St. Thomas's Centre

Candidate information pack Teaching Assistant

Date: September 2026

Headteacher's Welcome

We are looking to appoint an enthusiastic, conscientious and self-motivated teaching assistant to work within St Thomas's Centre. All our pupils have additional needs, and we are looking for staff who can build an excellent friendly rapport with young people and who has compassion for the vulnerable in society. You would support the class teacher and the pupils in small groups. On some occasions, you will support a pupil on a one to one basis or accompany them off site to alternative providers. We are looking for staff who are committed to making a difference to the lives of our pupils.

St Thomas's Centre is a unique school: situated on two sites in the community, it caters for pupils aged 5-16 years who have been permanently excluded. Many have unmet special educational needs, social, emotional and mental health difficulties or medical difficulties.

St Thomas's Centre is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. Appointments will be subject to strong references and enhanced DBS checks.

We are an equal opportunities employer with a staff body who reflect the diversity and heritage of our community.

The successful candidate will:

- be passionate creating opportunities for vulnerable pupils
- be able to work well under pressure
- have a "can do" approach
- have a flexible attitude to working
- be energetic and adaptable

Applicants are warmly invited to visit the Centre in person.

Should you wish to have an informal discussion regarding the post please contact me through Mrs Amanda Leaver, Business manager on 01254 958401.

Please send completed applications together with your supporting letter (no more than two A4 sides) to Mrs Amanda Leaver – aleaver@stthomas.blackburn.sch.uk

Completed applications should then be returned to the school by 12:30pm on the closing date

Closing date: 16th October 2026

Interview date: w/c 19th October 2026

For a start date: as soon as possible

Job Description – Teaching Assistant

Responsible to:

Start Date: October / November 2026

Salary Grade: Grade E (£22,906 - £25,235) 35 hours per week TTO

Support for Pupils

- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).
- To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s).
- To assist in the devising of pupil's individual targets and their monitoring and review.
- To support pupils as part of a planned inclusion programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and record pupil progress on a regular basis and to prepare reports as required.
- To support pupils during transition on planned re-integration programming to other schools.
- To take part in serving breakfast, hot drinks and lunch.
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground, lunch hall.
- To take part in preparing displays and classroom resources.
- To administer first aid.

Support for the Teacher

- To monitor individual pupils' progress and to report on pupils needs, achievements and concerns.
- To control and supervise the use of resources in the classroom ensuring that all Health and Safety requirements are observed.

- To plan and implement specific programs with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To assist in pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, resources and learning strategies for lessons
- To liaise with parents, carers and outside agencies, where appropriate.
- To undertake arrangements for out of school learning activities, for example, pupil work experience**.**
- Undertake marking of pupils work and recording of achievement.
- Administer tests and assist in the invigilation of exams**.**
- Assist in the supervision of children on trips/visits.

Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To promote the vision, ethos and aims of the Centre at all times
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work, both In-Centre and on an Outreach basis.
- To support the use of ICT in learning activities

Person Specification – Teaching Assistant

Training and Qualifications

	Essential/Desirable
Level 3 qualifications	E
GCSE Mathematics, English C above or equivalent	E
Other qualifications relevant to role	D
First Aid	D
MIDAS mini bus certificate	D

Experience

	Essential/ Desirable
Experience of working with children and young people	E
Leadership experience in a relevant sector	D
Evidence of successful work with SEMH/SEND	D

Professional Knowledge and Understanding

Applicants should be able to demonstrate good knowledge and understanding of the following areas:

	Essential/ Desirable
Safeguarding young people in schools	E
Support for young people with SEMH/SEND	E
Current educational issues	E
Knowledge and use of ICT	E

Personal Skills and Attributes

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application; however, it is more likely that they will be more fully assessable during the interview process and from the references. Applicants should be able to:

	Essential/ Desirable
Build and maintain effective relationships	E
Inspire, challenge, motivate and empower others to carry the vision forward	E
Lead by example, showing integrity, emotional resilience and courage	E
Demonstrate personal enthusiasm and commitment	E
Manage conflict between pupils	E
Prioritise, plan and organise themselves and others	E
Think creatively to anticipate and solve problems	E
Listen to and reflect on feedback	E
Develop effective teamwork	E
UK Valid Driving license	D

Your application should make clear how well you meet the above essential requirements. The initial selection of a long list will be based on what the management team consider to be the key criteria required of the person appointed to the position of a teaching assistant at St Thomas's Centre.

This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure Barr Service. Disclosure will be requested for the successful candidate. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You should note that in the course of your employment you might become aware of personal or other confidential information, some of which may fall within the scope of the GDPR. The Council and Governing Body expect that you will respect the confidentiality of all information, both during and subsequent to your period of employment with the school.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teaching assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or SLT

St Thomas's Centre is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.