

St Anselm’s Catholic Primary School

Dartford

**Teaching Assistant**

**Information for applicants**

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# Start date: September 2025

**Salary: KSA**

Thank you for your interest in this post at St Anselm’s Catholic Primary School.

We are looking for a Teaching Assistant who will support a range of children with varying needs, across the school.

It is a full time, fixed term contract post, until July 2026.

We would consider applications from individuals who wish to work part-time with the intention of making the role a job-share*.*

This post offers the opportunity of working in a friendly and supportive school with an ideal opportunity to continuously develop their practice. In order to clarify the type of person we are looking for, a person specification and job description are provided.

The governors welcome and encourage visits from all prospective applicants. Therefore, should you wish to arrange an appointment please contact the school office on 01322 225173 or email [karenwoodhams@st-anselms.kent.sch.uk](mailto:karenwoodhams@st-anselms.kent.sch.uk)

If you feel you have the skills and experience necessary to be a part of our school team, we would welcome your application.

If so, you are asked to:

* complete the CES application form in full with a supporting statement that:
  + clarifies how you meet the person specification
  + gives examples of your teaching Assistant experience
  + outlines the contribution you can make to St Anselm’s
* complete the following three forms and return them to the school separately from the main application form in a sealed envelope and marked ‘confidential’
  + Recruitment Monitoring Form
  + Rehabilitation of Offenders Act 1974 disclosure form
  + Consent to Obtain References

Please post your application or submit it to Mrs Karen Woodhams by email to: [karenwoodhams@st-anselms.kent.sch.uk](mailto:karenwoodhams@st-anselms.kent.sch.uk)

We hope that you find the following details from Mrs Laura White useful and informative.

Yours faithfully,

**St. Anselm’s Governing Body**

# St Anselm’s Catholic Primary School

St Anselm’s is located in Dartford. It is a voluntary aided school with 210 children on roll. The school has a good reputation and is always over-subscribed. St Anselm’s is the Parish School of St Vincent’s Church, located within walking distance from the school.

In February 2024, the school was judged as ‘outstanding’ in its most recent Catholic Schools’ Inspection. In January 2025, the school underwent its most recent OFSTED inspection and was judged to be ‘outstanding’ in *Behaviour and Attitudes* and *Personal Development* and ‘good’ in all other areas.

The school is committed to ensuring our children not only achieve their full potential and become life-long learners but also aims to inspire them to be successful, confident and responsible people.

St Anselm’s is like a family. We encourage the children to learn to be the best versions of themselves. We nurture their happiness, their identity, their social and emotional development, their physical and mental health, their spiritual growth and their cognitive and academic success. We have developed our unique ‘Rainbow Curriculum’ is designed to develop the following attributes across all areas learning:



The children in our school are good friends to each other, very well behaved and keen to learn. Visitors to the school frequently comment on the ethos and atmosphere they sense as they come to the school for the first time. This friendliness and sense of community is part of something wider; it is rooted in the fact that we are a Catholic school. As such everything that we do is based on our Mission Statement and School Aims.

Our school has achieved the Wellbeing award. The wellbeing of all our school community is very important to us. We do all that we can to ensure the wellbeing and happiness of all our staff and children.

I am always happy to welcome visitors to the school and I would strongly encourage you to come and visit us to see the school for yourself. If you would like more information about the school please visit our website [www.st-anselms.kent.sch.uk](http://www.st-anselms.kent.sch.uk). If you would like to know more about the post itself or to arrange a visit, please do not hesitate to contact Mrs Woodhams, our personnel administrator (email: karenwoodhams@st-anselms.kent.sch.uk), who will be very happy to help you.

Yours faithfully,

# Mrs Laura White

Headteacher



**Person Specification –Teaching Assistant**

**\*Please note: while the below qualifications and experience are desirable, they are not compulsory.**

**We welcome applicants who are keen to learn, grow, and develop within the role.**

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| **Qualifications** | Level 2 Diploma (or equivalent)  Pediatric First Aid qualification |
| **Experience** | Previous experience of working with children |
| **Skills and Abilities** | * Numeracy and literacy skills * Basic IT Skills * Specialist training such as Manual Handling, Physical Restraint of pupils, feeding by gastric tube etc. * Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. * Good influencing skills to encourage pupils to interact with others and be socially responsible. |
| **Knowledge** | Requires knowledge and procedures for supporting and leading learning activities  Knowledge and compliance with policies and procedures relevant to child protection, health and safety, security, Equal Opportunities and confidentiality. |

Note:

We are committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS check is required for this post.

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| **St. Anselm’s Catholic Primary School** | StAnselmsLogo.jpg |
| **Teaching Assistant Job Description** |  |

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| **Post holder:** |  |
| **Line Manager:** |  |
| **Salary** | KSA |

**Purpose of the Role:**

To work collaboratively with teachers and other staff as part of a professional team to support high-quality teaching and learning for all pupils. This includes providing targeted support to pupils who may experience barriers to learning, such as those with special educational needs and/or disabilities (SEND), including learning difficulties, behavioural challenges, communication difficulties, or physical and sensory needs.

**Key Responsibilities:**

1. Support the implementation of planned learning activities and teaching programmes, adapting tasks and approaches in response to pupil engagement and understanding.
2. Contribute to the planning and evaluation of learning activities with the teacher, offering constructive feedback on pupil progress, participation, and behaviour.
3. Assist the teacher in monitoring, assessing, and recording pupil progress and maintaining relevant records.
4. Provide feedback to pupils on their progress and achievements under the guidance of the class teacher.
5. Prepare, arrange, and maintain learning resources, equipment and displays as directed.
6. Promote the inclusion, independence, and participation of all pupils in classroom activities.
7. Support pupils’ social, emotional, and mental well-being, recognising signs of distress or dysregulation and responding appropriately.
8. Communicate effectively with colleagues, parents/carers, and external professionals as needed to support pupil development.
9. Maintain confidentiality and uphold safeguarding, data protection, and child protection policies at all times.

**Additional Duties (may include):**

1. Administer medication in accordance with a healthcare plan, following training and under the direction of a healthcare professional.
2. Support with behaviour management strategies, including de-escalation techniques, where appropriate.
3. Supervise pupils during break and lunchtime, encouraging safe and inclusive play and supporting social interaction.
4. Escort pupils on educational visits, ensuring safety, engagement, and supervision throughout.
5. Support pupils in using basic ICT to enhance learning, including laptops, tablets, or communication devices.
6. Carry out moving and handling duties in line with individual care plans and training.
7. Attend to pupils’ personal care needs, including toileting, hygiene, dressing, and eating, ensuring dignity and respect.
8. Implement therapy or care programmes designed by healthcare professionals or specialist staff, under supervision.
9. Participate in whole school activities and contribute to the wider life of the school, including staff meetings, CPD and community events.

**Skills and Attributes Required:**

* Strong communication and interpersonal skills
* Ability to build trusting relationships with children and adults
* Patience, resilience, and a calm, proactive approach
* Awareness and understanding of the needs of pupils with SEND
* Basic literacy, numeracy, and IT competence
* Ability to follow instructions while also using initiative when appropriate
* Commitment to safeguarding and promoting the welfare of children

**Professional Expectations:**

The post holder is expected to:

* Work within school policies, procedures, and relevant legislation.
* Maintain high standards of professionalism, confidentiality, and safeguarding.
* Undertake relevant training as required, including child protection, first aid, and moving and handling.
* Work flexibly as part of a team and contribute to the school’s inclusive ethos.

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| **Signed:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |