SAINT AIDAN'S

Church of England High School

Aspire & Believe so Succeed

TEACHING ASSISTANT 2A

Temporary

Required as soon as possible in January 2027



Katie Benter, Headteacher

Dear Candidate,

Thank you for your interest in the post of Teaching Assistant 2A at Saint Aidan's.

We are looking for an enthusiastic teaching assistant who enjoys working with children and wants to help them to learn.

If appointed you will work in class to support the learning of children with extra needs, alongside the class teacher, as well as working with individual children out of the classroom. You will be part of a team of teaching assistants and teachers who share a commitment to providing the best possible education to all of the students at Saint Aidan's. The job is demanding, but extremely fulfilling as you know you are making a difference to the lives of the children you are working with.

Applications are welcome both from those with previous experience working in schools and from those who have not worked in a school but who can demonstrate the skills and attitudes which will make them successful in the role. This is a temporary position.

I hope that, having read the enclosed information, and looked at the information about the school on our website, you feel encouraged to apply for this position.

Completed application forms and supporting letters should be returned to arrive no later than 12 noon on Wednesday 9th December 2026. Applications may be submitted by post or by email. Emailed applications should be sent to recruitment@st-aidans.lancs.sch.uk and will be acknowledged on receipt.

I look forward to receiving your application.

Yours sincerely,

Katie Benter, Headteacher

Post: Teaching Assistant 2A (Temporary)

Line Manager:
Assistant SENDCo, SENDCo

Start Date:
As soon as possible in January 2027

Closing date for applications:
12 noon on Wednesday 9th December 2026

Interviews:
Monday 14th December 2026

Electronic applications are accepted in Microsoft Word or PDF format.

Please email to **recruitment@st-aidans.lancs.sch.uk**

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JOB DESCRIPTION: TEACHING ASSISTANT 2A (Temporary)

Grade 4 - Scale Points 4 to 6 - (£26,016 - £26,847 gross per annum)
Pro rata £17,797 - £18,365 gross per annum
Term-time only (39 weeks per year to include all INSET days)
Part time (29 hours 10 minutes per week, 5 hours 50 minutes per day, over 5 days - 8.20am start)
Responsible to: Assistant SENDCo and SENDCo
Staff responsible for: None

Job purpose: Work as part of a team to deliver a high quality education to Saint Aidan's pupils by supporting learning for individuals or groups of pupils with additional needs.

Main tasks and responsibilities:
In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post.

Support for Pupils

- Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/groups of pupils to complete tasks.
- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to assist pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- To support pupils as part of a planned inclusion programme.
- 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 assist in the monitoring/recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake routine 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 assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- To administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work.

JOB DESCRIPTION: TEACHING ASSISTANT 2A (Continued)

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.

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Equal Opportunities

The school is committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help the school to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

November 2026

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PERSON SPECIFICATION FORM TEACHING ASSISTANT 2A	Essential (E) or Desirable (D)	To be identified by: application form (F), interview (I), reference (R)
Qualifications:		
NVQ level 2 or above qualification appropriate to the post (or equivalent)	D	F
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	E	F
Experience:		
Experience of working with children in a school or other relevant context	D	F
Experience of administrative work	D	F
Experience of supporting students with challenging behaviour	D	F
Knowledge/Skills/Abilities:		
Ability to relate well to children	E	F/I/R
Ability to work as part of a team	E	F/I/R
Good communication skills	E	F/I/R
Ability to supervise and assist pupils	E	F/I/R
Time management skills	E	F/I/R
Organisational skills	E	F/I/R
Knowledge of classroom roles and responsibilities	D	F/I/R
Knowledge of the concept of confidentiality	E	F/I/R
First Aid Certificate	D	F/I/R
Administrative skills	D	F/I/R
Good numeracy and literacy skills	E	F/I/R
Ability to make effective use of ICT	E	F/I/R
Flexible attitude to work	E	F/I/R
Ability to provide expert support in English and / or Maths	D	F/I/R
Other:		
Willingness to support the Christian ethos of the school	E	F/I
Commitment to undertake in-service development	E	F/I/R
Commitment to safeguarding and protecting the welfare of children and young people	E	F/I/R