



## Let Your Light Shine

If we love others, we live in the light. 1 John 2:10

Inspired by our Gospel Values we have a shared responsibility to:

1. create an environment of welcome, love and respect for each member of our learning family.
2. develop the unique gifts and talents of all, striving for excellence in everything we do.
3. live out our commitment to love, service and justice in the local and global community.
4. nurture the journey of faith and discovery for all.
5. celebrate and reflect on the love of God which is at the heart of all we are.



### POST OF

Teaching Assistant – SEN  
Level 2B Grade 5  
Permanent Part Time 0.4fte

Application Pack

Required for ASAP

**Teaching Assistant with SEN Responsibilities  
10 Hours per Week (0.4fte) – Term Time Only**

Plus 2 x break duties per week totaling 40 minutes

Level 2B – Grade5 (Point 6 £25,183 to Point 11 £27,269)

Please note the salary quoted is full time equivalent, the actual salary received will be paid on a pro-rata basis.

Governors wish to appoint a Teaching Assistant with SEN responsibilities to join our school. The successful applicant, under the teacher's clear guidance, will work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs. As a school we are increasingly supporting children and young people with Moderate Learning Difficulties and Severe Learning Difficulties. You will be required to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the teacher.

**This is a school where pupils are confident, full of life, and considerate of others. Pupils are known well and cared about. Pupils behave well and work hard in class.”**

OFSTED January 2020

**Informal discussions and visits to the school can be arranged by contacting the school on 01772 339813**

Further information and an application pack are available to download from the school website:  
[www.st-maryshigh.lancs.sch.uk](http://www.st-maryshigh.lancs.sch.uk).

Please return completed application to [recruitment@st-maryshigh.lancs.sch.uk](mailto:recruitment@st-maryshigh.lancs.sch.uk)

**Closing Date: Sunday 5<sup>th</sup> January 2025 at Midnight**

If you do not hear anything within four weeks of the closing date, you will not have been successful on this occasion

Proposed Interview Date: **TBC**

We reserve the right to close this post should we receive suitable applications prior to the closing date.  
Therefore, we would encourage early applications.

**Please note that in line with Keeping Children Safe in Education 2024 an on-line search will be carried out as part of our due diligence on shortlisted Candidates.**

This post is subject to an enhanced disclosure with the DBS.  
*Brownedge St. Mary's Catholic High School is an Equal Opportunity Employer and is committed to ensuring the safety of all its children and young people*

# BROWNEGE ST MARY'S CATHOLIC HIGH SCHOOL

## Letter from the Headteacher

Dear Applicant

I am delighted to be writing to you as Headteacher of Brownedge St. Mary's Catholic High School. Having started my career here almost 30 years ago, I have a deep understanding of our school. It is truly a warm, welcoming and vibrant place to be, where we work as a family to support, challenge and care for one another, striving continuously for excellence and to be the best that we can be.

Here, at Brownedge St Mary's, we place Christ at the centre of our pupils' lives: a place to encounter the living God in all that we are and do. Christ becomes alive by integrating Gospel values into every aspect of teaching, learning and the totality of school life both inside and outside the classroom. As a school we challenge every member of our community to "Let Your Light Shine" and to develop their God-given talents to their full potential. By doing this we ensure that our pupils' journeys into adulthood are also journeys of faith from which grow values, aspirations and morals that inform their actions and choices as unique individuals.

Our school is an environment where pupils feel safe, cared for and confident to express themselves. As a result, excellent relationships are formed, based on mutual respect and care for one another. I am extremely proud of our hard working and dedicated staff who go beyond high quality teaching and pastoral care and offer a rich extracurricular provision that ensures daily enrichment for all.

This is an exciting time for our school as it moves forward in the next phase of its journey to becoming an outstanding Catholic school. As a Teaching Assistant with SEN experience, you will be working in a team that is passionate and committed to delivering the absolute best for all our students. If you are someone who has energy, determination and drive and are collaborative and build strong relationships then Brownedge is the community for you.

I hope you are the person we are seeking. Should you decide to apply please read the job description and person specification carefully as it is important that, in your letter of application, you can demonstrate how your current experience, skills and qualities meet the job profile, and in particular, how you meet the requirements of the person specification.

You are reminded that the closing date for applications is **Sunday 5<sup>th</sup> January 2025 at 12 midnight.**

Brownedge St Mary's Catholic High School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful candidate will be subject to satisfactory Enhanced DBS clearance and all pre-employment checks to include satisfactory references.

If you join our team, you will enjoy a full and purposeful career where you are valued, supported to develop and your hard work is recognised. I hope that having read all the necessary information about our school you are excited about applying for this position.

I look forward to receiving your completed application and reading what you have to offer our School.

Warm regards,



Mrs Nicola Oddie  
Headteacher

# BROWNEGE ST MARY'S CATHOLIC HIGH SCHOOL

## School Context



We are an 11-16 Mixed Catholic Voluntary Aided High School in Bamber Bridge in the Diocese of Salford. There are currently 764 pupils on roll. This has increased year on year, and we are now oversubscribed in Years 7 to 9. In May 2022, we went through an extensive refurbishment and added a new school entrance, new toilet facilities and developed new ICT suites, a RE classroom, staffroom, music room and additional school dining facility for pupils.

The Mission Statement of Brownege St Mary's expresses our intention to ensure that all pupils are given the opportunity to fulfil their potential using their unique talents gifted to them by God. Our inclusive ethos and high aspirations for our pupils commits us to providing opportunities that allow all pupils to develop as independent, confident and successful learners who enjoy learning and make good progress.

Through our Mission, we develop pupils' personal and moral values based on our Catholic ethos, teaching them respect for other cultures, religions and ways of life (including British Values) and ensuring that all know how to make a constructive contribution to the local, national and worldwide community.

Our curriculum is responsive to our local context and the profile of our cohort entry. Building on knowledge of pupils' prior learning, we ensure that pupils are challenged from day one through new and engaging learning. We ensure that our broad and balanced curriculum, delivered by specialist staff, equips our learners to transition into appropriate progression routes and ensures that pupils gain secure knowledge, transferrable skills and values which will allow them to lead successful and fulfilling lives.

Our curriculum has been designed and developed to ensure there is no cap on expectations and ambitions and meets the needs of different groups. It has been designed to be ambitious and to give all pupils, particularly disadvantaged pupils and pupils with SEND, the knowledge and cultural capital they need to succeed in life. We plan and sequence our learning such that all groups make good progress. Challenging concepts are revisited so that pupils can make sustained gains in new knowledge.

Five years ago, we adopted a Threshold Model, requiring all subjects to develop Progression Models to ensure that the curriculum is coherently planned and sequenced, and that knowledge is acquired, remembered, built on and applied. These are constantly revised and amended from reflection of what our pupils need to know and when best to teach it. We equip learners with the technical and subject-specific vocabulary to articulate precisely their learning, orally and in extended writing. We expect all learners to appreciate the value of reading widely for pleasure. All learners are engaged in an ambitious curriculum pathway, whether it be traditional EBacc, technical or vocational. Work undertaken on our curriculum intent and implementation has had impact. The deepening knowledge is starting to impact positively on GCSE outcomes. We are committed to continuous improvement.

In January 2020, we were visited by OFSTED who recognized that we are a continuously **GOOD** school.

In November 2022, we were visited by the Catholic Schools Inspectorate who recognized that we are **OUTSTANDING** in terms of our Catholic Life and Mission and Collective Worship and our RE Faculty were **GOOD** in terms of curriculum provision, outcomes and leadership.

**Lancashire County Council  
Combined Role Profile**

**Grade Profile – Teaching Assistant - Level 2b (Grade 5)**

|   |   |
|---|---|
| <b>POST TITLE:</b>  | Teaching Assistant 2(b) with SEN Responsibilities   |
| <b>GRADE:</b>   | Grade 5 – SCP 6 to SCP 11   |
| <b>CAR USER:</b>  | Not applicable  |
| <b>LOCATION:</b>  | Brownedge St Mary's Catholic High School  |
| <b>RESPONSIBLE TO:</b>  | Assistant Head Teacher/SENCo  |
| <b>STAFF RESPONSIBLE FOR:</b>   | None  |
| <b>JOB PURPOSE:</b>   | <b>The main objectives to be achieved by the Postholder</b>                                     |
| <p>Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils' parents and carers. To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.</p>   |   |
| <b>MAIN ACTIVITIES:</b>   | <b>What the Postholder will actually do<br/>What prescribed duties the postholder will have</b> |
| <p><b>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</b></p> <p><b>Support for Pupils</b></p> <ul style="list-style-type: none"> <li>• Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils.</li> <li>• To undertake activities in order to monitor the personal social and emotional needs of pupils.</li> <li>• To develop positive relationships with pupils to promote pupil progress and attainment.</li> <li>• To assist in the devising of pupil's individual targets and their monitoring and review.</li> <li>• Support pupils as part of a planned inclusion programme</li> <li>• To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.</li> <li>• To assist in the development of varying skills that support pupils' learning.</li> <li>• To assist in the specific medical/care needs of pupils when specific training has been undertaken.</li> </ul> |   |

### Support for the Teacher

- To monitor and record pupil progress and developmental needs.
- To produce relevant classroom resources.
- To undertake classroom administrative tasks including the maintenance of records. –  
To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.
- 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 assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- 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 for 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.

### Support for the Curriculum

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

#### Note:

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

#### 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.

#### Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.



## Person Specification Form

### Post Title - Teaching Assistant - Grade 5 - Level 2(b)

| Personal Attributes required (on the basis of the job description)   | Essential (E) or Desirable (D) | To be identified by: (eg application form, interview, reference etc) |
|--|--------------------------------|--|
| <b>Qualifications</b>  |                                |  |
| NVQ level 2 or above qualification –appropriate to the post (or equivalent)  | D                              | A  |
| Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy   | D                              | A  |
| <b>Experience</b>  |                                |  |
| Experience working with SEN in an employed or voluntary setting  | E                              | A/I/R  |
| Experience of working with or caring for children of relevant age  | E                              | A/I/R  |
| Experience of working in a relevant classroom /service environment   | D                              | A/I/R  |
| Experience of Administrative work  | D                              | A  |
| Experience of supporting pupils with challenging behaviour   | D                              | A/I/R  |
| <b>Knowledge/skills/abilities</b>  |                                |  |
| Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard   | E                              |  |
| Understanding and awareness of SEND Code of Practice (2015)/JCQ Access Arrangements and Reasonable Adjustments; Equality Act (2010)                            | E                              |  |
| Willingness to work towards specific SEND specialist qualification as part of CPD process  | E                              |  |
| Ability to relate well to children   | E                              | A/I/R  |
| Ability to work as part of a team  | E                              |  |
| Good communication skills  | E                              |  |
| Ability to supervise and assist pupils   | E                              |  |
| Time management skills   | D                              |  |
| Organisational skills  | D                              |  |
| Knowledge of classroom roles and responsibilities  | D                              |  |
| Knowledge of the concept of confidentiality  | E                              |  |
| First Aid Certificate  | D                              |  |
| Administrative skills  | D                              |  |
| Knowledge of Early Years Foundation Stage  | D                              |  |
| Good numeracy and literacy skills  | E                              |  |
| Ability to make effective use of ICT   | D                              |  |
| Flexible attitude to work  | E                              |  |
| Have flexibility based on the needs of the pupils and timetable demands. The pupil timetable may be subject to changes or adaptations to meet their SEND needs | E                              |  |

|   |  |  |
|---|--|--|
| <p><b>Other</b><br/>         Commitment to undertake in –service development<br/>         Commitment to safeguarding and protecting the welfare of children and young people<br/>         Satisfactory attendance record/commitment to regular attendance at work</p> | <p>E<br/>         E<br/>         E</p> | <p> <br/>          <br/>          </p> |
|---|--|--|



## ***Extracts from our recent inspection reports***

**Ofsted confirmed our school continues to be a GOOD school. (January 2020)**

*“This is a school where pupils are confident, full of life, and considerate of others. Pupils are known well and cared about. Pupils behave well and work hard in class.”*

*“Pupils said that they feel safe and can be themselves in this school community. Bullying almost never happens.”*

*“Pupils said the wider curriculum is a strength of the school. It provides them many new experiences. Staff go out of their way to provide pupils with extra activities and school trips. Pupils use these opportunities to find out about the wider world and what they enjoy and are good at.”*

*“Staff help all pupils to access the curriculum equally. Most parents and carers of pupils with special educational needs and/or disabilities (SEND) are full of praise for the school. They say their children receive excellent support from staff. They achieve well.”*

*“Pupils develop as good and successful citizens. They learn how to contribute and make a difference to the world in which we live.”*

*“Pupils pay attention, try hard and behave well in lessons. This good behaviour extends beyond lessons. Pupils are happy and orderly between lessons, and at break and lunchtime.”*

*“Most pupils achieve well in their examinations, across almost all subjects. This includes pupils with SEND, who move on to well-chosen courses after Year 11. Disadvantaged pupils’ examination results are improving year on year.”*

**Catholic Schools Inspection confirmed our school to be GOOD, with outstanding judgements in Catholic Life and Mission and Collective Worship. (November 2022)**

**KEY STRENGTHS OF THE SCHOOL INCLUDE:**

*“The pastoral provision is exceptional”*

*“The school is extremely welcoming, and the sense of community is palpable”*

*“(Gospel) values are lived out, permeate the school and are exemplified by strong positive relationships resulting in a united and joyful community”*

*“There is exceptional readiness to take on roles of leadership, responsibility and service resulting in a strong community that reflects the diversity of St Mary's”*

*“Students are extremely respectful”*

*“Student leadership opportunities are varied and extensive”*

*“Students clearly understand they are part of a Catholic family whose core values come from Jesus. They embrace this, value it highly and actively contribute... In essence, students find the school's ethos inspiring.”*