

Job Advert

Required:	As soon as possible
Salary:	£25,583 pro rata (actual salary: £8,002)
Hours:	13.75 per week, Term Time Only
Contract Type:	Maternity Cover
Location:	St Joseph's Catholic Primary School, Rosecroft Lane, Loftus, TS13 4PZ

We are seeking to appoint an organised, creative and enthusiastic person to support our Breakfast Club provision as soon as possible from 8am – 8.45am Monday- Friday and then work as a teaching Assistant in our school until 11am each day.

You will be suitably qualified to at least a full and relevant Level 2 qualification. Please refer to the attached Job Description and Person Specification enclosed.

St Joseph's Catholic Primary School is part of the Nicholas Postgate Catholic Academy Trust (NPCAT), a family of 38 schools and 2 sixth forms from across the Diocese of Middlesbrough. With more than 12,300 pupils and 1,500 staff, the Trust is one of the North-East's largest Catholic Trusts.

The successful candidate will:

- Have experience of working with children
- Have excellent standards of literacy, numeracy and spoken English
- Support pupils' learning needs
- Demonstrate excellent behaviour management and communication skills to support pupils with different needs and abilities
- Work flexibly and be committed to ensuring a wide range of fun, creative and engaging activities

We can offer:

- A welcoming community with a strong Catholic ethos
- Well behaved and motivated children who enjoy learning and coming to school
- A welcoming and supportive staff team
- Supportive and dedicated parents and governors
- Opportunities for your own Continuous Professional Development

If you would like any further information please do not hesitate to contact the school on enquiries@stjosephs.npcat.org.uk



Closing date: Friday 11th September 2026, 9am
Interview date: Wednesday 16th September 2026

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Teaching Assistant Level 2

Grade: D, SCP 5

Job Purpose

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.

Main Responsibilities

Support for Pupils

- Supervise and provide particular support for pupils, including those with special 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 the Teacher

- 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

- 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
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer 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, Foundation Stage curriculum, etc, - 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 catholic 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 out of lesson 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

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine.

EMPLOYEES ARE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

**THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS –
AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE**

Person Specification - TA2

Stage	Essential			
Qualifications & Training	E1	Good numeracy/literacy skills	D1	Recent safeguarding training
	E2	Level 2 qualification for Teaching Assistants or equivalent qualification or experience	D2	Appropriate first aid training
	E3	Training in the relevant area e.g. literacy		
Experience	E4	Working with or caring for children of relevant age		
Knowledge & Skills	E5	Effective use of ICT to support learning		
	E6	Use of other equipment technology e.g. interactive whiteboard, video, photocopier		
	E7	Understanding of relevant policies/codes of practice and awareness of relevant legislation		
	E8	General understanding of national/foundation stage curriculum and other basic learning programmes e.g. phonics		
	E9	Basic understanding of child development and learning		
	E10	Ability to self-evaluate learning needs and actively seek learning opportunities		
	E11	Ability to relate well to children and adults		
	E12	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		
Personal Characteristics	E13	Committed Enthusiastic Organised Flexible Patient Resourceful Empathetic		

Special Requirements	E14	An understanding of the Catholic ethos of NPCAT		
	E15	An understanding of safeguarding and child protection requirements		

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Breakfast Club Assistant (Level 2)

Grade: D, SCP 5

Job Purpose

- To assist in the organisation and running of the Breakfast Club.
- To provide a safe and secure environment for children attending and providing appropriate play activities.
- To assist in ensuring that a caring and stimulating environment is provided for children, that takes into account individual development needs and enables children to reach their full potential.

Main Responsibilities

- To ensure all children attending the Breakfast Club (including those who have individual needs or are vulnerable) start the club in a calm and positive manner
- Supervise children in collecting snacks and drinks, clearing away cups and snack provisions, moving children to activities in activity areas
- To help lead and organise play and other activities
- Establish good relationships with children; interact positively with children, encouraging cooperation and mutual support; monitor children's wellbeing; provide help and support to children
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy
- To be aware of the children's personal, social and emotional needs and to respond to these appropriately, encouraging independence
- To consider the needs of pupils in all decisions about the club
- To assist in providing a service that respects children's life experiences and celebrates diversity; in terms of language, culture, ability, race and religion
- To carry out the duties and responsibilities of the post with regard to the Equal Opportunities Policy Nicholas Postgate Catholic Academy Trust

- To discuss individual children's issues and development with the Headteacher and other members of staff as appropriate and to take any necessary action
- To attend any relevant courses to ensure continuing professional development and to keep abreast of key developments that affect the Breakfast Club
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Encourage pupils to interact with others and engage in activities
- Managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Support pupils to understand instructions
- Assist in preparing and maintenance of equipment/resources
- Contribute to the overall ethos/work/aims of the school
- Any other duties as may be reasonably required to reflect changing needs and circumstances within the Breakfast Club Safeguarding, Equality & Diversity and Health & Safety

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification - BCA

Stage	Essential	
Experience	E1	Experience of working with children of relevant age.
Qualifications & Training	E2	Good numeracy/literacy skills
	E3	Level 2 qualification for Teaching Assistant or equivalent.
	E4	First Aid training/training as appropriate.
Knowledge & Skills	E5	Use of other equipment, technology - computer based systems, photocopiers etc.
	E6	Understanding of relevant policies/codes of practice and awareness of relevant legislation.
	E7	Basic understanding of development and learning.
	E8	Ability to relate well to children and adults.
	E9	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
Personal Characteristics	E10	Caring attitude towards pupils and parents.
	E11	Ability to demonstrate enthusiasm and sensitivity whilst working with others.
	E12	High expectations of staff and pupils.
	E13	Flexible and willing to be involved in the extended life of the school and the wider community.
	E14	Willingness to embrace the Catholic nature of the school.
Special Requirements	E15	An understanding of the Catholic ethos of NPCAT
	E16	An understanding of safeguarding and child protection requirements