

**ST MARY'S R.C.
PRIMARY & NURSERY
SCHOOL**

**Headteacher
Mrs. S. Geddis**



Wood Street, Langley, Middleton M24 5GL
Telephone: 0161 - 643 7594
Fax: 0161- 654 6487
E- mail: office@stmarysrcmidd.rochdale.sch.uk
Website: www.stmarysrcmidd.rochdale.sch.uk

Position: **Teaching Assistant Level 1**
Grade: **2**
Hours: **Full time, Term Time Only**
Contract type: **Permanent**
To start: **As soon as possible**

The Governors of St Mary's RC Primary would like to invite applications for a Teaching Assistant to work in our school.

In order to join our team, you will need to:

- Demonstrate a clear commitment to our Catholic ethos
- Be able and willing to work in Key Stage 1 or 2
- Be committed to achieving the best for our pupils
- Demonstrate an ability to work as part of a team

We are looking for someone who:

- Is a practising Catholic or willing to support the Catholic ethos of our school
- Exciting, imaginative teaching assistants with an excellent record of classroom practice and high expectations of behaviour and achievement
- Committed to their own professional development
- Willing to contribute ideas, energy and vision and be fully supportive of and involved in the life of the school

We can offer you:

- A happy and caring school
- Well behaved and friendly children
- Supportive colleagues

To apply for this position please download and complete the Catholic Education Service application form and supporting documentation.

Applications to be returned to school via dlyons@st-mrc.co.uk

Closing date: Monday, 3 January 2022 at (noon)

Shortlisting: Week-commencing 3 January 2022

Interview and Observation: Week-commencing 10 January 2022

Safeguarding our children is of utmost importance to us so the successful applicants will be subject to an enhanced DBS check. Successful candidates will be required to sign a Catholic Education Service contract.



**DIOCESE OF SALFORD AND
METROPOLITAN BOROUGH OF ROCHDALE
EDUCATION COMMITTEE**

ROCHDALE BOROUGH COUNCIL

SCHOOL: St Mary's RC Primary School, Langley, M24 5GL

JOB DESCRIPTION

Job Title:	Teaching Assistant (Level 1)
Grade:	Grade 2 (SCP) 3-4
Responsible to:	Headteacher
Responsible for:	Not applicable
Hours of Duty:	8am – 4pm, Monday to Friday, Term Time Only
Any Special Conditions of Service:	<ul style="list-style-type: none">➤ The Postholder may be required to attend evening and weekend meetings➤ The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.➤ Annual Leave – Term Time Only – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.➤ The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	<ul style="list-style-type: none">➤ Approach the job at all times using the values set out in the Rochdale Way:<ul style="list-style-type: none">• Proud• Passionate• Pioneering and Open➤ Be aware of and apply the Rochdale Way behaviours at all times.
DBS Disclosure Level:	Enhanced

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

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

1. To act as a responsible adult and assist with the supervision, personal care, welfare and keeping safe of individuals and/or groups of children and their environment under the direction/instruction of teaching and/or senior staff, inclusive of assisting with resources and basic classroom management techniques to support their learning.
2. To be committed to safeguarding and promoting the welfare of children and young people.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self.

Financial

To work in accordance with Financial Regulations and procedures of the Authority/School.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

Teaching resources including audio visual and computer equipment.

To adhere to the School's rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with ***Authority's/School's** Health and Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the Authority's / School's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will have a commitment in identifying and undertaking their own professional and personal development in accordance with Authority's/Schools Performance Management Framework.

Relationships (Internal and External)

- Internal:**
1. School staff
 2. Users of the Nursery Unit/School
 3. Volunteers

- External:**
4. Pupils
 5. Governors
 1. Parents/Carers
 2. Staff in other schools and within the LA
 3. Suppliers of equipment and services

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equality and Diversity Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES * *NB please delete any not relevant to the requirements of the post*

It is expected at Level 1 that the postholder will work under the direction, guidance and direct supervision of the classroom teacher to support access to learning.

- 1. Help to keep children safe by:**
 - preparing and maintaining a safe and hygienic environment
 - dealing with accidents, emergencies and illness
 - supporting the safeguarding of children
 - encouraging children's positive behavior
- 2. Provide support for learning activities by:**
 - supporting the teacher in planning learning activities
 - supporting the delivery of learning activities
 - supporting the teacher in the evaluation of learning activities
- 3. Support the children's development by:**
 - contributing to the development of children physically, emotionally and socially and the associated skills
 - contributing to children's communication and the intellectual development
- 4. Contribute to positive relationships by effectively:**
 - interacting with and responding to children and adults
 - communicating with children and adults
- 5. Provide effective support for your colleagues by:**
 - maintaining working relationships with colleagues
 - developing your effectiveness in a support role
- 6. Support children's play and learning by:**
 - encouraging and supporting children to be creative in physical play
 - offering a range of play opportunities to children
 - supporting children's rights and choices in play
- 7. Support a child with disabilities or special educational needs by:**
 - providing care and encouragement and supporting personal hygiene needs
 - providing support to help the child to participate in activities and experiences
- 8. Contribute to the moving and handling of children with mobility difficulties by:**

- preparing children, environments and equipment for moving and handling
- enabling children to move from one position to another

9. Provide displays by:

- setting up, maintaining and dismantling displays

10. Promote behavior by:

- implementing agreed behavior management strategies
- supporting pupils in taking responsibility for their learning and behaviour

SECONDARY DUTIES

1. The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
2. To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role of **Authority/School**, as may be determined by the **Authority/School** (or nominated representative) from time to time in consultation with the postholder and, if he/she so wishes, with his/her trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Teaching Assistant (Level 1)

Grade 2 (SCP) 3-4

Note to Applicants

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

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • To possess, or be willing to work towards, GCSE English and Mathematics at Grade A* - C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy. • To possess or be willing to work towards Level 2 QCF in Teaching and Learning. • To possess or be willing to work towards a full or emergency Paediatric First Aid certificate within 3 months of starting work. 	Application Form/Checking of Certificates	<ul style="list-style-type: none"> • Willingness to undertake appointed person certificate in first aid administration. • Level 2 Certificate Supporting The Wider Curriculum 	Application Form
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Ability to work effectively within a team environment, understanding classroom roles and responsibilities. • Ability to build effective working relationships with all pupils and colleagues. • Ability to promote a positive ethos and role model positive attributes • Good personal numeracy and literacy skills. 		<ul style="list-style-type: none"> • Willingness to develop basic ICT skills. • Understanding of basic technology - computer, video, photocopier. • Experience of working with &/or caring for children within an education setting. 	Application Form/Interview

<p>SKILLS AND KNOWLEDGE</p>	<ul style="list-style-type: none"> • Awareness and basic understanding of school curriculum KS1 & KS2 • Basic awareness of inclusion, especially within a school setting. • Experience of working with &/or caring for children. KS1 & KS2 <p><i>To work towards demonstrating</i></p> <ul style="list-style-type: none"> • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their education achievements. • Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners. • Demonstrate and promote the positive value, attitudes and behaviour you expect from the pupils with whom you work. • Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning. • Ability to improve your own practice through observations, evaluation and discussion with colleagues. 	<p>Application Form/Interview</p>		
<p>SPECIAL WORKING CONDITIONS</p>	<ul style="list-style-type: none"> • Ability to attend occasional meetings out of school hours. • <u><i>When required</i></u> • Assisting pupils in line with moving and handling guidelines when toileting, feeding and transferring. • Providing hygiene care to pupils • Lifting and carrying equipment as required. 	<p>Application Form / Interview</p>		
<p>SPECIAL WORKING CONDITIONS</p>				

(continued)	<ul style="list-style-type: none">• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.			
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CONFIDENTIAL



SUPPORT STAFF APPLICATION FORM

*(Before completing this form please read the **Notes to Applicants**) Safeguarding*

Statement:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Name of Candidate:

TO BE USED FOR THE FOLLOWING POSITIONS ONLY:

Teaching Assistants at levels 1-4 inclusive

Welfare Assistant / Classroom Assistant (temporary or permanent)

Support Staff Member

Nursery Employee

PLEASE MAKE SURE THAT YOU ARE USING THE LATEST VERSION OF THIS APPLICATION FORM WHICH CAN BE DOWNLOADED FROM THE CATHOLIC EDUCATION SERVICE WEBSITE:

www.catholiceducation.org.uk

BEFORE YOU BEGIN PLEASE CHECK THAT YOU HAVE THE FOLLOWING:

1. Correct application form for the position being applied for
2. Notes to applicants
3. Recruitment monitoring form
4. Consent to obtain references form

PLEASE DO NOT RETURN ANY COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE CATHOLIC EDUCATION SERVICE. PLEASE RETURN ALL COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE SCHOOL/COLLEGE/ACADEMY/MULTI ACADEMY TRUST COMPANY WHERE THE POSITION APPLIED FOR IS BASED, OR AS INSTRUCTED IN THE DETAILS OF THE POST.

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM FULLY BEFORE

**RETURNING IT IF ALL SECTIONS ARE NOT COMPLETED YOUR APPLICATION
MAY NOT BE PROCESSED**

DETAILS OF ROLE APPLIED FOR:

Application for the position of:

Full Time Part Time Job Share

At: School / Academy

At which the:

Governing Body

Academy Trust Company Multi-

Academy Trust Company is the
employer of staff.

In the Local Authority of:

In the Archdiocese / Diocese of:

Please state where you first learned of this vacancy:

Personal Details:

Title:

Surname:

First Name(s):

Known as (if applicable):

Religious Denomination / Faith:

Address:

Telephone Numbers:

Home:

Mobile:

Email Address:

How do you prefer to be contacted? Phone Email

If you are a qualified teacher please complete the following section, if you are not, please proceed to the next section:

DfE Teacher Reference Number:

Do you have Qualified Teacher Status? Yes No

QTS Certificate Number: Date of qualification as a teacher:

Education Workforce Council (Wales only) or other Membership Number:

Details of Present Employment:

Are you presently employed: Yes No

If no, please proceed to the next section.

Details of present post:

Role:

Name of employer:

Name of school / Academy

(if applicable):

Address:

Telephone Number:

Local Authority

(if applicable):

Archdiocese / Diocese

(if applicable):

Permanent Temporary

Full time Part time Job share Description of key duties / responsibilities:

Date of appointment:

Notice required:

If notice already given, date it is

due to expire:

Reason for leaving:

Gross annual salary (include details of salary scale and spine point if applicable):

Employment History and Work Experience:

Please complete in chronological order, starting with the **most recent**:

Employer's name, address and nature of business	Full or part time	Job title and brief description of duties and responsibilities	Dates employed month / year (from – to)	Reason for leaving

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

Dates (from – to)	Activity

If you have ever been ordained and/or been a member of a religious community please provide details here:

Post-11 education and training:Please complete in chronological order, starting with the **most recent**:

Full name and address of establishment	Full or part time	Dates attended month / year From - to	Date of award	Awarding body and registration number (if known)	Award and classification
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Post-Graduate Qualifications (please state if you hold the Catholic Certificate of Religious Studies (or equivalent))

Higher Education Qualifications

School / College Qualifications

Continuing Professional Development

Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post.

Course Title	Course Provider	Length of Course	Dates From – To	Award / Classification (if applicable)

Please provide details of your most recent safeguarding training:

Professional Memberships:

Please list any professional bodies of which you are a member:

Interests and Hobbies:

Please list your interests and hobbies outside of work:

Supporting Statement:

Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post.

References:

A referee who is a current or former employer should have full access to the applicant's personal records, to the extent that this is achievable in compliance with the General Data Protection Regulation. Schools / Academies / Colleges of a Religious Character (in England only) are permitted, when recruiting Support Staff to give preference to applicants who are Catholic where attaching this requirement to the post is a proportionate means of achieving a legitimate aim (commonly known as a "genuine occupational requirement").

If you are a practising Catholic, you should nominate as one of your referees your Parish Priest / the Priest of the Parish where you regularly worship.

If you are Catholic but do not consider yourself to be "practising", you may (as an alternative to nominating your Parish Priest as a referee), provide a copy of your baptism certificate, or the name and address of the parish where you were baptised and the date of your baptism.

In requesting a Priest's reference or baptismal information, it is not our intention to deter applications and non-Catholics are welcome to apply. Please see the Notes to Applicants for further guidance. It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference. Please also ensure that you complete and return the consent to obtain references form with your application.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want us to take up references at this stage and provide reasons.

Referees will also be asked for information about:

- all disciplinary offences (including those where the penalty is "time expired" if related to children); and
- all child protection allegations including the outcome of any child protection investigations.

You are advised to read the relevant section of the Notes to Applicants before completing this section.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee. **Present School / Employer:**

Name:

Address:

Role:

Telephone:

Email:

Other Professional (where you are not currently employed with children, this must be your most recent school / college / employer prior to your current employer):

Name:

Address:

Role:

Telephone:

Email:

Parish Priest / Priest of the Parish where you regularly worship (if applicable):

Name:

Address:

Role:

Telephone:

Email:

Please tick this box if you have enclosed a copy of your baptism certificate with this application form:

If you have not nominated your Parish Priest as a referee and you have not provided a copy of your baptism certificate please enter the name and address of the Parish where you were baptised and the date of your baptism here:

If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust Company / Multi Academy Trust Company or any current employee(s) of the Governing Body / Academy Trust Company / Multi Academy Trust Company please provide the relevant details here:

Name(s) of Governing Body / Academy Trust Company / Multi Academy Trust Company / Employee(s):

Relationship(s) to you:

Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks

The Governing Body / Academy Trust Company / Multi Academy Trust Company is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes No

If yes please provide full details:

It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks ("DBS Checks") in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box you consent to a DBS Check(s) being made:

Rehabilitation of Offenders Act 1974

If you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013), then the details of these must be disclosed if you are invited for interview.

If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant section of the Disclosure Form.

Request for Your Consent to Process Your Data

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

Important information regarding your consent

1. We are [insert name and address of school and state whether VA, Academy, Independent etc. If you are part of a multi academy trust, state the registered name of the academy trust company and state that the academy trust company is the data controller and explain that the school is part of the multi academy trust].
2. Being a Catholic education provider we work closely with the school’s / academy’s Diocesan Authority, the school’s / academy’s Trustees, the Local Authority, the Department for Education, the Catholic Education Service and [insert name(s) of other relevant third party(ies)] with whom we may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is [insert name of data protection officer] and you can contact them with any questions relating to our handling of your data. You can contact them by [insert method of contact and contact details].
4. We require the information we have requested on this form in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data¹ this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.

¹ Article 9(1) GDPR sets out the special categories of personal data as follows: “personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation....”

7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
9. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
10. To read about your individual rights you can refer to our fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by [insert details of the school / academy trust company / multi academy trust company complaints procedure]. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner's Office via their website at www.ico.org.uk.

Request for your consent

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes No
- Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-11 above
- I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes No

Immigration, Asylum and Nationality Act 2006

The Governing Body / Academy Trust Company / Multi Academy Trust Company will require you to provide evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in the Notes to Applicants. By checking the box below you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested: **Immigration**

Act 2016

The ability to communicate with members of the public in accurate spoken [English / Welsh] is an essential requirement for the post. The requirement is applicable to public sector workers with publicfacing roles as per the statutory code of practice relating to Part 7 of the Immigration Act 2016.

Declaration

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) or the Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Signature:

Date:

(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which will be provided to you before interview if you are shortlisted).