



SBJs Teaching Assistant

The Post

A full-time *Teaching Assistant* is required. The successful applicant will ideally be a *Teaching Assistant* with appropriate qualifications and will join the *Key Stage 1* team in the Junior School in the first instance.

The post offers opportunities for the successful candidate to participate fully in the further development of this lively and forward-looking School. S/he must have a clear philosophy of education and must be prepared to offer energy and commitment.

Responsibilities include

Specific

- To be a *Teaching Assistant* initially within Key Stage 1 and to maximise the learning opportunities for pupils.
- To maintain high standards of teaching and learning by following the policies and practices of the School, within the agreed guidelines and directives.
- To work with Junior School colleagues, under the direction of the *Head of Pre-Prep* and the *Form Tutors*.
- To inspire pupils with a love of learning and to introduce and maintain good learning and working habits through good practice.
- To work independently with small groups to support pupils' learning, under the guidance of the Form Tutor and other relevant teaching staff (*Key Stage Leader*; *Head of Learning Support*; and *Deputy Head*).
- To deliver phonics teaching and learning sessions with small groups.
- To attend to the pastoral care of the pupils.
- To ensure that there is excellent communication and partnership between School and Home, with parents kept informed of their child's progress throughout the academic year as appropriate.
- To attend weekly staff meetings and CPD sessions (Monday: 4.10-5.10pm).
- To follow procedures for communicating with the Curriculum Leaders, the Deputy & Assistant Heads, the Junior School Headmaster and others, information concerning pupils whose academic progress gives cause either for celebration or concern.
- To follow and support the School's *Behaviour Management Policy* and *Code of Conduct*
- To work closely with and accept guidance from Curriculum Leaders, the Heads of the Key Stages, Head of Learning Support, the Deputy and Assistant Heads, and the Junior School Headmaster.
- To know and adhere to the school's *Safeguarding Policy and Procedures*.

General

- To protect and nurture the Catholicity of the School to promote the spiritual, intellectual, moral, cultural, physical and social development of the pupils.
- To observe the conventions regarding dress and decorum enunciated and published by the School.
- To communicate and liaise with colleagues as required regarding important events, updates, deadlines and matters that may affect the day-to-day running of the school.
- To undertake *Performance Review* (appraisal) process.
- To have regard for personal, professional development and to attend and participate in professional development days which the Junior School Headmaster or Deputy Head may advise and/or organise.
- To participate in in-service training days and identify professional development needs.
- To account for all notes and / or communications from parents and see to it that these are given to the Junior School Headmaster through established channels.

Successful candidates will:

- be positive, flexible, and nurturing
- be able to build and maintain good relationships with teachers, pupils, and parents
- have a willingness to learn new skills
- be able to adapt tasks to support the child's needs
- have good communication skills

School Times and Co-Curricular Commitment

For pupils, the day begins at 8.30am and classes end at 3.30pm and 3.45pm for the Pre-Prep department and the Junior department, respectively. The Teaching Assistant role will commence at 8.00am and end at 4.00pm, Monday to Friday inclusive, and staff meetings are scheduled on Mondays from 4.10pm until 5.10pm. As well as providing a rigorous curriculum the children have many co-curricular opportunities in Sport, Music, Drama and Art. Music and Drama are strengths of the School and both Junior and Senior Schools are renowned for their sport. We feel that these opportunities help to develop confident pupils and personalities where the individuals value themselves and, most importantly, learn to value others and appreciate the importance of adopting a growth mindset.

Both the Junior and the Senior Schools are renowned for their care and commitment to personal development and formation. In the Junior School we aim to provide a home from home, one that prepares the children for secondary education at the Senior School.

Remuneration

The annual salary will be dependent upon experience.

The successful candidate will be required to sign a *St Benedict's School Contract*. S/he will also be subject to the new *Criminal Disclosure Regulations*; a criminal record will not necessarily be a bar to obtaining the position.

Applications and Timetable

Candidates must apply using the enclosed application form. This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

Closing Date for completed applications: 12.00 noon on Thursday 20 November 2025.

The interview process for successful applicants will be held during w/c Monday 24 November 2025. If you have not heard from our HR department by that time, you may assume your application has been unsuccessful.

The successful applicant will take up the post on Monday **Thursday 1 January 2026 or as soon as possible thereafter.**

A visit to the School is welcome either before or after application. It can be arranged by phoning Ms. Helen Clarkson, the HM's PA on 0208 862 2054.

Person Specification			
	Essential <i>These are qualities without which the applicant could not be appointed.</i>	Desirable <i>These are extra qualities which can be used to choose between applicants who meet all the essential criteria.</i>	Method of Assessment
Qualifications	Level 3 equivalent qualifications	- A degree (e.g. BA, BSc, BEd, PGCE) and QTS - SEND Qualifications - Evidence of additional courses attended, and certificates attained - Catholic Teachers' Certificate	Production of the applicant's certificates
Experience:	Evidence of experience at Key Stage 1	At least two years' experience as a Teaching Assistant at Key Stage 1	Contents of the Application Form. Interview Professional references
Skills	- Flexibility - Good people skills - The ability to be proactive - A team player	ICT skills, especially knowledge and understanding of ActivInspire, MS Word, and MS EXCEL	Contents of the Application Form Interview Professional references
Knowledge	Good understanding of the needs of children in Key Stage 1	Good understanding of the needs of children in EYFS and at KS2.	Contents of the Application Form Interview Professional references
Personal Competencies and Qualities	- A willingness to play a full part in every aspect of life at St Benedict's School and Nursery - A willingness to be fully supportive of the Catholic ethos of the School - Positive attitude toward meeting the needs of the children and their Parents	Musical and/or Artistic Talent / Performing Arts	Contents of the Application Form Interview Professional references