.

General

- Actively contribute to and promote the overall ethos and values of our school and the wider Trust.
- Participate in training and other learning activities and performance development as required.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the School's business at all times.
- Act as an ambassador for the School and the wider Trust within the local community and beyond, ensure that the ethos and values of the School are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities required by the Head of School or CEO which fall within the scope of the post.

Our Vision

To create a family of schools that together, through shared support and challenge, strive to provide an authentic Catholic education where all children will be empowered, inspired and flourish. We will aim for excellence and to become remarkable places of learning and love.

Joining SELCAT will be a rewarding and fulfilling experience. You will be part of a driven team who are all committed in their aim to make our schools excellent places to learn and work.

We offer plenty of professional development opportunities and a focus on career growth. You will also experience a flexible and supportive work environment with a focus on health and wellbeing, and a culture of openness and respect.

Flexible working: We are able to consider flexible and family friendly working opportunities.

Pensions: When you join the Trust you will be enrolled onto a Teaching or Local Government pension scheme

Supporting your health and wellbeing: All our employees have free access to a 24-hour confidential helpline

Actively promoting equality and diversity: We are committed to promoting an equal and inclusive community and attracting a diverse range of candidates.

Join us on our journey



“When you join as a member of staff at St Thomas More, you become part of a Catholic family of schools. The welcome and support you receive upon joining, from every corner of the Trust, will help you to settle in quickly and feel successful straightaway. Our students are our greatest ambassadors, and they help make the School a great place to work.”