



*Learning and growing with God by our side.*



## **St Alban & St Stephen Catholic Primary School & Nursery**

### **KS2 Teaching Assistant**

Salary: H2/H3 (£22,737 – £23,893) depending on experience  
Working hours: 8.30-3.30 pm term time only (38 weeks per year)  
Contract: Fixed term until July 2026  
Start date: December 2025

**Are you keen to work with enthusiastic, articulate pupils in a supportive school community? Then we could be just the school for you! St Alban & St Stephen Catholic Primary School & Nursery are seeking to appoint a Teaching Assistant to join our committed and caring staff team.**

St Alban & St Stephen Catholic Primary School & Nursery is a highly regarded school in the local community, situated in historic St Albans. Our close-knit team of teachers and support staff are happy and hardworking, with high expectations and the belief that every child should be enabled to fulfil their potential.

Our school is a warm and inclusive community who learn and grow with Christ by our side. In November 2023, Ofsted commented that our 'compassionate' pupils are 'proud of their nurturing school'.

#### **Purpose of the role:**

- To work with individual children or small groups of pupils under the direction of teaching staff in order to support teaching, learning and pupil wellbeing.

#### **Responsibilities:**

- Support the Catholic ethos of our school by modelling the school values of faith, friendship, determination, respect and unity, and by encouraging pupils to show these values in their lives.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Support the teacher in monitoring, assessing and recording pupil progress/activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- Support pupils in their social and emotional well-being, sharing information and reporting concerns to the teacher, other staff or designated safeguarding lead as appropriate.
- Follow the school behaviour policy to support pupils' behaviour.
- Understand and support independent learning and inclusion of all pupils as required.
- Undertake break-time and lunch-time supervision duties in the classroom or playground.
- Complete all training provided by the school, including safeguarding and phonics.

**Teaching Assistants may also undertake some or all of the following responsibilities:**

- Work with individual pupils with special educational needs.
- Work with pupils for whom English is not their first language.
- Assist in the development of individual development plans for pupils (such as Individual Learning Plans).
- Support the work of volunteers and other teaching assistants in the classroom.
- Support the use of ICT in the curriculum.
- Assist in escorting and supervising pupils on educational visits and out of school activities.
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
- Support pupils in developing and implementing their own personal and social development.
- Tend to the basic needs of pupils when required, whilst encouraging independence where appropriate. This may include duties such as feeding, washing, toilet training and intimate care (nappy changing) where appropriate and where directed by the class teacher.
- Monitor and manage stock and supplies for the classroom.
- Work with another Teaching Assistant to provide short term cover supervision of whole classes during the absence of the teacher for part of a day.
- Attend staff meetings and INSETS when appropriate (if outside of working hours, this will be paid as overtime).

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

# Person Specification

## COMPETENCIES

|                                    |
|------------------------------------|
| Communication (written and verbal) |
| Problem-Solving                    |
| Collaborative Team working         |
| Active Listening                   |
| Motivation                         |

## QUALIFICATIONS

| Description                                                                                                         | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Relevant qualification with regard to working with children, such as NVQ 2 in numeracy and literacy (or equivalent) |           | ✓         |
| Level 3 Qualification in Childcare                                                                                  |           | ✓         |
| Previous experience working within a school setting                                                                 |           | ✓         |

## SKILLS & EXPERIENCE

| Description                                                                                                   | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------|-----------|-----------|
| An understanding of and willingness to support the School's Catholic ethos and values                         | ✓         |           |
| Education to secondary school level                                                                           | ✓         |           |
| Open-mindedness and patience                                                                                  | ✓         |           |
| Sense of humour and ability to work well as part of a team                                                    | ✓         |           |
| Ability to record and pass on information correctly.                                                          | ✓         |           |
| Ability to encourage and enable others to develop their full potential                                        | ✓         |           |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people | ✓         |           |
| A friendly, helpful, caring and flexible approach                                                             | ✓         |           |
| Self-motivated and able to use own initiative when required                                                   | ✓         |           |
| Excellent communication and user ICT skills                                                                   | ✓         |           |
| Willingness and ability to attend appropriate meetings and training                                           | ✓         |           |
| Awareness of the importance of safeguarding in education                                                      | ✓         |           |
| Awareness of data protection and the need to maintain confidentiality                                         | ✓         |           |
| Basic knowledge of health, wellbeing and safety                                                               |           | ✓         |
| Basic knowledge of First Aid                                                                                  |           | ✓         |

# How to Apply

## Application Deadline

Completed application forms must be received by **midnight, Tuesday 4<sup>th</sup> November 2025**.

## To apply

Please complete the CES Application form and email the form to [admin@ssas.herts.sch.uk](mailto:admin@ssas.herts.sch.uk).

## Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications and experiences.

## Selection procedure

Interviews will take place during the week of November 10<sup>th</sup>. The interview process will involve an interview with senior leaders and a specified practical task working with a group of pupils. Candidates will usually be notified on the same day as the interview. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

## References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases, at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

## Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

## Additional

CVs will not be accepted.