



The Salesian Academy of  
**St. John  
Bosco**

## RECRUITMENT PACK

Teaching Assistant  
level 2 (Temporary  
contract)

Enabling schools, aspiration, and faith  
to flourish by:

**Uplifting Hearts, Inspiring Minds**



**Pope Francis**  
Catholic Multi Academy Trust

# Welcome from the CEO



**Pope Francis**  
Catholic Multi Academy Trust



Dear Candidate,

**Thank you for your interest in Pope Francis Catholic Multi Academy Trust.** We are the first of the permanent Catholic Multi Academy Trusts (CMATs) being set up by the Archdiocese of Liverpool and currently look after three secondary schools and four primary schools across the area.

Pope Francis Catholic Multi Academy Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: **'Uplifting Hearts, Inspiring Minds'**.

Being part of a Trust is like a family of schools at which you are always welcome, and which help each other to provide better opportunities for all staff, pupils and our local communities.

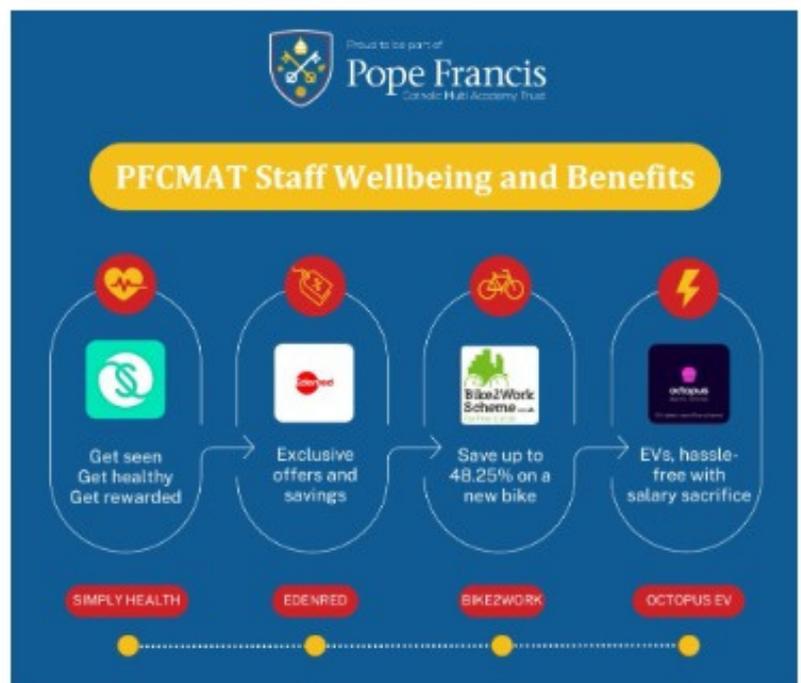
Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish. Pope Francis CMAT ensures all students receive an excellent Catholic education, knowing more, remembering more and achieving the best outcomes they can.

## What We Can Offer

We recognise that employee wellbeing and work-life balance are essential to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Get a sense of our full staff offering:  
[www.pfcmat.org/Staff-Benefits-Package/](http://www.pfcmat.org/Staff-Benefits-Package/)

CEO  
Pope Francis CMAT





# Why Choose Our School?



## Our School Mission

Our Mission at The Salesian Academy of St. John Bosco is to be a Catholic School that seeks to appreciate and develop the talent and skills of each individual.

## Our School Vision and Values

We aim to install the Salesian values of Respect, Understanding, Affection and Humor RUAH. These four values underpin every aspect of our school life and together spell out the Hebrew word for 'breath of life' or 'spirit'. These values must be evident in our orderly and settled environment where we insist on the highest standards of politeness, behaviour and appearance.



***Young people not only need to be loved, they need to know that they are loved."***

This is one Don Bosco's, founder in 1859 of the congregation of Salesian Priests and Brothers, most important statements about working with young people.

St John Bosco has a special place in the life of the Catholic Church, not only as a saint but also as a visionary educator. He sought to bring the love of God to young people, many poor and without work or education, so that they would know they were valued and rich in potential.

And so, in this increasingly secular world we find ourselves in, we are proud to be part of a worldwide Catholic Salesian community that has the young people 'our future' at the heart of its Mission and Vision.



# Application Process



## How to apply:

To apply for this post, please use our website 'Vacancies' page, on which you can find each of the additional documentation to be completed and submitted alongside your cover letter.

Your completed application must be submitted including the following documents:

- CES Application Form
- CES Consent to Obtain References CES
- Monitoring Form
- Rehabilitation of Offenders Act 1974 Disclosure Form
- Covering letter stating how your skills and experience meet the job description and person specification.

**Completed applications should be clearly marked with the post title and returned electronically for the attention of Mrs B.Deegan at [b.deegan@sjb.pfcmat.org](mailto:b.deegan@sjb.pfcmat.org).** If you have any feedback on the application process, and how we can make it more accessible, please let us know at [info@pfcmat.org](mailto:info@pfcmat.org). Pope Francis Catholic MAT and The Salesian Academy of St John Bosco are committed to safeguarding and promoting the welfare of children and young people, and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. **Please see [link to our school's Child Protection Policy here](#).**



# Job Advert



**Post Title: Temporary Teaching Assistant Level 2  
(August 2027)**

**Pay Scale: Grade D SCP 5-6 £25,583 - £25989 Pro Rota  
Actual Salary £18,420 - £18,712**

**Contract: Fixed Term linked to funding – 30 Hours per  
week Term time plus 5 inset days**

Pope Francis Catholic Multi Academy Trust was established to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by; **'Uplifting Hearts, Inspiring Minds'**.

Our schools have a distinctive Catholic identity, with their own ethos. Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish.

## **Our Values:**

**Unity** – working together for excellence.

**Excellence** – to strive to be the best.

**Love** – respect and care for others and treat them as you want to be treated.

**Service** - following the teachings of Christ to become valued members of our communities.

We are looking to appoint a dedicating and hardworking individual to join our team & contribute to an environment where children will thrive and learning will flourish.

The successful candidate will be working 30 hours per week, term time plus 5 inset days.

The post will be fixed term dependent on High Needs funding

If you are multi-skilled, have a 'can do' attitude and you are looking for a new challenge then this is the role for you. The role will be both challenging and rewarding.

**[Please see link to our school's Child Protection Policy here](#)**

**Closing date of Tuesday 10<sup>th</sup> March 2026 COB**

**Interviews to take place week commencing 16th March 2026**

**Start Date - ASAP**

**Contract until - 31<sup>st</sup> August 2027 (Subject to funding)**

# Job Description



**Post Title: Temporary Teaching Assistant Level 2  
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**Contract: Fixed Term linked to funding – 30 Hours per  
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## **Overall Responsibilities**

To support the day-to-day operation of the SEN policy, to work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques

## **Main Duties**

Support for pupils:

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
- Provide specific support to pupil's dependent upon their individual needs ensuring their safety whilst supporting access to learning activities.
- Support the SENDco to update and share Pupil Passports with relevant staff to communicate pupil need.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher. Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- Assist with the display of children's work.
- Create and maintain a purposeful, orderly and supportive environment In liaison with the teacher, utilise strategies to support pupils in achieving learning goals.
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested.
- Administer tests and invigilate exams as requested.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents/carers.

## Support for the Curriculum

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles and specific needs.
- Undertake literacy/numeracy interventions with targeted pupils Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Administer first aid (if not first aid trained, training will be provided) Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

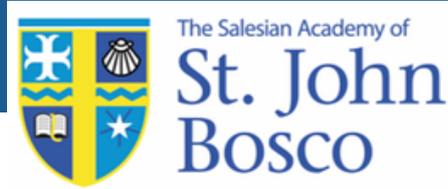
*The Pope Francis Catholic Multi-Academy Trust and The Salesian Academy of St John Bosco are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Pope Francis Catholic Multi-Academy Trust is committed to ensuring that **the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity, and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.***

***Please see link to our school's Child Protection Policy here.** Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*

# Personal Specification



**Applicants must meet all of the essential requirements for this post.**

	Essential or Desirable
<b>Skills</b>	
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	E
Ability to promote a positive ethos and role model positive attributes	E
Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate	E
Ability to adapt own approach in accordance with pupil needs	E
Excellent personal numeracy and literacy skills	E
<b>Knowledge and Understanding</b>	
Understanding of national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas, etc.)	E
Understanding of principles of child development, learning styles and independent learning	E
Working knowledge of relevant policies/codes of practice/legislation	E
Understanding of inclusion, especially within a school setting	D
Experience of resources preparation to support learning programmes	E
Effective use of ICT to support learning	E
Understanding of other basic technology and management information systems	E
<b>Qualifications and Training</b>	
Minimum 2 years' experience of working with children in an educational setting (within specified age range/subject area)	D
NVQ II or equivalent intention of working towards in teaching assistance within specified age range/subject area	D
Requirement to complete DfES Teacher Assistant Induction Programme	E
Willingness to participate in relevant training and development opportunities	E

# Personal Specification



Applicants must meet all of the essential requirements for this post.

	Essential or Desirable
Training in the literacy/numeracy strategy	E
Training in special educational needs strategies	E
Willingness to undertake appointed person certificate in first aid administration	E
<b>Professional Values and Practice Must be able to demonstrate the following:</b>	
High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	E
Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	E
Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work	E
Ability to work collaboratively with colleagues, and carry out role effectively,	E
Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning	E
Able to improve their own practice through observations, evaluation and discussion with colleagues	E

Applicants should be able to provide a well-constructed and concise application providing demonstrable evidence of the essential requirements for the role.

The Trust Board and its Local Governing Bodies are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.



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