



CARDINAL ALLEN CATHOLIC HIGH SCHOOL



**HIGHER LEVEL TEACHING ASSISTANT
APPLICANT INFORMATION PACK**



Our Foundation Statement

Cardinal Allen is a Catholic and comprehensive school founded to serve the families and parishes of the North Fylde in the Diocese of Lancaster. The declared aims of the School are to foster a growth and commitment to the love and service of Christ through the teachings, doctrines and practices of the Catholic Church and to be a Christ-centred community in which relationships are marked by that genuine spirit of care which is present in the Christian family.

The school believes that the education and formation of our children is a responsibility shared by parent, teacher and the Church. Whilst we recognise that the parents should be the primary educators of their children, the personal influence of the teacher is of great significance during and beyond school days, for the growing child reflects the influence of those who care for and teach him or her. We accept the fact that such formation is present in all aspects of the School's life - the approach to every task, every aspect of teaching and learning, every form of order, discipline and control, every relationship.

The School willingly accepts its responsibility to provide opportunities for the formation of each person in the community through the mission of integrating human development and the values of Christ:

- + believing that all life and human talents are gifts from God and that we are all formed in the image of Christ**
- + recognising the need of all individuals for growth and development irrespective of circumstance, gender or race**
- + communicating the Christian message of love and service, and values of justice, acceptance, tolerance, respect and friendship**
- + creating a secure, caring, Christian and happy environment**
- + providing opportunities for work and learning that give a sense of satisfaction, achievement and self-respect**
- + developing the necessary life-skills of communication, creativity, problem solving, decision-making, as well as the informational framework that will prepare individuals for life in the 21st century.**



Welcome

January 2025

Dear Applicant,

Thank you for your interest in working as a part of our Learning Support team at Cardinal Allen Catholic High School.

This is an exciting opportunity for someone who wants to make a difference to the lives of our pupils at Cardinal Allen. If you would like to join a strong, caring team and, if you are prepared to work hard, you will enjoy developing your craft with us.

You will see from our most recent inspection reports that many aspects of our provision are outstanding, but we are not complacent, and continue to strive to make all aspects of our work outstanding.

This pack includes our Foundation Statement, a copy of the advertisement, information about the school, along with the job description and person specification.

I hope you find the information herein useful, and there is of course lots more information available on our [website](#), including details about our curriculum, pastoral care and all of the fantastic experiences that our pupils enjoy.

I hope that you will feel encouraged to apply for this post and I very much look forward to receiving your application. If you are interested, and would like to discuss this opportunity and our ambitions further, or even visit the school, please contact the SENDCO, Caroline Smith, directly.

Yours sincerely,

Andrew Cafferkey
Headteacher



CARDINAL ALLEN CATHOLIC HIGH SCHOOL

Higher Level Teaching Assistant (HLTA)

Required ASAP

35 hours/week, Term time plus 1 week

LCC Grade 7 £31,067 to £35,235 pro-rata (actual £25,502 to £29,717)

The governors of this very successful Catholic High School wish to appoint a Higher Level Teaching Assistant to join our Learning Support Team. The post is for 35 hours per week, term time plus one week.

Cardinal Allen is a great place to work and an excellent community to belong to. We receive tremendous support from our parent body and a committed group of Governors. Our pupils actively engage in all aspects of school life, and there is a culture of mutual support and openness.

The successful candidate will:

- Plan and deliver lessons in English and Maths to small groups of pupils who have additional learning needs;
- Manage our alternative provision room, ACE;
- Work as part of the Learning Support Team to address the needs of pupils and their parents/carers who require additional support to overcome the barriers to learning;
- Be enthusiastic, resourceful and keen to ensure that the highest possible standards are maintained, personal development and well-being are achieved;
- Have the skills to play a key role in the continued development of this key area;
- Be willing to go the extra mile for our pupils.

Cardinal Allen is a forward looking, oversubscribed, “outstanding Catholic school”, evaluated by Ofsted only last term as a ‘**good school**’. Inspectors said, ‘**Pupils are happy to attend this kind and welcoming school. Pupils achieve well. This is because leaders set high expectations for all pupils**’. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

Application forms and further details are available via the school website. Candidates are more than welcome to call the SENDCO for an informal discussion or to visit the school prior to application. Closing date for applications is Monday 27th January 2025 at 9.00am. Applications should be sent to j.abra@cardinalallen.co.uk



General Information

THE SCHOOL

The school is named after William Allen, a Lancashire man, who was born in 1532 and is known to have lived as a young boy at Rossall near to the site of the school. William Allen founded the English Seminary at Douai and the English College in Rome in order that young Englishmen could be trained as priests during the Reformation and return to England to keep alive the Catholic faith.



Our 800 pupils form a friendly, open school in which discipline is good and where a high value is placed on order, respect for others and endeavour. This means that we can be rightly ambitious for all our pupils and encourage them all to have high expectations. We are once again oversubscribed for September 2022 having received nearly 400 applications for the 166 places available.

Our school is constantly striving to achieve higher standards as reported in our [Ofsted Report](#), and in our [Section 48 Denominational Inspection Report](#) which described us as an “**Outstanding Catholic School**”. We recently enhanced our status as a Fairtrade school by being designated a FairAchiever School, we are one of only twelve Eco Ambassador Schools in the country, and we were recently redesignated a Full International School by the British Council. We have held SGQM Centre of Excellence status for several years and we are a strategic partner in the Catholic Teaching Alliance. We are also the current National Eco School of the Year – a magnificent achievement.

OUR MOST RECENT INSPECTIONS

Our most recent inspection reports say great things about the school and what we provide:

“Cardinal Allen is an outstanding Catholic School” (Section 48)

“Pupils are happy to attend this kind and welcoming school” (Ofsted 2022)

“Pupils are proud to belong to Cardinal Allen Catholic High School; they are greatly appreciative of all that the school provides and how it supports and nurtures them. They feel encouraged and inspired to live by the school motto and be all that you can be.” (Section 48)

“Pupils, including those with SEND and disadvantaged pupils, become confident readers. Pupils who find reading difficult are well supported to catch up. Pupils enjoy reading a class novel with their form teacher. They can also choose to take part in group reading with the librarian or to read a book of their choice independently. These activities help pupils to develop and broaden their vocabulary so that they become accurate and fluent readers. Pupils’ extensive vocabularies and secure comprehension skills enable them to achieve well in many subjects across the curriculum. Pupils take advantage of the ample opportunities to read for pleasure in order to find out about different cultures, lives and experiences.” (Ofsted 2022)

“The behaviour and attitudes of pupils observed throughout the inspection were exemplary.” (Section 48)



THE PLACE

The Fylde Coast is a very pleasant area in which to live and work. The school is situated between Fleetwood and Cleveleys in a pleasant residential area near to Rossall Beach. The school is within easy reach of the M55 motorway which allows quick access to Preston, Manchester and the Lake District. The cities of Preston and Lancaster are both just a 30-minute drive away.

THE LEARNING SUPPORT DEPARTMENT

The learning support department includes a team of Teaching Assistants, HLTAs, Assistant SENDCo and SENDCo. We are committed to promoting an inclusive environment where expectations are high and pupils are encouraged to grow in independence. We take a very pupil-centred approach and work with pupils with a range of needs, ensuring that every voice is heard and pupils receive the best possible care and support.

THE ROLE

We are looking for a Higher Level Teaching Assistant to work as part of the Learning Support Team to address the needs of pupils and their parents/carers who require additional support to overcome the barriers to learning. This role will include leading our small, alternative provision room, ACE.

WHO ARE WE LOOKING FOR?

We are looking for someone with enthusiasm, energy, and the ability to contribute to the work of a successful team. The successful candidate needs to have excellent communication skills and be able to work with both pupils and their families.

WIDER LIFE OF THE SCHOOL

The breadth of opportunities available to our pupils is illustrated on our website, and is acknowledged in our most recent Ofsted Report, but they can only happen if there is a willingness from our staff to go the extra mile in supporting our children to *be all they can be*. As such, all staff, at whatever level, are expected to make a positive contribution to the wider life of the School, and to enthusiastically engage and support the Catholic life of the school. Quite simply, we want to provide an experience which you would want for your own children.



HOW TO APPLY

If, having considered all of the information available, you wish to apply for the post, please take note of the following:

Visits to school

Interested colleagues are welcome to contact the Business Manager or SENDCo for an informal discussion or to visit the school prior to application to see our wonderful pupils at work.

Applications

- Only applications made on the version of the CES application form that is available from the school website will be considered;
- Page 10 of the form invites you to write a supporting statement – Governors would like you to write your statement (no more than two sides of A4, using Calibri Size 11 font) as a separate document. This separate supporting statement should be clear, concise, and related to this specific post at our school;
- Applicants should also submit an additional three completed forms:
 - Recruitment Monitoring Form;
 - Rehabilitation of Offenders Act Form;
 - Consent to Obtain References Form;
- Completed applications should be addressed to the Headteacher, Mr A Cafferkey, and sent to j.abra@cardinalallen.co.uk. All applications will be acknowledged;
- The closing date for applications is **Monday, 27th January 2025 at 9.00am**. Applications received after the closing date will not be considered.

References

Candidates are required to provide the details of referees, as outlined on the application form, who will provide a positive recommendation in support of an application for this post. References will be requested immediately after short listing has taken place. To prevent any delay, and to ensure that references are available for the interviews, please inform your referees that you have applied and that we may be contacting them. If currently employed in a school, one of your referees must be the headteacher of the school.



Job Description

JOB DESCRIPTION FOR:

Higher Level Teaching Assistant

MAIN DUTIES

Relating to School Mission Statement:

In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Cardinal Allen places the highest value on the very positive and supportive relationships which exist between adults and between adults and children. All staff are expected to set a positive example to others in this respect.

All our Teaching Assistants are expected to work with teachers in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies.

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.

Support for Pupils

- To assess the needs of pupils and to differentiate curriculum content to support pupils' learning.
- To support pupils as part of a planned inclusion programme. In particular, delivering Maths and English lessons in ACE, which includes a small group of pupils who have a range of additional needs.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and evaluate pupil responses to learning activities.
- Within an agreed system of supervision, to plan challenging teaching and learning objectives.
- To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks.
- To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement.
- To produce English and Maths lesson plans for pupils accessing ACE.
- To undertake marking of pupils' work in ACE.
- To administer/mark tests and invigilate examinations, when needed.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.
- To liaise with Maths and English Curriculum Teams, including attendance at any relevant meetings.
- To plan and prepare annual reports and meet with parents of pupils within ACE.

Support for the School

- To organise and manage a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To contribute/lead meetings, on an individual basis, with parents to provide feedback on pupil progress/achievement.
- To utilise own strengths and areas of specialist expertise to advise and support other school staff in specialist areas.
- To support the provision of out of school learning activities within guidelines established by the school.
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- 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 co-ordinate and supervise the work of Teaching Assistants and hold team meetings as appropriate.
- To ensure appropriate induction arrangements for all new Teaching Assistants including monitoring arrangements and operation of probationary arrangements.
- To undertake recruitment/appraisal/training/mentoring for other teaching assistants.
- To assist in the identification and delivery of development needs.
- To ensure effective communication arrangements.
- To co-ordinate the utilisation of volunteer helpers.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work

Support for the Curriculum

- To deliver Maths and English lessons within ACE, including some 1:1 work to pupils within an agreed system of supervision, adjusting activities in accordance with pupil needs.
- To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- To support the use of ICT in learning activities.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To continue personal development as agreed.
- To engage actively in the appraisal process.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Line Manager: SENDCO

Line Managing: N/A

Liaising with: Learning Support & Pastoral Team, colleagues, any relevant external agencies and parents.

Working Time: Term time only, Monday to Friday, 35 hours per week

Grade: LCC Grade 7 £31,067 to £35,235 pro-rata (actual £25,502 to £29,717)



Person Specification



Cardinal Allen Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

The Governors will consider applications on the basis of each candidate's ability to meet the following criteria:

Experience, Skills, Knowledge and Understanding	Essential	Desirable
Recognised and relevant NVQ Level 3 qualification or equivalent.	√	
First Aid certificate or willingness to under training	√	
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	√	
HLTA status		√
Can demonstrate in their current role, the capacity to work effectively with a range of people at a professional level	√	
Experience of successfully working with or caring for 11-16 year olds	√	
Experience of working in a school environment	√	
Experience of managing challenging behaviour constructively and consistently using a range of strategies	√	
Experience of working with young people with complex needs	√	
Good working knowledge of Microsoft Office packages including Outlook / Word	√	
Has knowledge of the use of SIMS		√
Efficient and effective administrative and organisational skills - including the use of IT for communication and record keeping	√	
Can maintain issues of confidentiality in the working environment	√	
Has the ability to communicate effectively with a wide range of different people and organisations, including pupils, staff, parents and external agencies	√	

The ability to supervise and assist pupils	√	
The ability to assess children's development	√	
The ability to plan and deliver programmes of work	√	
Personal Attributes		
Will actively engage in training activities and take responsibility for his/her own professional development	√	
The ability to communicate with and motivate young people	√	
Excellent time management and multi-tasking skills and able to use own initiative	√	
Is committed, resilient, robust, resourceful, keen and enthusiastic	√	
Build and maintain quality relationships through interpersonal skills and effective communication	√	
Has an excellent record of punctuality, attendance, reliability and integrity	√	
Can demonstrate fairness, honesty and integrity in his/her existing practice and conduct as a professional	√	
Has a sense of humour and patience, particularly when facing difficult and challenging situations	√	
Can demonstrate the ability to work well as a team member	√	
Has the ability to work flexibly and in a responsive way with tact, discretion and confidentiality	√	
Commitment to safeguarding and protecting the welfare of children and young people	√	
Is willing to support the Christian ethos of our Catholic school	√	
Be a positive role model at all times and a highly effective and respected representative of Cardinal Allen	√	
Positive recommendation from all referees, including current employer	√	