St Nicholas Church of England Primary School

Recruitment Information and Applicant Pack

TA2 - Teaching Assistant post vacancy

November 2026



Dear Potential Applicant,

Thank you for showing an interest in our current vacancy.

St Nicholas is a two-form entry primary school in the South Shore area of Blackpool.

Our school is a large primary School with 419 pupils on roll, which draws primarily from the southern wards of Blackpool as well as Lytham and St. Annes. We have 12 classes and a Foundation Stage setting of 60 pupils.

We currently have **ONE VACANCY** for a dedicated Teaching Assistant to complement our existing team of excellent practitioners.

Do you want to be part of a team that provides outstanding teaching and learning, strategic direction and support to the children and community at St. Nicholas?

Do you want to play your part in delivering great learning and teaching to the children in our care? If so, being part of the St. Nicholas team might just be the best career move you ever make.

We are looking to appoint a TA with the following skills and attributes:

- Outstanding teaching assistant who demonstrate the highest expectations of themselves and our pupils
- Fully supportive of and committed to our strong Christian ethos and Christian faith
- Fully committed to inclusion and continually striving for the highest standards
- A team player with high levels of emotional intelligence, resilience and a good sense of humour
- Self-reflective - accepting and relishing a challenge, and willing to engage in all aspects of school life

If appointed, we can offer you:

- enthusiastic, motivated and friendly children who are excited about learning
- strong, supportive leadership and a dedicated staff team
- exceptional levels of teamwork and a focus on staff wellbeing
- excellent professional development opportunities
- a Church School with strong Christian Values

The Governing Body takes safeguarding the pupils of our school very seriously, and to this end, the successful candidate will be required to obtain an enhanced clearance from the Disclosure and Barring Service. The information you provide will be dealt with in a confidential manner in accordance with the DBS Code of Practice.

The successful candidate will also be required to provide documentary proof of identity and qualifications.
The supporting letter to your application should be no longer than two pages of A4 paper and must be clear, concise and relate to the person specification provided.

Vacancies:	**Teaching Assistant 2**
Hours:	**25/30 hours per week**
Contract:	**Temporary until 31/8/2027**
Required from:	**asap**
Closing date:	**Monday 7th December 2026 – 12 noon**
Shortlisting:	**Monday 7th December**
Interviews:	**tbc**

Completed applications should be returned for the attention of:

Miss Claire Taylor - Headteacher

head@st-nicholas.blackpool.sch.uk

Thank you for considering these vacancies and we look forward to receiving your application.

Miss C Taylor - Headteacher

Job Profile – Teaching Assistant 2
Grade: C (NJC points 5-6)
Responsible to: Deputy Headteacher

JOB PURPOSE

To work with teachers to support teaching and learning by working with individuals or groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

KEY DUTIES

1. Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses and resolving related problems as appropriate.
2. Participate in planning and evaluation of learning activities with the teacher for the session, day or week and providing feedback to the teacher on pupil progress and behaviour.
3. Support the teacher in monitoring, assessing and recording pupil progress / activities.
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
5. Communicates with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.
6. Support learning by arranging / providing resources for lessons / activities under the direction of the teacher.
7. Responsible for the careful and safe use of equipment, such as play and standard ICT equipment.
8. Support pupils in social, health and emotional well-being, drawing any problems which cannot be resolved to the attention of the teacher.
9. Share information about pupils with other staff, parents / carers, as appropriate.
10. Understand and support independent learning and inclusion of all pupils as required.

Individuals in this role may also:

1. Assist in the development of individual development plans for pupils (such as Individual educational plans).
2. Support the work of volunteers and other teaching assistants in the classroom.
3. Support the use of ICT in the curriculum.
4. Assist with break-time supervision including facilitating games and activities.
5. Invigilate exams and tests.
6. Assist in escorting and supervising pupils on educational visits and out of school activities.
7. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
8. Support children's learning through play.
9. Support pupils in developing and implementing their own personal and social development.
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
11. Demonstrate own duties to new or less experienced staff.

Continuing Professional Development – Personal

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

General

1. To maintain confidentiality at all times unless the safety and well-being of service users are a cause for concern.
2. It is the responsibility of the postholder to comply with Health and Safety and Equal Opportunities requirements at all times.

KNOWLEDGE, SKILLS AND EXPERIENCE

Note: E denotes essential / D denotes desirable

Ability to relate well to and establish good relationships with children.	E
Ability to establish and maintain good working relationships with a range of people.	E
Ability to work as part of a team.	E
Ability to deal with confidential issues.	E
Experience of working within a school setting.	D

Qualifications E/D

GCSE A*-C or equivalent in English and Mathematics.	E
NVQ Level 3 or equivalent in a relevant area, or equivalent experience.	E

Other E/D

Commitment to the vision and values of St Nicholas C of E Primary School.	E
Commitment to the safeguarding of children and young people.	E
Commitment to equality and diversity in the workplace.	E
Be aware of responsibilities for Health and Safety of self and others.	E
Commitment to participate in relevant training programmes.	E

Our vision

We prepare every pupil for their best future by ensuring they reach their full potential and attain the knowledge, skills and understanding required for success as we believe that ‘With God, all things are possible’. Matthew 19:26

