



# Teaching Assistant (Level 4)

Candidate Information September 2025

# A message from the Headteacher

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 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.'

At Cardinal Newman Catholic High School, we are proud to be a caring and inclusive community where every student is valued and supported. We understand how important it is for parents to choose the right school, and we are committed to providing a safe, inspiring, and nurturing environment where your child can thrive.

Our school is rooted in strong Catholic values; service, compassion, forgiveness and truth which guide our approach to education and personal development. We focus on the whole child—supporting academic achievement, emotional wellbeing, and spiritual growth.

Our dedicated staff work closely with families to help students become confident, compassionate, and responsible individuals. Through a broad curriculum and a wide range of extra-curricular activities, we encourage every child to discover their strengths and reach their full potential.

We also set high expectations for behaviour and conduct, creating a calm and respectful atmosphere where students feel secure and learning can flourish.

We hope our website gives you a clear insight into life at Cardinal Newman. If you would like to know more or arrange a visit, please don't hesitate to get in touch.

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](mailto:mwa@cardinal-newman.co.uk)

**Mrs. H. Pinnington**

Head of School



“  
We are a **vibrant,**  
**ambitious** and **caring**  
community  
”

# Governors seek the following appointment for **September 2025**

## Teaching Assistant

**Teaching Assistant Level 4 (Full time, term time plus one week, Grade 6, SCP 15-22: £22257-£25320 pro-rata)**

We require a talented and enthusiastic 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 Monday 29<sup>th</sup> September 2025  
Interviews to be held week commencing 29<sup>th</sup> September 2025

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](mailto: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

### 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 **eight** teaching assistants, a Specialist Teacher **Assessor** 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 provide higher level support for teaching and learning, working under the direct instruction of the SENCO.**

**To support the progress and development of students with additional needs, with a particular focus on supporting students with SEMH needs.**

**To work closely in partnership with teachers and pastoral staff to identify and remove barriers to learning for students with SEMH needs.**

### Support for Pupils

- Deliver small group teaching to KS4 students who follow an alternative curriculum
- Act as a key worker for students with SEMH needs, supporting them in 1-to-1 intervention and in classroom settings
- Act as a form mentor to a small group of students with SEMH needs in a morning
- Provide support for students with SEMH needs at social times
- Establish good working relationships with students, setting high expectations and acting as a role model.
- Establish good working relationships with parents and carers of key students, providing regular contact with home
- Provide consistent support to all students, responding appropriately to individual student's needs.
- Promote the inclusion and acceptance of all students within the classroom and ensure all students have equal access to opportunities to learn and develop.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes and Early Help applications for key students
- Contribute to Annual Reviews of EHCPs, school reviews and parent meetings as needed.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
- Provide, under the direction of the SENCO, support for SEND students in the form of 1-1 and/or group work.

### Support for Teacher

- To develop a mutually supportive relationships with teaching staff
- Use strategies, in liaison with teaching staff, to support students to fulfil their potential.
- Monitor students' responses to learning activities and record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on students' achievement and progress.
- Support the teacher in implementing the schools' behaviour system and encourage students to take responsibility

### Support for the Curriculum

- Prepare resources to support students to access the curriculum.
- Plan and deliver evidence-based interventions / intervention packages reporting back to the teacher/ SENCO.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Determine the need for, preparing and maintaining general and specialist equipment and resources.

### Support for the School

- Treat everyone in our community fairly, equitably and with dignity and respect
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students.
- 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.
- Participate in the school's appraisal cycle.

# Person Specification

## Teaching Assistant

	Essential	Desirable	Evidence
<b>Qualifications/Experience</b> <ol style="list-style-type: none"> <li>1. NVQ III or equivalent in teaching assistance</li> <li>2. GCSE Maths and English Language at grade C or above</li> <li>3. Experience of working with students with a range of Special Educational Needs</li> <li>4. Training in special educational needs strategies</li> <li>5. Willingness to undertake appointed person certificate in first aid/positive handling</li> </ol>	  ✓   ✓	 ✓  ✓  ✓	Application Form Application Form Application Form Application Form/Interview Application Form Application Form
<b>Interpersonal</b> <ol style="list-style-type: none"> <li>1. Ability to work co-operatively with a wide range of staff and as part of a team</li> <li>2. Ability to relate positively to students, and show a fundamental commitment to them and their development</li> <li>3. Ability to work in partnership with Governors, parents and the community</li> <li>4. Commitment to achieving the highest standards</li> <li>5. Enthusiasm and resilience</li> <li>6. Sense of humour</li> <li>7. Commitment to continuing to develop professionally</li> <li>8. Willingness to contribute to the school's programme of extra-curricular activities</li> <li>9. Willingness to support and contribute to school's Christian ethos</li> </ol>	✓ ✓ ✓ ✓ ✓ ✓ ✓  ✓	      ✓  	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
<b>Knowledge/skills</b> <ol style="list-style-type: none"> <li>1. Clear expectations on pupil behaviour and discipline</li> <li>2. Administrative and organisational skills, with good attention to detail</li> <li>3. Good oral and written skills</li> <li>4. Good ICT skills</li> <li>5. Good time keeping skills and an ability to work to deadlines</li> <li>6. Understanding of the SEN Code of Practice</li> <li>7. Understanding of inclusion, especially within a school setting</li> <li>8. Experience of resources preparation to support learning programmes</li> <li>9. Understanding and commitment to safeguarding practices and procedures</li> </ol>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	        	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

The extra curricular  
life of our school is  
**flourishing** with  
a wide **variety**  
of **enrichment**  
opportunities



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**Web:** [www.cardinal-newman.org.uk](http://www.cardinal-newman.org.uk)