



St Edmund Arrowsmith Catholic High School

Prepare the way of the Lord, through **ACTIONS**

TEACHING ASSISTANT – LEVEL 2

CANDIDATE INFORMATION PACK

Strong standard



Ofsted



St Edmund Arrowsmith
Catholic High School

ABOUT ST EDMUND ARROWSMITH CATHOLIC HIGH SCHOOL

St Edmund Arrowsmith Catholic High School is committed to providing an education rooted in Gospel values, inspiring pupils to make the world a better place. Prepare the way of the Lord, through **ACTIONS** is the school motto.

Values and Vision

St Edmund Arrowsmith Catholic High School provides an environment for learning that is safe, supportive, caring and encourages life-long learning. Our students often refer to us as their second family as they feel nurtured in the environment provided for them and whilst educational attainment is crucial, we firmly believe that the development of the whole child is the mission of the school and gives all of our pupils the best chance to lead fulfilled and prosperous lives.

We seek to offer a curriculum that meets the needs of all, as we recognise that every young person is uniquely talented. Each pupil is provided with a personalised pathway and understands that this gives them the best chance of achieving their individualised goals. The technology provided to subject and pastoral teachers is the conduit for a structured framework to support and guide pupils along these pathways, using easily accessible data.

In addition to formal lessons, pupils engage in activities that reinforce our Catholic ethos such as form prayers, weekly collective worship, class masses, whole school masses, daily morning prayer, spirituality lessons and much more.

The theme of all that we do with our community of young people is to encourage them to put their faith and beliefs into action and **strive to make the world a better place**.

About us

Established in 1961, **St Edmund Arrowsmith Catholic High School** has a proud history. We are a mixed, voluntary-aided Catholic secondary school for pupils aged 11-16, located in Ashton-in-Makerfield, near Wigan in Greater Manchester. The pupil roll is 1,200 and we are over-subscribed year on year due to the excellent reputation the school holds within the community.

We know that **St Edmund Arrowsmith Catholic High School** is a great place to work and our staff retention figure reflects this. We are a community of like-minded individuals who share a passion for the betterment of young people on every level. We are also passionate about our work-life balance, encouraging wellbeing and mindfulness at every opportunity.

We are blessed with a dedicated and hard-working staff who have retained our status as a high-quality provider of education over many years. Our staff community is incredibly supportive of each other and our personalised CPD programme means that everyone's career development is supported in a way that is specific to them.

For teaching colleagues who join our school, regardless of experience, there is a strong and supportive framework of induction. Also, for those new entrants to teaching, there is a mentoring programme to ensure that qualified teacher status is achieved. We have strong links with the development of new teachers as **St Edmund Arrowsmith Catholic High School** is the lead school within the **Wigan & West Lancashire Catholic Schools Direct** programme. This is carried out in partnership with Liverpool Hope University, an accredited teacher training institution - [Wigan and West Lancashire Catholic School Direct](#).

Ofsted Report – March 2026:

Strong standard



[St Edmund Arrowsmith Catholic High School, Ashton-in-Makerfield - Open - Find an Inspection Report - Ofsted](#)

What is it like to attend this school?

"Pupils are proud ambassadors for their school. They bring the school to life with a strong sense of faith, ambition and a deep sense of community. From the first moment of the day, pupils engage freely in morning prayer, recreational sport, music and warm conversation with staff and peers. Pupils routinely uphold the school's expectations and respond with maturity and self-belief to the routines and values leaders have built over time. Pupils are safe, well known by staff and deeply valued."

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VACANCY: Teaching Assistant – Level 2

Thank you for your interest in the vacancy for **Teaching Assistant – Level 2** (*temporary contract*) at St Edmund Arrowsmith **Catholic** High School.

Our aim has always been to inspire every pupil to want to make the world a better place. This aim sits above all others in defining an education for our pupils.

We are seeking a practitioner who is passionate about achievement and outcomes for young people both academically and personally and if you would like to join our school community as a colleague who is committed to these values, then I look forward to receiving your application form.

To apply, please use the CES application forms provided and return these prior to the closing date stated on the advert **Monday 12 October** at **9.00am** to recruitment@arrowsmith.wigan.sch.uk.

Shortlisted applicants will be contacted as soon as possible and therefore if you have not received any contact within a 2-week period following the closing date, we must advise that you will not have been successful on this occasion.

If you require further information, please do not hesitate to contact the school where you will be sure to find a warm and courteous welcome.

A handwritten signature in purple ink, appearing to read 'M.J. Duman'.

M J DUMICAN
Headteacher

JOB DESCRIPTION: TEACHING ASSISTANT (LEVEL 2)

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for support staff and other current education and employment legislation including that of the Department for Education.

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.

JOB TITLE:	Teaching Assistant (Level 2)
JOB PURPOSE:	To work under the direction of the Additional Needs Department. This is usually in the classroom with the teacher, to support access to learning for pupils and assist with the improvement of their learning engagement.
RESPONSIBLE TO:	Headteacher, SLT Cluster Manager, SENCO, Assistant SENCO, School Business Manager
RESPONSIBLE FOR:	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.
LIAISES WITH:	SENCO, Teaching Staff, External Agencies
POST:	Teaching Assistant (Level 2)
CONTRACT TYPE:	Temporary (due to SEN funding) Term-time + 1 week (39 weeks)

MAIN DUTIES AND RESPONSIBILITIES:

Support for Pupils

- Supervise and provide particular support for a designated special needs pupil.
- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene.
- Assist with the development and implementation of Individual Education/Behaviour Plans.
- Establish good relationships with pupils, acting as a role model and being aware of, and responding appropriately 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.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.

Support for the Curriculum

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies, e.g. literacy, numeracy. KS3, early years, as directed by the teacher.
- Support pupils in using basic ICT as directed.

Support for the School

- Be aware of, and comply with, the policies and procedures relating to child protection, health, safety and security, supporting pupils with medical conditions, 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 overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Participate in training, other learning activities and performance development as may be reasonably directed.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as may be reasonably directed.
- Accompany teaching staff and pupils on visits, trips and out of school activities as may be reasonably directed.
- To invigilate examinations when requested by the Examinations Officer.
- Any other tasks as directed by the Headteacher, which are appropriate to the post.

This job description is current at the date shown, but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to the job commensurate with the grade and job title.



PERSON SPECIFICATION: TEACHING ASSISTANT (LEVEL 2)

	E	D	Source
Experience: Experience of working with or caring for children of a relevant age and/or learning need.		D	A, I
Training and Qualifications: - NVQ Level 2 or equivalent qualification/ experience, plus a range of Level 2 academic qualifications across the National Curriculum and including Maths and English at G.C.S.E. Grade C or above. - Recognised Sign language qualification		D	A, I
		D	A, I
Knowledge/Skills: - Very good numeracy and literacy skills - Can use ICT effectively to support learning - Working knowledge of relevant policies, codes of practice and referral systems. - Understanding of principles of child development and learning processes - Ability to relate well to children and adults - Able to work constructively as part of a team - Knowledge of basic Health and Safety - Ability to deal with minor injuries - First-aid qualification, or willingness to undergo first-aid training	E E E E E E	 D D D	A, I, R A, I, R A, I A, I A, I, R A, I, R
Personal Qualities: - Enthusiasm for, and commitment to, the school's Mission Statement - Excellent communication skills - The ability to show initiative and accept responsibility for self and workload - Willingness to participate in continuing professional development - The ability to present as a positive role model for staff and others connected with the school - Willingness to be flexible and adaptable to achieve the objectives set in the School Improvement Plan.	E E E E E E		A, I A, I, R A, I, R A, I A, I, R A, I, R

Source: **E** – Essential / **D** Desirable/ **A** Application / **I** Interview / **R** Reference

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

What to Expect

If you feel that you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form, we do not accept CV's.

It is important to tell us about your skills and experience relevant to the role. Please ensure that you answer all the questions on the application form and explain any gaps in your employment or educational history as the information you provide will be used in our shortlisting process.

Once we have received your application, it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy, you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

As part of the safer recruitment process, a search of the candidate's online presence will be undertaken.

Due to the high volume of applications that we receive, if you do not hear from us within 2 weeks of the closing date, then on this particular occasion you will not have been successful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit the school, please email us at recruitment@arrowsmith.wigan.sch.uk and we will arrange a suitable time.

The school website is a fantastic source of information about our school and we recommend that you visit this at <https://www.arrowsmith.wigan.sch.uk/>

The Interview Process

Deadline:	Monday 12 October 2026 @ 9.00am
Interview Date:	To be confirmed
Start Date:	As soon as possible

All candidates will be given a tour of the school

For support staff candidates: the interview process will consist of written and/or verbal tasks and a formal interview with senior staff.

For teaching candidates: the interview process will consist of teaching an observed lesson, interacting with students, and certain additional tasks as deemed appropriate for the position.

The recruitment process at St Edmund Arrowsmith Catholic High School will involve a member of the senior leadership team who is appropriately trained in the safer recruitment protocols.



Rookery Avenue, Ashton-in-Makerfield, Wigan, WN4 9PF
Tel: 01942 728651
Email: recruitment@arrowsmith.wigan.sch.uk

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