



# St Mary's RC Primary School and Nursery, a Voluntary Academy

Tong Lane  
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Headteacher: Mrs C Mills

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## **JOB ADVERTISEMENT – TEMPORARY TEACHING ASSISTANT LEVEL 2 FOR MATERNITY COVER**

St Mary's RC Primary School is a friendly, warm and welcoming school, which was founded by and is part of the Catholic Church. We currently have 161 children on roll aged 4-11 and a 26-place nursery. St Mary's RC Primary School, a Voluntary Academy is proud to be part of Romero Catholic Academy Trust (<http://romerocat.org/>).

The Romero Catholic Academy Trust is seeking to appoint a nurturing and caring Teaching Assistant (Level 2) to cover maternity leave from Monday 21<sup>st</sup> February 2022 to February 2023 (or sooner if the postholder returns earlier than expected). The role will predominantly work within Year 3 but the successful candidate would need to be flexible and confident to work within other year groups to meet any changing needs of the school.

Working closely with the Class Teacher, the Teaching Assistant role would involve:-

- Supporting and implementing learning activities for individuals and groups;
- Monitoring pupil progress and providing feedback to the class teacher;
- Establishing supportive and constructive relationships with pupils, parents and carers.

Criteria for the successful candidate:-

- Relate well to children;
- Be an effective team member;
- Have good communication skills (oral and written);
- Have GCSE English and Maths 'C' or above;
- Have at least a Teaching Assistant Level 2 qualification;
- Have experience of classroom roles and responsibilities, including playground duties;
- Have experience of leading interventions in small groups;
- Understand the concept of confidentiality;
- Have a basic knowledge of First Aid;
- Be confident with Information technology;



- Have a flexible attitude to work;
- Have or be willing to complete training, including Safeguarding;
- Supportive of the Catholic ethos of the School.

The working hours will be 8.30 am – 3.30 pm, Monday to Friday, term-time only until the postholder returns from maternity leave.

**St Mary's Roman Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check.**

If you would like to visit the school, you will be warmly welcomed. Please contact the school on 01706 873123 to arrange a visit. All visitors will be asked to wear a face covering (unless medically exempt) during the visit.

To apply for this post, please complete the Catholic Education Service Application form for Support Staff and return via email to Mrs Kim Rawlinson, School Business Manager ([sbm@stmarys.romerocat.com](mailto:sbm@stmarys.romerocat.com)).

The interview process will include a 15-minute task working with a small group of children and a formal interview.

Closing date for applications: Friday 28<sup>th</sup> January 2022

Shortlisting date: Monday 31<sup>st</sup> January 2022

Interview date: Monday 7<sup>th</sup> February 2022