



Bishop Chadwick
Catholic Education Trust



HIGHER LEVEL TEACHING ASSISTANT VACANCY

Salary: £23,927.59 (SCP12) actual salary (£28,598 whole time salary, pro rata)

Start Date: 1 January 2026

**Contract: Full time, 37 hours per week (8:30-16:30 Mon-Thurs, 08:30-16:00 Fri),
Term time only, plus PD days. Permanent.**

CEO: Mr T.B. Tapping

Headteacher: Mrs Eve Alderson

ST MATTHEW'S CATHOLIC PRIMARY SCHOOL

St. Matthew's Catholic Primary school wish to appoint a committed, motivated and enthusiastic Higher Level Teaching Assistant. The successful candidate will be committed to the values and ethos of our Catholic school and will join our dedicated and hardworking team, who all strive for high standards for all of our children. We are looking for someone who is flexible, approachable, adaptable and enjoys working with children. Relevant induction processes and CPD will be provided for the successful candidate.

St Matthew's Catholic Primary School is part of Bishop Chadwick Catholic Education Trust which is one of four Trusts in the Diocese of Hexham and Newcastle.

Bishop Chadwick Catholic Education Trust safeguards and protects its students and staff by being committed to respond in accordance with South Tyneside Child Protection Procedures. Enhanced DBS checks are mandatory for all school staff.

The application form and supporting documents should be fully completed and submitted by email to TMAoffice@stmatthewsjarrow.co.uk by **12 noon on Friday 7 November 2025**. Applications are required and CVs will not be accepted. For enquiries regarding this role, please contact Mrs Kyra Brady at our School Office on 0191 4898355.

Interviews will be held on **Friday 14 November 2025**.

Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow. Previous applicants need not apply.

The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks. An online search will be completed for all shortlisted candidates.

Bishop Chadwick Catholic Education Trust is an equal opportunities employer, welcoming applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect staff and volunteers to share this commitment.