



Part-time Teaching Assistant (Level 2)

Candidate Information September 2026

A message from the Head of School

Thank you for your interest in Cardinal Newman Catholic High School. We are a vibrant, ambitious and caring community, with students drawn from a variety of backgrounds. Everything that happens within our school is inspired by gospel values and Cardinal Newman's words that we are all 'a link in a chain. A bond of connection between persons.' Our most recent denominational inspection (2022) celebrated a 'genuine, loving and happy community in which each person is known and valued,' whilst our most recent Ofsted inspection (November 2022) concluded that we are a Good school where students 'learn and achieve well.'

We are a good school (Ofsted 2022) located in Latchford, Warrington with a large catchment area extending across the South of Warrington from which we draw our 850 pupils.

Our ambitious and rigorous curriculum leads to strong academic outcomes with our students making good progress. We deliver a vibrant and rigorous curriculum, which prepares our students well for their future, with 51% of students completing the EBACC qualification at KS4 in 2025. Languages is a key part of our success in this area with students currently choosing from German and French, both of which are studied throughout KS3. 51.2% of pupils achieved a Grade 4+, with 22.6% of students achieving a 5+ in the basic measures.

The extracurricular life of our school is flourishing, with a wide variety of enrichment activities. Our Chaplaincy is at the heart of this, offering opportunities at every break and lunch time as well as engagement with external visits and retreats, all of which are very well attended by our young people. We have a wide variety of sports clubs. We have particular success in Rugby League and Rowing for both our male and female teams, but our sporting offer is wide ranging and growing. Our Performing Arts are a key component of the enrichment on offer with a variety of musical ensembles, and a highly successful school show. Our programme of school visits, including our Geography trip to Iceland and Languages trip to Berlin ensure our students have a growing understanding of the wider world, and their role within it as active citizens. Our cutting-edge provision in mental health and our outstanding pastoral team ensure that our students also have the emotional skills they need to succeed throughout their lives.

Our staff team are also committed to lifelong learning and continuing professional development. Our CPD offer is comprehensive, combining in-house coaching and development programmes alongside excellent provision from our partner TSAs and our Diocese. These programmes ensure that staff can access exciting opportunities and continue to develop as professionals throughout their time with us, to the benefit of their own learning as well as the experience of our students.

If you would like to find out more about our school and our community, please contact Michele Walker, Headteacher's PA on 01925 635556 or at mwa@cardinal-newman.co.uk

Governors seek the following appointment for September 2026

Teaching Assistant Level 2

Part-time, 19.5 hours per week term time only plus 1 week for Inset days, Grade 4, SCP 6 to 7, £25,989 to £26,403 (Pro-rata £11,781 to £11,969)

We require a talented and enthusiastic Level 2 Teaching Assistant to join our vibrant, ambitious and caring school. We are looking for an outstanding candidate to enhance the learning of students who have a range of learning needs, with a particular focus on social, emotional and mental health issues. This is a fantastic opportunity for a highly motivated professional to join a very successful team.

The successful candidate will be able to work effectively as a member of a team, be well organised and efficient and have a calm and approachable disposition when dealing with students and staff. This exciting and rewarding role requires someone who is flexible, adaptable and who is also able to show initiative in the classroom and when working with groups and individual students.

Closing date for receipt of applications: Friday 9 October 2026

Please note a current CES application form (version 12) and a Model Rehabilitation of Offender act 1974 must be completed for this post. Forms can be emailed to Mrs Michele Walker mwa@cardinal-newman.co.uk

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Post is subject to an Enhanced DBS Disclosure and online checks.

About the Department

The SEND department is a forward-thinking department which strives to develop the inclusion, independence, and confidence of young people with additional needs. You will be joining a department of six teaching assistants, a Specialist Teacher and a SENCo.

The department work collaboratively with teaching staff, pastoral teams and external agencies to ensure students have access to high quality provision that supports their progress and unlocks their potential. The department have their own designated resource base 'The Oasis' and students with additional needs can access this resource throughout the school day.

The team offer a wide variety of intervention programmes and activities that address key areas of need and help students develop their skills, confidence, and attitudes to learning. The progress of the young person is monitored and reviewed regularly in line with the Plan, Do, Review cycle.

The department has excellent links with both primary schools and post 16 providers to ensure continuity of support as students progress onto the next stage of their education.

Teaching Assistant

Job Description

Purpose:

To work with individuals and groups of students under the direction or instruction of teachers/SENCO and/or senior leaders.

To enable access to learning for all students, taking into account individual learning needs and providing assistance and support when working in the classroom, in small groups and 1:1.

To review, organise and deliver a range of interventions that support students' progress and achievement.

Support for Students

- Promote inclusion and acceptance of all students.
- Establish good working relationships with students, acting as a role model and setting high expectations.
- Support the development of students' confidence, self-esteem, and independence.
- Employ strategies to engage students in their learning and recognise and reward achievement.
- Plan and deliver individual/small group interventions and personal learning programmes.
- Monitor and review SEND support plans and students' passports.
- Provide specific individual and personal care needs as necessary, ensuring student safety and enabling access to the curriculum.
- Under the guidance and direction of SENCo/ teachers, provide feedback to pupils in relation to progress and achievement.
- Provide support for SEND and vulnerable students during breaktimes, and in the Tranquillity Suite, as directed by the SENCo and senior leaders.
- Provide personal care where necessary for individual students.

Support for Teacher

- Deliver evidence-based interventions / intervention packages reporting back to the teacher/ SENCO.
- Monitor students' responses to learning and provide objective and accurate feedback about progress.
- Be responsible for keeping and updating records in an agreed format with the teacher/SENCO.
- Administer routine tests and accurately record achievement/progress.
- Promote positive values attitudes and good student behaviour, dealing promptly with conflict and incidents and encouraging students to take responsibility for their own behaviour in line school policy.

- Attend meetings with parents/carers when necessary.
- Observe, mentor and record students' progress/ behaviours to inform next steps.

Support for the Curriculum

- Support the delivery of literacy/numeracy/personal development programmes during form time.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Help to develop SEND students' study and organisational skills and ensure they are prepared and ready to learn at the start of each day.

Support for the School

- To provide administration support as directed by the SENCo.
- To provide support for vulnerable students working in the Tranquillity Suite
- Comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality, and data protection.
- Engage with before school, break and after school supervision duties as assigned
- Attend weekly meetings /staff briefings/INSET as appropriate.
- Carry out other duties as required in support of the school within the scope of this post

Personal Development and Professional Attributes

- Actively engage with the school's CPD and training offer.
- Contribute to the development priorities of the department and the school.
- Regularly review practice, participating in the school's appraisal cycle.

Person Specification

Teaching Assistant

	Essential	Desirable	Evidence
Qualifications/Experience 1. NVQ III or equivalent in teaching assistance 2. GCSE Maths and English Language at grade C or above 3. Experience of working with students with a range of Special Educational Needs 4. Training in special educational needs strategies 5. Willingness to undertake appointed person certificate in first aid/positive handling	 ✓ ✓	 ✓ ✓ ✓	Application Form Application Form Application Form Application Form/Interview Application Form Application Form
Interpersonal 1. Ability to work co-operatively with a wide range of staff and as part of a team 2. Ability to relate positively to students, and show a fundamental commitment to them and their development 3. Ability to work in partnership with Governors, parents and the community 4. Commitment to achieving the highest standards 5. Enthusiasm and resilience 6. Sense of humour 7. Commitment to continuing to develop professionally 8. Willingness to contribute to the school's programme of extra-curricular activities 9. Willingness to support and contribute to school's Christian ethos	 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓ 	Application Form/ References/Interview Application Form/ References/Interview Application Form/Interview Application Form/Interview Application Form/Interview Interview Application Form/Interview Application Form/Interview Application Form/Interview
Knowledge/skills 1. Clear expectations on pupil behaviour and discipline 2. Administrative and organisational skills, with good attention to detail 3. Good oral and written skills 4. Good ICT skills 5. Good time keeping skills and an ability to work to deadlines 6. Understanding of the SEN Code of Practice 7. Understanding of inclusion, especially within a school setting 8. Experience of resource preparation to support learning programmes 9. Understanding and commitment to safeguarding practices and procedures	 ✓ ✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview

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Michele Walker
Headteacher's PA
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