

# St. John Vianney R.C. School



## Job Application Pack



Steps to Independence & Education for Life

Required for September 2026

# Teaching Assistants

Levels: TA2 and TA3

**St John Vianney RC School**

Rye Bank Rd,

Firswood,

Stretford

M16 0EX

**Tel: 0161 881 7843**

**Headteacher: Mr A Moloney**



## St John Vianney RC School Teaching Assistant Vacancies

(at TA2 and TA3 Levels)

*One Year, Fixed Term Contract from September 2026 in the first instance.*

**Salary:** TA2: NJC points 5-7, £25 583 - £26 403. TA3: NJC points 8-11, £26 824 - £28 142  
(dependent on skills and experience)

The Governors of this Roman Catholic day school for pupils with autism, learning difficulties and complex needs are seeking to appoint well-qualified, ambitious and committed Teaching Assistants who will join the school team on the next stage of its journey. This is a fantastic opportunity for suitably experienced Teaching Assistants, with a proven record of success. The position provides excellent opportunities for further career progression.

### Each successful candidate will be:

- An excellent TA with the ability to inspire and support high quality learning for all pupils.
- A TA who is skilled and experienced in supporting children and young people with a variety of needs.
- Dedicated to improving the life choices of all children.
- Committed to partnership with families and other agencies.
- Knowledgeable and passionate about SEND.
- Able to work as part of a team and inspire others.
- Committed to sustaining and developing the school and its Catholic ethos.

### We will offer you:

- A lively, creative and inclusive school committed to improving the lives of children & young people.
- A supportive and friendly environment.
- The opportunity to work in partnership with the other staff members in developing the pastoral and learning culture of the school.
- An ambitious, dedicated and hardworking team, consistently supporting the school on its journey to Outstanding.
- A Governing Body who is supportive and passionate about achieving the highest standards in all areas and committed to the professional development of staff.

**Closing date for applications is 12:00pm (noon) on Friday 24<sup>th</sup> April 2026**

**Interviews are planned for the week commencing 4<sup>th</sup> May 2026**

**To download an application pack and for more information about our school please visit our website:**

[www.stjohnvianneyschool.co.uk](http://www.stjohnvianneyschool.co.uk)

Please send completed applications to Lorna Hamilton via email: [L.Hamilton@stjohnvianneyschool.co.uk](mailto:L.Hamilton@stjohnvianneyschool.co.uk)

*St John Vianney School and The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to enhanced DBS checks and Disqualification Declaration.*



DIocese of SALFORD

# Teaching Assistant Level 2



Job Title: TA2 SEN: Salary Range: NJC points 5-7, £25,583 - £26,403

Full time: Hours - 36.25 per week for a 39 -week working year.

**Teaching Assistants at SJV are paid all year round.**

## Job Description

**NJC Scale 2/3** -To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. The TA may be required to supervise groups of pupils undertaking activities in non-teaching situations.

### SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with specific needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

### SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning and record keeping of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.

# Teaching Assistant Level 2



## **SUPPORT FOR TEACHERS**

- Provide clerical/admin. support e.g. photocopying, typing, filing, cash handling, administration of coursework etc.

## **SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, KS4/5, early years and recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

## **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the School.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils in non-teaching times, including before and after School and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of School activities as required and take responsibility for a group under the supervision of the teacher.
- Undertake any reasonable duties at the request of the Headteacher or SLT

# Teaching Assistant Level 2



## Person Specification

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age.</li> </ul>
<b>Examples of recommended qualifications, knowledge and training requirements</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills.</li> <li>• Completion of DfES Teacher Assistant Induction Programme.</li> <li>• Participation in development and training opportunities.</li> <li>• To be qualified to NVQ level 2 or working towards NVQ3.</li> <li>• Sound knowledge of the literacy / numeracy KS3, KS4 and 5 / Foundation Stage strategies and a good overview of Key Stage relevant curriculum.</li> <li>• Sound knowledge of one or more areas of special need and Code of Practice for SEN.</li> <li>• Sound knowledge of the causes and patterns of poor behaviour and strategies to address these.</li> <li>• Sound knowledge of how children learn and how to create and maximise learning opportunities.</li> <li>• To be able to work as part of a team and to have good interpersonal relationships.</li> <li>• To have attended significant CPD relevant to job and – in the case of those working with particular SEN pupils – to have become skilled in dealing with particular areas of special need though attending specialist training.</li> <li>• Desirable to have completed (depending on job / setting) CACHE CPD SEN Level 2 or similar.</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Appropriate knowledge of first aid.</li> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> <li>• Effective use of ICT to support learning.</li> <li>• Use of other equipment / technology – video, photocopier.</li> <li>• Understanding of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.</li> <li>• Basic understanding of child development and learning.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> </ul>



## **SEN PAYBAND**

TAs appointed to roles at SJV must be prepared to carry out duties that include:

- Dealing with complex behaviour/emotional needs
- Dealing with complex physical, care and personal needs, including lifting and handling
- Support complex sensory needs
- Attend appropriate in service training as required to address the complex needs of the pupils
- Communicate with parents/carers and other professionals around complex issues/needs
- Be aware that the job may require TAs to work in difficult and challenging conditions arising from anti-social, challenging behaviour or medical conditions

## **Training**

The School will arrange for TAs to have access to a range of training appropriate to their role.

# Teaching Assistant Level 3



Job Title: TA3 SEN: Salary Range: NJC Points 8 -11, £26,824 - £28,142

Full time: Hours - 36.25 per week for a 39-week working year.

**Teaching Assistants at SJV are paid all year round.**

## Job Description

**NJC Scale 4** - To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

Staff may also be asked to supervise whole classes occasionally during the short-term absence of teachers (e.g. illness, Inset, PPA). This will not normally amount to more than 3 consecutive days. The primary focus will be to maintain good order and to keep pupils on task. Such supervision will need to respond to questions and generally assist pupils to undertake set learning activities planned by teachers.

### **SUPPORT FOR PUPILS**

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development, tracking and implementation of IEPs.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

### **SUPPORT FOR THE TEACHER**

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.



## **SUPPORT FOR THE TEACHER**

- Be responsible for keeping and updating records as agreed with the teacher and contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

## **SUPPORT FOR THE CURRICULUM**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, KS4/5, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

## **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the School.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

# Teaching Assistant Level 3



## SUPPORT FOR THE TEACHER

- Provide appropriate guidance and supervision and assist in the training and development of other staff as appropriate.
- Undertake planned supervision of pupils' out of School hours learning activities.
- Supervise pupils on visits, trips and out of School activities as required.

## Person Specification

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with children of relevant age</li> </ul>
<b>Examples of recommended qualifications, knowledge and training requirements</b>	<ul style="list-style-type: none"> <li>• NVQ 3 for Teaching Assistants or equivalent qualification or experience (or working towards)</li> <li>• Very good numeracy/literacy skills.</li> <li>• Completion of DfES Teacher Assistant Induction Programme.</li> <li>• Participation in development and training opportunities.</li> <li>• Sound knowledge of the literacy / numeracy / KS3, KS4 and 5 / Foundation Stage strategies and a good overview of Key Stage relevant curriculum.</li> <li>• Sound knowledge of one or more areas of special need and Code of Practice for SEN.</li> <li>• Sound knowledge of the causes and patterns of poor behaviour and strategies to address these.</li> <li>• Sound knowledge of how children learn and how to create and maximise learning opportunities.</li> <li>• To be able to work as part of a team and to have good interpersonal relationships.</li> <li>• To have attended significant CPD relevant to job and – in the case of those working with particular SEN pupils – to have become skilled in dealing with particular areas of special need though attending specialist training.</li> <li>• Desirable to have completed (depending on job / setting) CACHE CPD SEN Level 2 or similar.</li> <li>• Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.</li> <li>• Appropriate first aid training.</li> </ul>

# Teaching Assistant Level 3



<b>Knowledge/Skills</b>	<ul style="list-style-type: none"><li>• Ability to relate well to children and adults.</li><li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li><li>• Effective use of ICT to support learning.</li><li>• Use of other equipment technology – video, photocopier.</li><li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li><li>• Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.</li><li>• Understanding of principles of child development and learning processes</li><li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li><li>• Ability to relate well to children and adults.</li></ul>
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## SEN PAYBAND

TAs appointed to roles at SJV must be prepared to carry out duties that include:

- Dealing with complex behaviour/emotional needs
- Dealing with complex physical, care and personal needs, including lifting and handling
- Support complex sensory needs
- Attend appropriate in service training as required to address the complex needs of the pupils
- Communicate with parents/cares and other professionals around complex issues/needs
- Be aware that the job may require TAs to work in difficult and challenging conditions arising from anti-social, challenging behaviour or medical conditions

## Training

The School will arrange for TAs to have access to a range of training appropriate to their role.







# APPLICATION PROCESS



Before applying for this position, please read this application pack in full. It contains key information about the school, Job Description and Person Specification. Please also read our Child Protection & Safeguarding Policy, which can be accessed via the following link: [Policies](#)

## APPLICATION DOCUMENTS

Applicants are required to read, complete and submit **all** of the relevant documentation in the table below, returning via email to Lorna Hamilton at [L.Hamilton@stjohnvianneyschool.co.uk](mailto:L.Hamilton@stjohnvianneyschool.co.uk)

DOCUMENT NAME	DESCRIPTION/PROCESS	DOCUMENT
		(click on the link or double click on icon below to open document)
NOTES TO APPLICANTS	To assist in the completion of the application form and supplementary documents. To be read by all applicants before applying.	 Notes to Applicants Jan 2026.docx <a href="#">Notes to applicants</a>
APPLICATION FORM	To be completed in full and submitted with initial application.	 Application Form - Support Staff 2026.c <a href="#">Application Form</a>
RECRUITMENT MONITORING FORM	To help schools fulfil their duties under the Equality Act. Not obligatory. To be sent with initial application.	 Recruitment_Monit oring_Form_2026.dc <a href="#">Recruitment Monitoring</a>
DISCLOSURE FORM	To ensure certain pre-employment checks are conducted in accordance with statutory requirements. Mandatory. Following a successful application, to be completed and brought to interview in a sealed envelope and handed to the Interview Panel.	 Rehabilitation_of_ Offenders_Act_1974 <a href="#">Disclosure Form</a>
EQUALITY ACT, REASONABLE ADJUSTMENTS STATEMENT	To enable school to comply with their duties to make reasonable adjustments as prescribed by the Equality Act 2010. To be read by applicants prior to application.	 Equality_Act_2010_ _Reasonable_Adjust <a href="#">Equality Act</a>
DISQUALIFICATION POLICY	To be read by applicants prior to application and sent in with initial application.	 Disqualification Policy 2026.docx <a href="#">Disqualification Policy</a>
SREFERENCE CONSENT FORM	To enable school to take up references listed in the application form. Mandatory. To be sent with initial application.	 Consent to Obtain References Form 20: <a href="#">Reference Consent</a>

St. John Vianney



School

## St. John Vianney RC School

Rye Bank Rd, Stretford. M16 0EX

Tel 0161 881 7843

[www.stjohnvianneyschool.co.uk](http://www.stjohnvianneyschool.co.uk)