



The Roman Catholic Diocese of Hexham and Newcastle
In partnership with
Bishop Wilkinson Catholic Education Trust



Teaching Assistant

St Joseph's Catholic Primary School

Village Lane, Washington NE38 7HU

Telephone: 0191 9172484

Email: enquiries@wsj.org.uk

Website: www.washingtonstjosephs.com

Headteacher: Mrs J Black NOR: 226

Salary Range: Grade D: SCP 5-6 £18,795 - £19,171
35 hours per week, Term time only, Permanent

Required from September 2020

The Governors of St Joseph's Catholic Primary School are seeking to appoint an enthusiastic, positive, hard-working, flexible and conscientious person to join our school team as a teaching assistant. The successful applicant will be expected to work effectively in any part of the school to help teaching staff provide excellent learning opportunities for our children. In the first instance, the successful candidate will work in Key Stage 2.

The successful candidate must:

- be a practising Catholic or willing to support the Catholic practices of our school
- show flexibility and commitment
- demonstrate good interpersonal skills and an ability to communicate effectively
- show initiative and the ability to work in a proactive way
- be punctual and reliable
- have a positive attitude and outlook
- have a desire to support children to reach their potential

We can offer:

- A staff team committed to self-evaluation and improvement
- Wonderful, friendly, enthusiastic and well behaved children

If you would like to join our friendly and supportive team, and feel you have the skills to help our pupils achieve their best, please apply using the application form. Usually we would warmly welcome and encourage visits to our school prior to candidates submitting application forms. However, in these exceptional circumstances we are happy to arrange a telephone appointment to answer any questions if you would prefer. Please contact Philippa Swanston via email philippa.swanston@wsj.org.uk to arrange an appointment.

Application forms and further details are available on the website or by request from the school office, and should be returned to the school address above.

Closing date for applications: 1pm, Wednesday 1st July 2020

Interviews: Wednesday 8th July 2020

Bishop Wilkinson Catholic Education Trust is 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 exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form. For further information on the data we collect and the reasons for this, please refer to the 'Notes for Applicants' document.

Additional Information

Equality Monitoring

Applicants are not required to complete the Equal Opportunities Monitoring Form, however, if they do, they will be helping the school to fulfil its obligations under the Equality Act 2010.

The Equal Opportunities Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Equal Opportunities Monitoring Form.

Postage

Insufficient postage occasionally leads to application forms being received after the closing date for application has passed. To avoid this, please ensure that you attach the correct postage to your application. Please be aware we are unable to receive hand-delivered mail outside of current office hours 9:00am - 4:00pm.

Receipt of Application

Applications are acknowledged by email within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the school enquiries@wsj.org.uk

Emailed applications are acceptable

Due to the ongoing COVID-19 outbreak, the interviews for this position may be remote, therefore if you are able, we would encourage candidates to hand sign any documents which require signature, and then email the scanned version to the school.