



ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY



Teaching Assistant - Salary: £24,796 pa pro rata
30 hours per week - term time only - 8.30am - 3.05pm Mon to Fri



Thank you for your interest in joining our team at St Catherine's College.

We are delighted to have the opportunity to share the information for this role with you. We invite you to take a moment to explore our website at www.stcatherines.college, to find out more about us. We hope you find these resources helpful, as you consider this exciting opportunity.

St Catherine's College is situated on the sunshine coast, beautifully set between miles of unspoilt coastline, part of the South Downs National Park, Beachy Head and 1066 country. Eastbourne is a wonderful place to live and work.

As a Church of England Academy and part of the Diocese of Chichester Academy Trust, we are unique in East Sussex. We are committed to putting our students at the heart of everything we do. We believe that by emphasising high standards and firm boundaries, all underpinned by our Christian vision and values, we create a safe and nurturing environment where students can thrive.

St Catherine's College prides itself on forging strong relationships with families, students and staff alike. We are always hugely oversubscribed as a result of the high standards and values we promote.



At St Catherine's College, we take great pride in our talented and highly motivated staff and students. Our team works tirelessly to provide the best possible learning experience, and we value the unique contributions of every member of our community.

We provide a welcoming and supportive environment for staff where we actively promote opportunities for personalised CPD. All our staff are precious to us; their health and wellbeing is of paramount importance and therefore we offer a highly subsidised membership to Benenden Private Medical Healthcare.

Our vision is to prepare our students to excel locally, nationally, and globally, to become independent learners and responsible citizens, and to embrace the challenges of an ever-changing world. We believe that education is not only about academic excellence, but also about nurturing the values, attitudes, and behaviours that enable individuals to learn to live together in a supportive, accepting, and compassionate manner.

We strive to empower every student, regardless of their background, to become an active participant in shaping their community and society. By focusing on life skills such as communication, collaboration, and self-motivation, we equip our students with the tools they need to become confident, aspirational, and resilient individuals.

We are delighted that you are considering applying for this post. We look forward to working together to enable our students to excel and flourish in their secondary education and beyond. As Jesus said, **'I have come that you may have life, and have it to the full' (John 10 v10b)**. We believe that by working together, we can help our students achieve their fullest potential.



Staff “set very high standards for students’ behaviour. Students respect these expectations. As a result, behaviour is good in this school and classrooms are calm and purposeful.” *Ofsted*

“There is powerful team camaraderie present in this school. Staff work very well together to help students fulfil their potential.” *Ofsted*

Preparing students to stand shoulder to shoulder with their peers: locally, nationally and globally.

The Post

Are you looking for an exciting and challenging role within a school environment?

We are currently looking for an enthusiastic, hard working Teaching Assistant to join St Catherine's College.

The ideal candidates will have:

A genuine interest in, and enthusiasm for working with children.

Good organisational and communication skills.

An interest in professional development.

Works well in a team.

The benefits of Working at St Catherine's College Include:

- **Local Government Pension Scheme**
- **A friendly, supportive and caring staff team**
- **Very well behaved students who are ambitious, hardworking, resilient, and responsible**
- **Highly visible, supportive senior leaders**
- **Professional development opportunities to enhance your skills and advance your career**
- **Free membership to Benenden Private Medical Healthcare**
- **A fabulous, sociable staff room with complimentary tea and coffee**
- **Free flu vaccine**
- **A café that serves at breakfast, break and lunch, using freshly sourced ingredients**
- **Free parking**
- **Opportunity to make a meaningful difference in the lives of students and families in our community**

"Students and adults thrive in this caring community that celebrates love at its core."

"As a result of the rigorous routines used across the college, students are ready to learn and swiftly engage in Lessons. This ensures that the atmosphere throughout the college in lessons and social time is calm, Purposeful, warm and inclusive." (SIAMS Inspection 2024)

Job description

GRADE: Single Status Grade 3 Spinal Column 7 (£24,796 pa pro rata)
Actual salary: £17,370
30 hours per week, term time only

Main Purpose of the Job

To assist in promoting the learning and personal development of all students, including, but not exclusively those with special educational needs. This role assists in promoting the best possible outcomes in terms of wellbeing, learning and development of all students.

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities. This will mean focussing on the needs of students, colleagues and parents / carers and being flexible in a busy pressurised environment.

Main Functions

To aid students to learn as effectively as possible both in group situations and on their own.

To support students to complete the work set to the best of their ability, engaging in the lesson materials with enthusiasm.

To promote the acceptance and inclusion of the student (s) with SEN, encouraging students to interact with each other in an appropriate and acceptable manner.

Monitor the student's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.

Give the student(s) feedback on achievements to reinforce and develop self-reliance and self-esteem.

To support the student(s) in developing social skills both in and out of the classroom.

To provide regular feedback on the student(s) learning and behaviour to the teacher / SENCO, including feedback on the effectiveness of the behaviour strategies adopted.

Under the direction of the teacher, carry out and report on systematic observations of students to gather evidence of their knowledge, understanding and skills.

To be available on occasions to be involved in college trips and other activities.

To use the school's system (ARBOR) for recording progress and maintaining student records.

Where appropriate, to know and apply positive handling techniques.

To prepare work and activities in advance of the lesson (within employed hours) where appropriate.

To be aware of confidential issues linked to home/pupil/teacher/school..

Person specification

Qualifications and training

GCSE Maths and English

NVQ Level 2 for Teaching Assistants or equivalent

Experience

Work in a school / college environment or with young people

Experience of supporting children in a school or classroom environment, including those with special educational needs

Experience of using a wide range of learning resources to support the best learning outcomes

Skills and knowledge

A good standard of written and spoken English

A basic understanding of Mathematics

A basic understanding of and use of IT

Use language and other communication skills that pupils can understand and to which they can relate

Ability to demonstrate developed interpersonal and communication skills

Ability to work effectively and supportively as a member of the school support team

Personal qualities

Sensitivity and understanding, to help build good relationships with colleagues and pupils

A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school

Commitment to maintaining confidentiality at all times

Able to demonstrate resilience

Polite and professional manner

Good health and attendance record

A positive and enthusiastic work ethic

Willingness to positively promote the College aims and Christian ethos

Your Application

Completed application forms and letters of application should be sent directly to the college addressed to swindsor@stcatherines.college

The closing date for this post is 12 noon on **Monday 7 September 2026**

Please note that we reserve the right to consider applications as they arrive.

Please use the standard application form accompanied by a letter of application. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application, you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings.

St Catherine's College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject, or identify people who might abuse children or are otherwise unsuited to working with them. An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

For more information about this position, to organise a tour of the College or to have a confidential discussion about the role, please contact Sandie Windsor, Head of Personnel, on 01323 465469.

