



ST THOMAS MORE  
CATHOLIC HIGH SCHOOL



Recruitment Pack for the Position of:  
**TEACHING ASSISTANT**

## Recruitment Pack for the Position of TEACHING ASSISTANT



Welcome to St Thomas More Catholic High School

Thank for taking time to consider the post of Teaching Assistant here at St Thomas More Catholic High School. The role is a vitally important one in our school and will impact directly on our continued success and future development.

Our school is recognised as one of the very best schools in Cheshire and nationally. Our OFSTED inspections of September 2007, April 2012 and January 2016, together with our pupils' examination results at Key Stage 4 establish our wider reputation as a school with excellent results and pupil progress.

I hope that in finding out more about the school and its secure basis on Gospel Values you will feel motivated to apply for the post of Teaching Assistant. I would encourage you to visit the school and meet our exceptional pupils. Please do not hesitate to contact the school if you have specific questions. However do look at our website if you would like more information about our school.

Your application form and covering letter, including referees should be returned by the closing date of Thursday 28th September 2017, 10:00am. Interviews will take place on Wednesday 4th October 2017.

The application form and covering letter can be emailed to:

[mrs.mcglone@st-thomasmore.cheshire.sch.uk](mailto:mrs.mcglone@st-thomasmore.cheshire.sch.uk)

Kind regards

Mrs Clare Hogg  
**Headteacher**



## **St Thomas More Catholic High School**

### **Keeping Faith in Education**

St Thomas More Catholic High School is a high performing, oversubscribed, 11-16 school in the South Cheshire Catholic Multi Academy Trust in the Diocese of Shrewsbury which was once again rated Good by Ofsted in 2016. Our most recent inspection by Shrewsbury Diocese rated us as an Outstanding Catholic school.

We have a well-deserved reputation for academic excellence balanced by outstanding pastoral care and support which allows our pupils to flourish and develop as rounded individuals.

During 2016-17 we will continue to focus relentlessly on the quality of teaching leading to excellent results for pupils, very high expectations of behaviour to create a calm and happy school, a strong good pastoral system to care for pupils and their needs, and a range of enrichment activities to engage and motivate pupils to contribute to their wider education to ensure that St Thomas More Catholic High School provides an outstanding education for all pupils.

Every school in the country with high ambitions for its young people would probably say the same, but we have a distinctive foundation or inspiration for our pursuit of excellence: our Catholic Christian values, based on the Gospel of Jesus Christ, which regards every person as a unique creation of God with an 'original gift' to offer the world. Our aim is to help pupils to discover the person they are called to be.

In the day to day life of the school, Gospel and British values are evident in the culture of respect and the strong 'family' atmosphere which all our visitors comment on and our staff and pupils value highly. Our values and common purpose has enabled us to create a thriving community who experience a full and balanced education which prepares them to live a fulfilling life and able to grasp all job, career, high education and leisure opportunities which the world offers.

### **What is special about a Catholic School?**

- |                                  |   |
|----------------------------------|---|
| ✚ Form prayers each day          | ✚ Links with Global Schools                     |
| ✚ Assemblies                     | ✚ Caring ethos                                  |
| ✚ Retreats                       | ✚ Inclusion for all                             |
| ✚ Liturgical events              | ✚ Wellbeing Days                                |
| ✚ Faith in Action                | ✚ Curriculum Core RE                            |
| ✚ Equality and Respect of all    | ✚ Supporting the Church Catechetical Programmes |
| ✚ Relationship and Sex Education | ✚ Chaplaincy Team                               |

## St Thomas More Catholic High School

*Keeping faith in education*

**Our school community believes in every person,  
encouraging their love of learning, their love of  
each other and their love of Christ**

**At St Thomas More Catholic High School we aim to:**

- Identify and value the individual abilities and qualities of all, whilst promoting a spirit of respect and concern for others
- Make prayer, worship and liturgy meaningful experiences for all members of the school community
- Maintaining and developing a challenging environment, which encourages high academic aspirations and achievements for all
- Make our pupils confident, caring and contributing members of society



**BE WHO GOD  
MEANT YOU TO BE  
AND YOU WILL SET  
THE WORLD ON FIRE**

St Catherine of Siena



## Recruitment Pack for the Position of TEACHING ASSISTANT



Crewe is an established town in Cheshire with a population of approximately 84,000. Crewe is known for its large railway junction and its history of manufacturing and overhauling locomotives. Crewe was also the home of Rolls-Royce Motors from 1946 until 2002. The Pym's Lane factory now produces Bentley Motor Cars exclusively.

St Thomas More Catholic High School is located within the parish of St Mary's the Immaculate, Crewe, under the Diocese of Shrewsbury. We work closely with our partner feeder primary schools, St Mary's Catholic Primary School, Crewe; St Anne's Catholic Primary School, Nantwich and St Gabriel's Catholic High School, Alsager. With a PAN of 128 and approximately 650 pupils on roll the school is increasingly oversubscribed.



St Thomas More Catholic High School has an excellent reputation within the Catholic and local community. We are a successful and popular school. Examination results and Levels of Progress are above local and national averages across Key Stage 3 and 4.

St Thomas More was inspected by Ofsted in January 2016 and was judged as a "Good" school. Here are some of the main findings from our recent inspection:

- 'The school has maintained high standards over a sustained period, with an improving trend compared to National figures'
- 'Teachers are effectively monitoring pupils' progress, providing accurate predictions of pupil GCSE results'
- 'The quality of teaching in core subjects of English, Maths and Science is at the heart of pupil enjoyment of learning'
- 'Teachers have high expectations and, as a result, pupils strive to achieve their challenging targets'
- 'Teachers create an atmosphere where pupils are not afraid to have a go and be wrong'
- 'Pupils behaviour is "Outstanding"'
- 'Pupil attendance is above average'
- 'The Governing Body are committed and provide support and challenge, sharing the ambitions of the school'
- 'The Leadership Team has maintained the good quality of education in the school since the last inspection'
- 'The Leadership Team have a clear idea of where the school is strong and where it can improve further'



## **Job Description: TEACHING ASSISTANT**

Reports to: SENCO

### **Key purpose of the job**

To support the teaching staff and teaching assistants in the development and education of pupils in accordance with the aims and policies of the school.

### **Responsibilities of a Teaching Assistant**

- ▶ Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered.
- ▶ Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
- ▶ Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
- ▶ Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a pupil.
- ▶ Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well being.
- ▶ Record pupil information, as specified by the teaching staff/line manager to ensure that schools' information systems are maintained.
- ▶ Attend to the personal, social and physical needs of pupils so that their well being is maintained.
- ▶ Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy.
- ▶ Display and present the pupils' work under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.
- ▶ Attend staff and other meetings and participate in staff training development work and staff reviews as required

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

## Person Specification : Teaching Assistant

### **Qualifications:**

- ▶ Experience of dealing with children
- ▶ A range of GCSE (or equivalent) qualifications at Grade C or above (at least in English or Mathematics).
- ▶ Any further relevant qualifications.

### DESIRABLE

- ▶ Knowledge of current legislation.

### **Experience:**

- ▶ Experience of dealing with children

### DESIRABLE

- ▶ Experience of working in a school environment in a learning support capacity.

### **Special Aptitudes:**

- ▶ Must show an understanding and appreciation of the needs of students with learning difficulties.
- ▶ Understanding of social and educational issues that impact upon young people.
- ▶ Resilience.
- ▶ Flexible enough to cope with changing situations.
- ▶ Ability to maintain a sense of proportion, perspective and good humour.
- ▶ Good organisational skills.
- ▶ Commitment to providing equality of opportunity for all young people.

### **Personal Qualities:**

- ▶ Ability to relate positively to students who may display challenging behaviour.
- ▶ Ability to work as a team member.
- ▶ Ability to work with small groups of students under supervision.
- ▶ Computer literate

## **ENHANCED DISCLOSURE**

Thank you for interest in St Thomas More Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as “spent” under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service and will check criminal records for information on any convictions, cautions, reprimands and warnings held on Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

