St John Fisher
Catholic Voluntary Academy

St John Fisher Catholic Voluntary Academy
Oxford Road, Dewsbury, WF13 4LL

Telephone: 01924 527000
Email: reception@stjohnfisher.org.uk
Website: www.stjohnfisher.org.uk

*Christ at the centre and children at the heart*

# Information for Educational Teaching Assistant

# St John Fisher Catholic Voluntary Academy
# Educational Teaching Assistant

Hours: 8.30am – 3.30pm Monday to Friday plus 1 day (additional day may be used for a number of scheduled after school sessions throughout the year)

Pay Scale & Salary: Grade 6, Point 7 – 11: £25,584– £27,269 FTE

Actual Salary: £19,535.43 - £21,581.63 per annum

Thank you for taking an interest in this exciting role.

It is my pleasure to welcome you to St John Fisher, an 11-18 voluntary aided Academy with approximately 1000 students on roll.

We seek to appoint an Educational Teaching Assistant to join our wonderful school.

St John Fisher Catholic Voluntary Academy has entered a new era of success, growth and pride.

Our students are some of the most inspirational young people you will ever meet. They are polite, friendly, kind and caring. They are supportive of one another and the school. Our staff are the same; dedicated professionals, committed to improving the outcomes and life chances of young people. Many of our teachers are ex-pupils of the school. There is a special feel about this traditional yet forward-looking Catholic school, simply put, it's a wonderful place to work.

We were inspected by Ofsted at the end of March, and once published, our new report will reflect how much we have improved in the last 2 years. It's a different school and you need to see it for yourself. Our current results are a legacy of the school's recent history of declining standards, but we are committed to our students and our community to create a high performing school.

Therefore, we need the best support for our students. As our students' numbers continue to grow, we seek to appoint the best people to support our continued improvement

We can offer you a wonderful student body, a thriving sixth form, a friendly and supportive senior team and a school overseen by a highly experienced and dedicated governing body who work closely with the school to ensure its continued success.

Your professional development is important to us, and our recent transformation has been made possible by the creation of a staff and student team who are committed to the school's future. Every member of our community is valued and as we continue to move forward, we will continue to invest in all practice which will improve the daily experience of our children. A bespoke programme of professional development, led by highly experienced senior leaders, focusing on bringing out the best from staff, is an entitlement for all teachers and support staff.

If you'd like to be part of our next success, I recommend a conversation with me or a tour of the school, either during the school day or after work. Please get in touch and we will accommodate your request so you can see for yourself what a wonderful place St John Fisher Catholic Voluntary Academy is.

Mr K Mackey

Headteacher

**St John Fisher Catholic Voluntary**

**Academy Headteacher:** Mr Karl Mackey

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|---|---|
| **Job Title:** Educational Teaching Assistant | |
| **Work Location**: St John Fisher Catholic Voluntary Academy | **Salary:** Grade 6, Point 7 – 11:<br>£25,584– £27,269 per annum FTE<br>Actual Salary: £19,535.43 - £21,581.63 per annum |
| **Reports To:** SENDCo | |

**Job Role**

To support teaching and learning under the guidance of the SENDCo and teaching staff, by providing high-quality support to individuals and small groups of pupils across all areas of SEND. This role involves implementing agreed work programmes both in and out of the classroom, including 1:1 classroom support, flexible support within lessons, and the planning and delivery of interventions. Staff will also be expected to supervise groups of students as required both in and out of the classroom. The primary focus is to support pupils' learning, development, engagement, and wellbeing, contributing to the inclusive ethos of the school and helping them achieve their full potential.

**Key Responsibilities**

**1. Support for Students**

- Establish rapport and build respectful, trusting relationships with students, acting as a positive role model and setting high expectations to promote positive attitudes and behaviours.
- Provide support to individuals and small groups, adapting tasks and encouraging engagement based on individual needs, including those with Education, Health and Care Plans (EHCPs).
- Support may include working on a 1:1 basis within the classroom or offering flexible support across lessons to meet changing pupil needs.
- Support pupils across a broad range of Special Educational Needs and Disabilities (SEND), ensuring inclusive access to the curriculum and school life.
- Contribute to and help implement personalised support plans (e.g., IEPs, Pupil Profiles, behaviour plans, risk assessments).
- Encourage independence and support the development of pupils' self-esteem and resilience.
- Promote and facilitate effective use of ICT to enhance learning.
- Engage with training and provide general care and support where needed, which may include personal care, support with eating, mobility, and supervision in various settings around the school.
- Monitor and record pupil progress and provide feedback to teaching staff and relevant professionals as required.

**2. Support for Teaching and Learning**

- Work closely with class teachers and the SENDCo to deliver tailored learning experiences that meet the diverse needs of pupils.
- Contribute to the planning, preparation, and adapting of learning activities to meet the needs of all learners.

- Support the delivery of a broad and balanced curriculum, including helping pupils engage in structured learning activities and interventions.
- Plan and deliver targeted interventions as required, under the guidance of the SENDCo or class teacher, to support pupils' academic or emotional development.
- Support the implementation of IEPs, EHCPs, Pupil Profiles, learning targets, and Student Support Plans.
- Prepare and maintain equipment and learning resources as needed.
- Carry out routine clerical tasks such as photocopying, filing, resource organisation, and data input where required.
- Contribute to displays and the maintenance of a purposeful learning environment.
- Maintain accurate records of pupil progress and interventions as required.

**3. Support for the School**

- Promote the values and ethos of the school through positive interactions and a commitment to inclusion and safeguarding.
- Work in partnership with colleagues, parents, carers, and external professionals to support pupil development.
- Supervise pupils in structured group settings, such as targeted activities, interventions, educational visits and break/lunchtime sessions.
- Support the school in wider enrichment activities such as trips, clubs or off-site events, as directed.
- Liaise with parents and carers when required, under the direction of the SENDCo, to share updates and contribute to a consistent approach between home and school.
- Attend and participate in relevant meetings as appropriate.
- Be flexible and proactive in contributing to the life of the school, adapting to meet emerging needs as they arise.

**4. Safeguarding and Professional Development**

- Promote and adhere to the school's safeguarding policies and procedures, ensuring the safety and wellbeing of all pupils.
- Adopt a proactive attitude towards health and safety by following school policy, and working collaboratively with others to identify, minimise, and manage potential risks.
- Actively engage in continuing professional development (CPD), including attending relevant training, courses and in-house sessions to improve and reflect on practice.
- Take part in regular training, performance reviews, and other professional development opportunities to enhance practice.
- Maintain high levels of confidentiality and professionalism at all times.
- Demonstrate a commitment to equality, inclusion and respect for diversity.
- Undertake other duties that may be reasonably required and are commensurate with the level of the post.

While this job description outlines the key duties and responsibilities of the role, it is not an exhaustive list. Employees may be required to carry out other reasonable tasks or duties, including ad hoc projects, as directed by a manager. These will be consistent with the general nature, scope, and grade of the post.

**Person Specification**

**Qualifications, Knowledge, Skills, and Experience:**

| Criteria | Essential | Desirable | Measured |
|---|---|---|---|
| Experience working with children and young people, ideally of relevant age | | ✓ | App / Int |
| Experience working in an educational or care setting | | ✓ | App / Int |
| Experience supporting pupils with a variety of additional needs | | ✓ | App / Int |
| Experience delivering interventions, including literacy, reading, or writing recovery programmes | | ✓ | App / Int |
| Understanding of how children learn and the impact of SEND on progress and participation | ✓ | | App / Int |
| Ability to assess and monitor pupil progress, including maintaining records | ✓ | | App/ Int |
| Relevant qualifications in supporting teaching and learning (e.g. Level 2 or equivalent) | | ✓ | App |
| Excellent communication and interpersonal skills | ✓ | | App / Int |
| Ability to build strong relationships with pupils, colleagues, and parents/carers | ✓ | | App / Int |
| Ability to support pupils with patience, encouragement, and consistency, promoting both academic and emotional wellbeing. | ✓ | | App / Int |
| Awareness of safeguarding responsibilities and commitment to safe working practices | ✓ | | App / Int |
| Understanding of the school curriculum and how to support pupil learning | ✓ | | App / Int |
| Confidence using IT and digital tools to support learning and record progress | ✓ | | App / Int |
| Ability to reflect on practice, take initiative, and adapt to changing needs and priorities | ✓ | | App / Int |
| Ability to maintain confidentiality and always uphold professional standards | ✓ | | App / Int |

**Additional – Personal Qualities:**

| Criteria | Essential | Desirable | Measured |
|---|---|---|---|
| A calm, supportive, and positive presence, with a genuine interest in the wellbeing and development of children | ✓ | | Int |
| Commitment to the values and ethos of the school and improving outcomes for all pupils | ✓ | | App / Int |
| Reliability, proactivity, and resilience with a strong work ethic and willingness to learn | ✓ | | App / Int |
| Ability to manage pressure and meet competing deadlines | ✓ | | App / Int |
| Willingness to 'go the extra mile' to make a difference in pupils' lives and contribute positively to the wider school community | ✓ | | App / Int |
| Commitment to promoting equality, inclusion, and safeguarding in all aspects of the role | ✓ | | App / Int |

If you would like an informal conversation about this opportunity and / or to arrange a visit, please contact Kayleigh Oakes on k-oakes@stjohnfisher.org.uk.

*Bishop Konstant Catholic Academy Trust is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. Applicants should note that, in accordance with Keeping Children Safe in Education (2023), it is the applicant's responsibility to have made any necessary registrations relevant at the time of making this application which is required for people working or volunteering with children. Accordingly, any offer of employment made will be conditional upon the results of enhanced checks from the Disclosure & Barring Service ("the DBS") and Employer Access Online (regarding teacher prohibition/disqualification from working with children and young people). As part of our commitment to effective safeguarding we may conduct online searches of candidates.*