

Job Advert

Required:	As soon as possible
Salary:	£28,598 - £30,024 pro rata (actual salary: £16,027 - £16,826)
Hours:	24 hours per week, Term Time Only plus 1 week
Contract Type:	Permanent
Location:	St Gerard's Catholic Primary School, Avalon Court, Hemlington, Middlesbrough, TS8 9HU

Described as *A Haven of Calm*, St Gerard's Catholic Primary School is an inclusive caring community that holds the children and families at the centre of all it does. Our children are taught to love one another in an environment where they feel safe, valued, and cared for. They are a genuine pleasure to be with. We are looking for someone who believes in supporting every child to flourish academically, socially, and spiritually.

The trust and governors wish to appoint an enthusiastic, talented and highly motivated Higher Level Teaching Assistant to join our friendly and hardworking team. The candidate should have the passion to work with and nurture all of our children, the vision and drive to make a significant impact in our school and be committed to making a difference to the lives of our children.

Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

St Gerard's Catholic Primary School is part of Nicholas Postgate Catholic Academy Trust, a family of 32 primary schools, and 6 secondary schools. With more than 12,300 pupils and 1,500 staff, the Trust is now one of the largest Catholic Multi Academy Trust in the UK.

The successful candidate will:

- Embrace and uphold the vision and ethos of our Catholic school;
- Be able to support in the delivery of high-quality learning experiences;
- Have high expectations of learning and behaviour;
- Be able to communicate sensitively with parents/carers;
- Have excellent standards of literacy, numeracy and spoken English;
- Support pupils' learning needs;
- Have a desire to be involved in all aspects of school life.

We offer you:

- A welcoming community with a strong Catholic ethos;
- Well behaved and motivated children who enjoy learning and coming to school and are a pleasure to be with;

- A welcoming and supportive staff team;
- Supportive and dedicated parents and governors;
- Opportunities for your own Continuous Professional Development.

Visits to the school are very welcome. Please contact Mary Kelly, Business Support Officer on 01642 591820 or email the school at enquiries@stgerards.npcat.org.uk to arrange a visit or for further information.

Closing date: Friday 2nd October 2026, 9am
Interview date: Monday 12th October 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 4 (HLTA)

Grade: G SCP 12-15

Job Purpose

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development. May also be responsible for the management and development of a specialist area within the school and/or the management of other teaching assistants including allocation and monitoring of work, appraisal and training.

Main Responsibilities

Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement IEPs
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils constantly whilst recognising and responding to their individual needs
- Encourage pupils to interact and work cooperatively 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

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- Supporting the role of parents in pupils' learning and contributing to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc.

Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, Foundation Stage curriculum, etc, and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting 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

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

Line Management Responsibilities where appropriate

- Manage other teaching assistants
- Liaise between managers/teaching staff and teaching assistants
- Hold regular team meetings with managed staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

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

Stage	Essential	
Experience	E1	Experience working with children of relevant age in a learning environment
Qualifications & Training	E2	Meet Higher Level Teaching Assistant standards
	E3	Level 3 qualification for Teaching Assistants and substantial experience
	E4	Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths
	E5	Training in relevant learning strategies e.g. literacy
	E6	Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT
Knowledge & Skills	E7	Can use ICT effectively to support learning
	E8	Full working knowledge of relevant policies/codes of practice/legislation
	E9	Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies
		Good understanding of child development and learning processes
	E10	Understanding of statutory frameworks relating to teaching
	E11	Ability to organise, lead and motivate a team
	E12	Constantly improve own practice/knowledge through self-evaluation and learning from others
	E13	Ability to relate well to children and adults
	E14	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Personal Characteristics	E15	
	E16	Committed Enthusiastic Organised Flexible Patient Resourceful Empathetic
Special Requirements	E17	An understanding of the Catholic ethos of NPCAT
	E18	An understanding of safeguarding and child protection requirements