



SAINT BEDE'S CATHOLIC HIGH SCHOOL

JOB APPLICATION PACK

LEARNING SUPPORT ASSISTANT (TA2B)

Grade 5 (£23,893-£25,979)

32.5 hours (pro-rata, term-time only)



Fons Sapientiae - Fount of Wisdom



APPLICATION PACK OVERVIEW

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MISSION STATEMENT

'We aim to reflect true Christian values proclaimed in the Gospel, and seek to provide a caring community in which young people can grow as balanced individuals, spiritually, morally and intellectually and so participate fully in the real world'.

Saint Bede's is first and foremost a Catholic Community. The spirit of the Gospel is at the heart of our faith, community and relationships. Our ethos reflects the values taught by Christ in the Gospels: love, dignity, peace, service, faith, truth, justice and stewardship. Our mission in education is a work of love, in which all our pupils can receive a broad and balanced Catholic formation, so they can live a full and abundant life. (John 10:10)

We recognise our duty and privilege in upholding the doctrines, traditions and practices of our faith and unite as a community in celebration of our distinct Catholic identity.

We provide a supportive and joyful education of the whole person, helping each of our pupils discern their own unique vocation. We foster a spirit of compassion and service, preparing our pupils to play an active role in the Church, becoming the living body of Christ through support of the most vulnerable and marginalised in our local and global community.

We affirm the value and dignity of each of our pupils and welcome those of other faith and traditions. We recognise that each member of our community is unique in his or her spiritual needs, faith development, interests and motivations. We are committed to ensuring that everyone has the opportunity to know, love and serve God in his or her own way.

HEADTEACHER'S WELCOME

Thank you for expressing an interest in applying for the role of Learning Support Assistant at Saint Bede's Catholic High School.

As a Catholic school, within the Diocese of Lancaster, our ethos of 'Being a Bede' encapsulates what we believe we are all about in our school. We are a family and a community, in which each child in our care is supported and challenged to make the very most of their God-given potential and be the best that they can be in every aspect of their personal, spiritual and academic development.

Our expectations regarding behaviour, uniform and respect towards others are unapologetically high. Our pupils are proud to 'Be a Bede' and in turn we are proud of them and their achievements. Visitors to the school frequently comment on the calm and caring atmosphere they experience and the warm welcome they receive from pupils and staff alike.

'At Saint Bede's Catholic High School, students clearly feel part of a community where they are valued as unique individuals. They readily bear witness to the ways in which they are supported and cared for by senior leaders, the whole staff team, and each other. They appreciate the distinctive Catholic nature of their school, speak warmly of it, and value being part of the Saint Bede's family.'

Catholic Schools Inspectorate - March 2023

We are seeking to appoint a reliable, trustworthy and hardworking Learning Support Assistant (TA2B). The successful applicant will join a team of experienced and enthusiastic colleagues working with individuals or groups of pupils with a variety of special educational needs.

Potential candidates are very welcome to visit our school to meet our pupils and Mrs Abberley, SENCO.

We look forward to receiving your application.

Yours sincerely,

Mr P Marsden
Headteacher



JOB DESCRIPTION

Salary: Grade 5 (£23,893-£25,979)*
(pro-rata, term time only)

Reporting to: Mrs A Abberley, SENCO

Start Date: September 2024 (One year - fixed term contract)

MAIN PURPOSE

Under the teacher's clear guidance, in respect of their work with individuals or small groups, to support the educational, personal and social development of pupils in the class including those with special needs and/or bilingual needs.

To establish positive relationships with pupils and assist them to complete structured learning activities. The roles available would be to ensure that pupils remain on task and to report progress to the teacher.

There are a number of roles available. Experience will be required to support physical disabilities, pupils on the autistic spectrum, pupils who need social/emotional/mental health support, hearing impaired and visually impaired pupils.

ROLE AND RESPONSIBILITIES

Support for Pupils

- Under the clear guidance of the class teacher to implement structured learning activities and to assist individual / groups of pupils to complete tasks.
- To undertake activities to assist in monitoring the personal, social and emotional needs of pupils.
- To develop positive relationships with pupils to assist pupils' progress and attainment.
- To assist in the devising of pupils' individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme.
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care/first aid when specific training has been undertaken.

Support for the teacher

- To assist in the monitoring /recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake routine classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To provide clerical and administrative support including the collection and recording of money.
- To administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work.

Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

JOB DESCRIPTION

Support for the Curriculum

- To assist in delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Essential qualifications/experience

- Experience of working with or caring for children of relevant age
- Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard
- Ability to relate well to children
- Ability to work as part of a team
- Good communication skills
- Ability to supervise and assist pupils
- Understand the requirement for confidentiality
- Good numeracy and literacy skills
- Flexible attitude to work
- Commitment to undertake in-service development
- First Aid Certificate (willingness to train to obtain First Aid Certificate if not currently held)

Desirable qualifications/experience

- NVQ Level 2 or above qualification (or equivalent)
- Level 2 qualification in English/Literacy and Mathematics/Numeracy (or equivalent)
- Experience of working in a classroom environment
- Experience of Administrative work
- Experience of supporting pupils with challenging behaviour
- Time management skills
- Organisational skills
- Knowledge of classroom roles and responsibilities

Special requirements/experience

- Additional special requirements may be required to support the individual needs of a pupil. Further information of this will be discussed at interview.

Equal Opportunities

· We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

· All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

· This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The above sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. Please note that this is for guidance only. Post holders are expected to be flexible, to operate in different areas of work and may be required to undertake a lower graded role as appropriate.

HOW TO APPLY

To apply please submit the CES application form, and supporting recruitment documents, attached with this pack and available from the school website.

For your supporting statement, we ask that you complete this on the application form, using Calibri/Arial font size 11, and no more than two pages in length.

Completed CES Application Forms should be emailed to head@stbedeslytham.lancs.sch.uk or posted to:

**MR P MARSDEN, HEADTEACHER
SAINT BEDE'S CATHOLIC HIGH SCHOOL,
TALBOT ROAD, LYTHAM ST ANNES, LANCASHIRE,
FY8 4JL**

The closing date for applications is **Monday 2nd September 2024 at 12noon.**

We reserve the right to close this post should we receive suitable applications prior to the closing date.

Candidates will be invited to interview by telephone and should ensure that a working day contact number is included in their application.

Visit to the school: If you would like to visit our school before applying, please contact Mrs Kelly, School Manager, on 01253 667 526 or by emailing skelly@stbedeslytham.lancs.sch.uk

