St. Matthew's
Roman Catholic High School
VOLUNTARY ACADEMY

EMMAUS
CATHOLIC ACADEMY TRUST

DIOCESE OF SALFORD

Job Application Pack

Learning Support Assistant



We Pray
We Care
We Achieve

St. Matthew's
Roman Catholic High School

WELCOME TO
St. Matthew's RC High School

As the Headteacher, it is my great privilege to be leading a school where the holistic development of our pupils is of primary importance.

Our commitment to the pursuit of academic excellence and our rich personal development curriculum is underpinned by our Catholic identity, brought to life through our values of praying, caring and achieving.

St Matthew's is a vibrant faith and learning community that's is enriched by our cultural diversity and unique young people.

Our curriculum is broad and well-balanced, designed and delivered by expert teachers to support all pupils to reach and exceed their academic potential. This is in conjunction with a bespoke Personal Social, Health and Economic Education (PHSE) programme and a wide-ranging extracurricular offer.

It is our intention that this, supported by our ethos and values, will allow each pupil to complete a five year journey with us and take their place in society, where their gifts and talents will be of benefit to all.

We insist on the highest standards of behaviour for learning and have clear policies in place to ensure these are maintained. It is my absolute belief that this consistency of approach will enable our community to flourish and enables our pupils to live out our mission statement. If you have any questions, please do get in touch with us.

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Mr A Nightingale
Headteacher





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OUR School

St Matthew's is a mixed Roman Catholic inner-city school based in Moston, North Manchester.

The school was established in 1977 and benefitted from a complete rebuild in 2009. The school serves close to 1400 pupils and benefits from a rich diversity across both the staff and pupil population. Our school is within easy access to the M60 motorway, providing a link to the rest of Manchester and the surrounding areas. St Matthew's is part of the Emmaus Catholic Academy Trust (CAT), which is one of three CATs in the Diocese of Salford. The school has recently started a rapid improvement journey and we anticipate the school will provide a high quality education in the near future.

We are a child centred, Christ centred community. Our core purpose is our Catholic mission: 'We pray, We care, We achieve'. Each element our our mission is important to us providing a unique education for all who join the school. St Matthew's works closely with other Catholic secondary schools to ensure we benefit from the very best practice available.

St Matthew's is located within extensive grounds and provides a bright, modern facility within an environment that supports teaching, learning and achievement across all subject areas with specialist facilities available. Computer facilities have been incorporated into the school design enabling all teaching areas to benefit from the latest IT products. We have music and drama suites, a recording studio, industry standard science laboratories, media, photography, ceramics, food and resistant materials provisions along with a dedicated sports hall and 3G pitch to enhance the physical activities of our learners.

At St Matthew's we are steadfast in our mission to keep all our pupils safe and happy, every day that they come to our school. We support all students academically and pastorally, enabling them to achieve positive outcomes at the end of their time with us. Our effective pastoral systems provide relentless care and support for all pupils, underpinning our core business of teaching, learning and achievement.

Safeguarding is at the heart of what we do at St Matthew's. All staff and volunteers are expected to have read and be fully compliant with the following policies:

- **Safeguarding and child protection**
- **Online/E-Safety**
- **Whistleblowing**
- **Staff Code of Conduct**
- **Data Protection**
- **Privacy Notice**

They are also expected to be familiar with 'Keeping Children Safe in Education, 2022'. A read receipt is required from all staff at the start of each academic year and from newly appointed staff prior to taking up appointment. St Matthew's are never complacent about safeguarding and work with the following always at the forefront of our minds... 'it could happen here'. We have rigorous and tested procedures in place which are constantly reviewed to ensure we have the highest of expectations from all our staff and volunteers when it comes to safeguarding and child protection.

Newly appointed staff are given a full induction programme with the safeguarding element of this completed prior to their commencement of work at the school.



SAFEGUARDING AT St. Matthew's

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WHY WORK AT St. Matthew's?

St. Matthew's Roman Catholic High School

We are a Catholic school which lives out our mission each day by caring for all staff. You will be challenged to be your best and constantly improve, and you will be supported and guided every step of the way.

Our aim is to help everyone achieve this by providing the following:

- Research-led CPD package for all staff, with weekly sessions dedicated to helping everyone become more effective in their role.
- Frequent career-development opportunities including access to qualifications eg NPQ, Apprenticeship programmes
- Generous non-contact time above the national average to enable teaching staff time to prepare and plan effectively.
- Average class sizes below the national average with approximately 25 per class. Option groups in KS4 often significantly smaller.
- Joint-planning of effective lessons across all departments to share outstanding practice yet reduce workload.
- Rigorous yet sensible marking policy which focuses on 'quality not quantity'.
- Highly effective and wide-ranging pastoral support structure to enable teachers to teach.
- Opportunity to boost salary via voluntary paid lunchtime duties.
- Employer Assistance Programme available to all staff via 'Health assured', offering 24/7 access to online GP as well as other services such as Telephone counselling, support regarding family issues, debt concerns, lifestyles addictions, relationships and legal. In addition, you will also have access to an online health portal which can offer personal coaching, emotional support, health checks, medical fact sheets, fitness advice and BMI assessment.
- Newly refurbished staff room offering quiet space for staff to work, free tea and coffee available at all times.
- Access to Education Mutual Healthcare including Physiotherapy, Mental Health services and surgical assistance.



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TRAVELLING TO
St. Matthew's

St. Matthew's Roman Catholic High School

North bound

Take exit 21 from M60

At Junction 21, exit towards A663/Rochdale/A627 (M) Chadderton (0.2 miles)

Turn left onto the A6104 slip road to Hollinwood/Oldham/A62/Manchester/A663 (82 ft)

Turn left onto Semple Way/A6104 (194 ft)

Turn right onto Hollinwood Avenue/A6104 (0.5 miles)

Turn left onto Broadway/A663 (0.4 miles)

Turn right onto Nuthurst Road (0.3 miles)

South bound

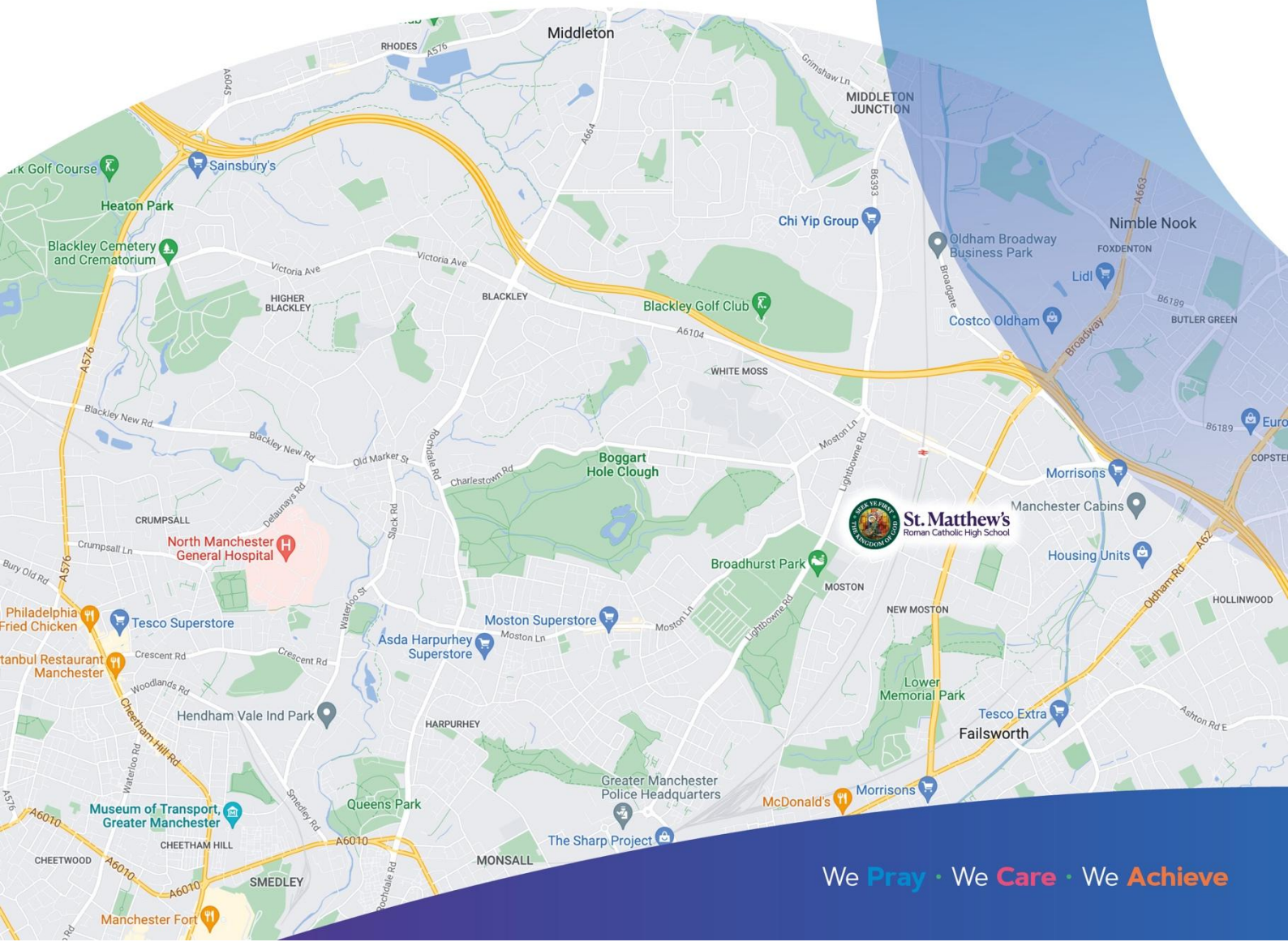
Take exit 20 from M60

Use the right 2 lanes to turn right onto Alkrington Interchange/Rochdale Rd/A664

Turn left onto Victoria Avenue East/A6104 (2.3 milles)

At the roundabout take the 4th exit onto Lightbowne Rd/B6393

Turn left onto Nuthurst Road



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Learning Support Assistant

St. Matthew's Roman Catholic High School

Full time, permanent, term time only + 5 days

Salary: NJC Grade 3, SCP 4 – 6 (FTE £26,427 to £26,847) actual salary approx. £21,485 to £21,826 per annum

Start date: As soon as possible

The Governors are looking to appoint an enthusiastic, hard-working, team player, who will join us in the role of a Learning Support Assistant

- Experience of working with or caring for children of a relevant age
- Possess numeracy/literacy skills with a good level of knowledge and understanding.
- Have an understanding of the national curriculum and other basic learning programmes/strategies
- You must be able to establish excellent relationships with pupils, parents and colleagues.
- Possess excellent communication and organisational skills combined with the ability to prioritise time and tasks in order to provide a friendly and efficient service.
- The role will be based across both St Matthew's RC High School and our Alternative Provision based at FC United

To arrange an informal visit, please contact Mrs Gibson, Headteacher's PA, on 0161 681 6178 or by email at k.gibson@smrchs.com

Closing date for applications
Friday 20 November 2026 at 9am

Interview date
Tuesday 24 November 2026

Application packs can be downloaded from the school website www.smrchs.com. Completed applications and supporting documentation should then be submitted by email to Mrs Gibson at k.gibson@smrchs.com

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

St Matthew's is also committed to providing a diverse and inclusive community, ensuring equal opportunity. We welcome and we encourage applications from everyone, including groups currently under represented in our workforce.

The successful applicant will be required to complete an enhanced DBS check.



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JOB Description

St. Matthew's Roman Catholic High School

The job description below gives an insight into the responsibilities of the post of a Learning Support Assistant and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking.
The post holder will report to the SENCo. Apart from other colleagues in the school, the main contacts of the job are: Assistant SENCo, teaching staff, other support staff and pupils.

Main duties and responsibilities:

- To work with small groups of children under the supervision of the classroom teacher.
- Give regular feedback on children's progress to the class teacher and file records.
- Attend to children's personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters.
- Establish good relationships with pupils, taking on acting as a role model by presenting a positive personal image and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to act independently as appropriate.
- Provide curricular clerical/admin support, eg. photocopying, making lists, collection of monies.
- Under the direction of the teacher prepare the classroom for lessons and clear afterwards, including display work as appropriate



- Undertake pupil record keeping as requested (e.g., provide a written statement on pupil progress to the teacher).
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher.
- Provide Curriculum / resource support and undertake programmes linked to local and national learning strategies.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
- Maintain high standards of health and safety at all times.
- Maintain good relationships with colleagues and work together as a team.
- Assist in the supervision of classroom and outdoor activities.
- Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present.
- Contribute to the overall ethos/work/aims of the school.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend relevant meetings.
- Participate in training, including relevant learning strategies and other learning activities and performance management where required.
- To converse at ease and provide advice in accurate spoken English is essential for the post.

A Learning Support Assistant may be called upon occasionally to provide cover supervision for a whole class for a session/lesson e.g. in an urgent situation. However, they will not be required to set or allocate work to the pupils, as this will be determined by the class teacher.

KEY

Responsibilities

St. Matthew's Roman Catholic High School

General

- For this role we are looking for;
- Experience of working with or caring for children of a relevant age.
- Numeracy/literacy skills with a good level of knowledge and understanding.
- Ability to relate well to children and adults.
- Ability to work as part of a team.
- An understanding of the role of the Learning Support Assistant and other
- professionals working in the classroom.
- Ability to use relevant technology e.g. photocopier.
- Understanding of national curriculum and other basic learning programmes/ strategies.
- Basic understanding of child development and learning.
- Willingness to undertake minor first aid training if appropriate.
- You must be able to establish excellent relationships with pupils, parents and colleagues.
- Possess excellent communication and organisational skills combined with the ability to
- prioritise time and tasks in order to provide a friendly and efficient service.
- The postholder must have a command of spoken English which is sufficient to enable
- the effective performance of the role, including the ability to speak with
- confidence and accuracy and the ability to listen and
- respond appropriately dependent on the audience.

- **Personal Style and Behaviour**

- Tact and diplomacy in all interpersonal relationships with the public, pupils
- and colleagues at work.
- Self-motivation and personal drive to complete tasks to the required timescales
- and quality standards.
- The flexibility to adapt to changing workload demands and new school challenges.
- Personal commitment to ensure that the provision of support is equally accessible
  and appropriate to meet the diverse needs of the pupils.
- Personal commitment to continuous self-development.
- A commitment to school improvement.
- Be willing to consent to and apply for an enhanced disclosure check to the
- DBS (Disclosure and Barring Service).
- certificate (HSE approved) and provide first aid cover for staff and students.

Wider school responsibilities

• Support the school's aims and objectives, take a full part in the liturgy and prayer life of the school and play a major role in the development of the school's Catholic ethos and fulfilment of the School Mission Statement.
• Monitor and support the overall progress and pastoral development of pupils as a teacher/ Form Tutor
• Fulfil any other reasonable duties requested by the Headteacher



PERSON Specification

St. Matthew's Roman Catholic High School

The person appointed will:

- Be committed to the Catholic ethos of the school;
- Demonstrate understanding of the role their subject plays in the delivery of the Mission of a Catholic School
- Demonstrate a commitment to the wellbeing and safeguarding of young people
- Demonstrate the ability to enthuse, enable and negotiate with others
- Ability to present information with others
- Ability to find solutions to complex problems
- Good communication skills, both written and verbal
- Ability to work as a member of a team and work on own initiative
- Willingness to undertake training as required

Have experience of:

- Maths and English GCSE to grade C or above
- Possess good skills in:
  - Clear communication both one to one and with large groups
  - Effective time management and organisation
  - Excellent interpersonal relationships

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out the duties of the job.



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Contact

St Matthew's RC High School
Nuthurst Road
Moston
Manchester
M40 0EW

Tel: 0161 681 6178
Web: www.smrchs.com
Email: contact@smrchs.com

Headteacher: Mr A Nightingale

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OUR MISSION

We pray as a community with Christ and with the teachings of the Gospel at our centre, shown in the things we do and in the ways we worship together.

We care for everyone in our school community, respecting them as individuals created by God and recognising and celebrating talents and successes. We see caring for others in the world outside of our school as part of our Christian responsibility.

We achieve the best we can in all aspects of school life by learning in lessons, succeeding in examinations and committing to extra-curricular activities.

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