

Vacancy Title	Level 2 Teaching Assistant
School Name	St James CE Primary School
Hours	32 hours per week
Contract Length/Type	Permanent
Closing date	Wednesday 19 th March 2025 - 12.00pm

About the Role

We require a teaching assistant who can provide exciting and stimulating learning opportunities and support the child throughout all aspects of school life. Applicants must be committed to further enhancing the very high standards which already exist in the school and be patient and kind to support the child/ren in their transition.

Key Accountabilities

The successful candidate will be working children to support their education, personal and social development needs.

Duties may include:

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promoting the inclusion and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Support in monitoring and recording of pupil progress and developmental needs.
- Promote independence and employ strategies to recognize and reward achievement of self-reliance.
- Work within the school's policy and procedures.
- Provide feedback to pupils in relation to progress and achievement.

If relevant:

- Working to the relevant standard/framework and completing work in a timely manner.

Skills and Experience

The successful candidate would also have the following skills:

- Good team player
- Good communicator with parents, teachers and pupils
- Good time management skills
- Good organisational skills
- Knowledge and understanding of confidentiality
- Ability to use ICT
- Applicants wishing to apply for this position should ideally have GCSE Maths and equivalent although this is not an essential requirement for the role.

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (Application form (AF), Interview (I), Reference (R), Initial Assessment (IA))
Qualifications		
Have achieved a minimum of Maths and English GCSE A-C/4 or equivalent, if not already achieved the ability to work towards achieving functional skills level 2	E	AF/IA
Experience	D	AF/I
Experience of working in a relevant classroom environment Experience of Administrative work Experience of supporting pupils with challenging behaviour	D	AF/I
Knowledge/skills/abilities	E	AF/I
Ability to relate well to children	E	AF/I

Forward as One Church of England
Multi Academy Trust

A: Newnham Street, Astley Bridge,
Bolton, BL1 8QA

T: 01204 333 741 E: enquiries@forwardasone.uk

www.forwardasone.uk  ForwardAs1Trust

Person Specification Form

Ability to work as part of a team	E	AF/I
Good communication skills	E	AF/I
Ability to assist pupils Time management skills 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	E	AF/I AF/I
Other	E	AF/I
Commitment to apply themselves to the apprenticeship with commitment and diligence Commitment to undertake in service development Commitment to sustaining good attendance at work Commitment to safeguarding and protecting the welfare of children and young people	E	AF/I

**Forward as One Church of England
Multi Academy Trust**

A: Newnham Street, Astley Bridge,
Bolton, BL1 8QA

T: 01204 333 741 **E:** enquiries@forwardasone.uk

www.forwardasone.uk  **ForwardAs1Trust**