

WE ARE DELIGHTED TO OFFER A NEW VACANCY AT OUR SCHOOL

# TEACHING ASSISTANT

THE CLOSING DATE FOR THIS VACANCY IS FRIDAY 6TH DECEMBER AT 9.00AM



ASSISTED TOURS OF THE SCHOOL ARE AVAILABLE ON REQUEST



## Our Lady's R.C. High School

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A WARM WELCOME FROM OUR HEADTEACHER

# HEADTEACHER WELCOME



Thank you for your interest in our school. Our Lady's is a welcoming, purposeful and calm place where everyone is valued and their uniqueness is celebrated.

Whilst we have had excellent outcomes over recent years, and all our inspection reports (both Ofsted and Section 48) have been graded at least 'Good', It is the recognition from our locality that is most important to us; serving our families is our greatest motivation.

Curriculum is rightly a national priority and the move away from judging schools primarily through a narrow set of data is a policy change we certainly welcome. Furthermore, we feel strongly that the curriculum our children experience should be far broader than the National Curriculum. The diverse backgrounds our children come from add a richness to our community and they also demand a curriculum that recognises them – a challenge we embrace. This is also complemented by an enrichment programme that provides all our children with the opportunities to participate in, and enjoy, a wide range of experiences, regardless of economic disadvantage.

I know all Headteachers say this but it genuinely is an exciting time to join the school. Due to being significantly oversubscribed the LA are investing 6

million pounds in developing the school building. We are using this opportunity to enhance the offer for our children but to also embrace the call of Pope Francis to be the custodians of Mother Earth. We are aiming to be 'carbon neutral' in the next three years with the ambition, ultimately, to be 'carbon zero'.

The children are our greatest asset and the vibrancy they bring to the school is both inspiring and uplifting. Many of our children face the challenges that come with living in poverty but if you feel that you could play a part in equalising those factors I encourage you to apply for this role.

Yours sincerely

Lee Ormsby

"The children are our greatest asset..."



**SUSTAINABILITY FOCUS**

OUR AIM IS TO BE CARBON NEUTRAL BY 2025



**NEW BUILDING PROJECT**

6 MILLION POUND INVESTMENT



**TECHNOLOGY INVESTMENT**

A SIGNIFICANT INVESTMENT

'I like how kind and helpful the teachers are. They are very supportive in your needs.'

STUDENT VOICE

WE ACHIEVE OUR MISSION BY CREATING A  
COMMUNITY OF FAITH, LEARNING AND SERVICE

# ABOUT OUR SCHOOL

To Know, Love  
and Serve God.

OUR SCHOOL MISSION



## A MESSAGE FROM OUR HEAD PREFECTS



**Danielle, Stephen & Soruzondu**

HEAD PREFECTS

Our Lady's is not just a school, it is the heart of our students and teachers. This place connects our community in ways incomparable to other institutions. Having attended Our Lady's for the past four years, it has opened my eyes to the astounding facilities, services and staff that truly make everyone feel a part of a family which this school has exceeded in creating. As a school, we are rich in culture, our diversity has led to us making nuanced shifts in how we approach certain topics which only widens the trust built in Our Lady's. For example, each year we have a Culture Day which allows people to proudly present their identity, which contributes to dismantling harmful mindsets hindering our society today. We also encourage students to truly dive into what they feel they are called to do. The impressive achievements in STEM subjects, the Arts and Sports are because we recognise those sparks of passion in pupils and support them extensively to materialise their ambitions. Aside from academics, we want students to engage in what they love to do. This is why we have 40+ clubs currently being run to accommodate the wide range of talent and aspiration felt throughout the halls of this school. Every day, this place makes me feel like I can soar to the sky with a powerful purpose because they have built a foundation on being able to know, love and serve God. This is why Our Lady's is an extraordinary school for prospective students as it allows everyone to unlock their potential and flourish greatly.

**Danielle**

Our Lady's is more than just a school-it's a place where students are encouraged to dream big, explore their passions, and grow into thoughtful leaders. Our Lady's has consistently been a beacon of academic excellence, fostering a diverse and inclusive environment for learners from all backgrounds. At Our Lady's education extends beyond the classroom. The school offers a dynamic after school curriculum that has integrated with hands and also challenges students to innovate and think critically. The newly renovated PE department, complete with a professional gym, has become a hub for our thriving well-being. At Our Lady's, they believe in more than just preparing students for college-they prepare us for life. Our mission is to Know, Love and Serve God.

**Stephen**

At Our Lady's, one of the things we're most proud of is how kind and supportive everyone is. You'll always find students helping each other, whether it's showing a new student around, offering encouragement in class, or just being there for one another. We all look out for each other, and that really creates a welcoming and positive atmosphere. It's a place where you feel safe, respected, and part of a strong community that helps you do your best in both schoolwork and everyday life.

Our school values, "To Know, Love, and Serve God," are something we all live by. We're encouraged to not only learn and grow but also to show love and kindness to everyone around us. Whether it's getting involved in charity events, helping out in the community, or just making sure everyone feels included, we take those values seriously. It's not just about what we learn in the classroom, but how we become better people through everything we do at school.

Another thing that makes Our Lady's special is how diverse our school community is. Students from different backgrounds come together to learn, and this diversity is something we celebrate. It helps us all understand and respect different perspectives, which makes us stronger as a school. Plus, the support we get from our teachers is amazing. They're always there to help us in academics, whether it's giving extra time to explain things or offering advice on how to improve. We never feel like we're on our own, there's always someone ready to help us succeed.

**Soruzondu**

We hope that having read this you feel encouraged to join Our Lady's and we hope to see you soon!

## A MESSAGE FROM MEMBERS OF OUR STAFF BODY



### WAQAS ALI - LEAD TEACHER

Working at Our Lady's has been and continues to be rewarding and inspiring. From the very first time stepping inside the school, to becoming a member of staff you never feel short of the feeling that this is a diverse community where togetherness and learning is at the forefront. Students are incredibly polite, confident and have a real thirst to learn. As Lead Teacher of Computing this love for learning and the opportunities given by the school creates a place where everyone is striving and bettering themselves.



### JO-MARIA JONES - ASSISTANT HEADTEACHER & SENDCO

I started at Our Lady's in January 2018, and it is always daunting coming into a school mid year but I was made to feel at home straight away. Having grown up in the local area it was a privilege to be able to return to work in a school and give back to the community of North Manchester, and help students access the education they deserve. The biggest compliment I can give to the school is that from 2025 my own children will attend as that is the level of faith and confidence I have in the calibre of curriculum, teachers and leaders we have.



### MICHAEL EDGE - TEACHER OF HISTORY & HEAD OF YEAR

At Our Lady's, I've experienced first-hand the incredible support and camaraderie that makes our school a truly special place to work. From day one, I was welcomed into a collaborative environment where every voice is valued, and ideas are celebrated. The school is dedicated to not only nurturing our students but also supporting one another in our professional journeys.

Here, you'll find members of staff who are eager to share their knowledge, opportunities for professional growth, and a culture that encourages creativity and innovation in the classroom. Personally, I have been able to develop as a classroom teacher, and also pastorally, as an Assistant Head of Year and then Head of Year.



### KEMI ADESUGBA - HEAD OF COMPUTER SCIENCE

From my first visit to Our Lady's, it was clear that this is a special place where both students and staff thrive.

The strong sense of community and the warm welcome from everyone made an immediate impression on me. The catholic ethos at school is evident in every aspect of school life. As Head of Computer Science, I feel really blessed to be part of such a dynamic and supportive environment.

In my time here, the students' enthusiasm for technology and digital skills is inspiring. They are eager to learn, creative in problem-solving, and fully engaged in the subject. I am excited to help them develop the skills and knowledge they need to succeed in a rapidly evolving digital world.

There is a collaborative culture among staff here at Our Lady's, where everyone works together to deliver the highest standards of teaching. This sense of shared purpose, along with a strong commitment to professional development, has made it easy for me to settle in and bring fresh ideas to the department.

I am excited to be part of Our Lady's as we grow and improve year after year and I look forward to contributing to the school's ongoing success in the years ahead.

WE ARE DELIGHTED TO ADVERTISE THE POSITION OF

# TEACHING ASSISTANT

LEVEL 3 - TEACHING AND LEARNING

**START DATE:** JANUARY 2025

**SALARY DETAILS:** Grade 4:  
SCP 7-II  
£19,910- £21,221  
(Actual)

**CONTRACT:** 32.5 hrs per week  
Term time only

## THE SUCCESSFUL CANDIDATE WILL BENEFIT FROM:

### 01

#### OUR UNIQUE SCHOOL ENVIRONMENT

A supportive and nurturing environment that provides high quality, professional, developmental experiences and opportunities.

### 02

#### STRONG GUIDANCE AND SUPPORT

A strong leadership and management team who work with a dedicated and conscientious team of teachers and support staff.

### 03

#### COMMITMENT TO EQUALITY AND DIVERSITY

We are committed to promoting a diverse and inclusive community and ensuring equality of opportunity. We welcome and encourage applications from everyone, including groups currently underrepresented in our workforce. For more information visit:

[www.olhs-manchester.org.uk/equality-diversity/](http://www.olhs-manchester.org.uk/equality-diversity/)

## THE CANDIDATE WE ARE LOOKING TO APPOINT

We are seeking to appoint a talented, energetic and resourceful teaching assistant. This is an exciting opportunity for an outstanding individual to make a real impact and shape a role within the school. We are looking for a candidate who will motivate, challenge and inspire students to be the best that they can be; someone who is enthusiastic, has high expectations and is committed to the distinctive ethos of our school. Our Lady's RC High School has 970 students and is a mixed, 11-16 comprehensive within the family of the Diocese of Salford. The

relatively new building has good facilities and bright, flexible learning spaces allowing creativity to flourish. However, the real strengths of the school are the staff, students and governors. This is a warm, caring and happy Catholic school where staff are committed to improving students' life chances and to ensuring the school is the very best it can be.



# PERSON SPECIFICATION

## CRITERIA FOR SELECTION

### A: QUALIFICATIONS FOR THE POST

CRITERIA FOR SELECTION	ESSENTIAL	DESIRABLE
Experience of working with children of a relevant age	E	
Experience of working with children with additional needs		D
A minimum of A*-C GCSE in English and Maths or equivalent	E	
An understanding of the principles of child development and learning processes and in particular barriers to learning		D
A professional qualification relevant to supporting/delivering interventions to students with SEND		D

### B: EXPERIENCE / ABILITIES AND SKILLS

Commitment to supporting the distinctive ethos of the school	E	
Ability to relate well to children and adults	E	
Ability to work a part of a team	E	
An understanding of the role of teaching assistant and other professionals working in the classroom	E	
Ability to organise and motivate students	E	
Ability to employ a range of effective teaching and learning styles and assessment methods	E	
Knowledge of strategic processes and barriers to learning including behaviour management strategies	E	

### D: PERSONAL AND PROFESSIONAL ATTRIBUTES

Ability to self-evaluate learning needs and actively seek learning opportunities.	E	
Willingness to undertake first-aid training as appropriate.	E	
Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work.	E	
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	E	
The flexibility to adapt to changing workload demands and new school challenges.	E	
A personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of the students	E	
Be willing to consent to and apply for an enhanced disclosure CRB check.	E	

# JOB DESCRIPTION



**REPORTING TO**  
SENDCo / Assistant  
SENDCo

**PART TIME**  
32.5 HOURS PER WEEK  
TERM TIME ONLY

**SALARY/GRADE**  
GRADE 4 SCP 7-11  
STARTING  
£19,910- £21,221



- Promote inclusion and celebrate the diversity of all students
- Encourage students to work independently whilst promoting self-esteem and social inclusion
- Work collaboratively with the SEND team, pastoral team and safeguarding team to support the overall progress of students with SEND
- Use specialist skills / training / experience to support students

## SUPPORT FOR THE CURRICULUM:

- Undertake structured and agreed learning activities/ programmes, including those linked to local and national learning strategies. Adjusting activities according to student responses and recording achievement and progress and providing feedback to the teacher
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Assist in the whole planning cycle when needed, including the contribution to the development of lesson/work plans and managing and preparing resources
- Participate in training, including relevant learning strategies and other learning activities and performance management where required

## SUPPORT FOR TEACHERS:

- Provide curricular admin support, e.g. Photocopying and differentiated resources if directed
- Undertake student record keeping and updating records, information and data, producing reports as required
- Assist in the development and implementation of behaviour management strategies
- Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Administer and assess routine tests and invigilate exams and undertake routine marking of student's work
- Support SEND students pastorally



## SUPPORT FOR THE SCHOOL:

- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant members of staff
- Assist in maintaining 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 students 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 students have equal access to opportunities to learn and develop
- Attend relevant staff training and staff meetings
- Participate in training, including relevant learning strategies and other learning activities and performance management where required
- Provide cover for whole classes in the case of short term teacher absence

# APPLYING FOR THIS POSITION



# ONE COMMUNITY



## EQUALITY COMMITMENT

Our Lady's RC High School is committed to providing a diverse and inclusive community and ensuring equality of opportunity. We welcome and we encourage applications from everyone, including groups currently under-represented in our workforce. For information on how we champion and celebrate diversity and equality, please visit our website

[www.olhs-manchester.org.uk/equality-diversity/](http://www.olhs-manchester.org.uk/equality-diversity/)

## FURTHER INFORMATION

Prospective candidates are welcome to contact school for any further information about the role or to arrange to visit and witness our vibrant community.

Please telephone Sally Royle (Business Support Officer) on 0161 507 9670 or email [s.royle@olsc.manchester.sch.uk](mailto:s.royle@olsc.manchester.sch.uk)

Application packs are available online at [www.olhs-manchester.org.uk/vacancies/](http://www.olhs-manchester.org.uk/vacancies/)

On behalf of our students, thank you for your interest in our school.



## RECRUITMENT & VERIFICATION CHECKING

The Governing Body is committed to safeguarding and promoting the welfare of children and young people. Teachers must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

## APPLYING FOR THIS POSITION

Please complete and application form and send to [jobs@olsc.manchester.sch.uk](mailto:jobs@olsc.manchester.sch.uk)

**Applications must be submitted by 9:00am on Friday 6th December 2024**



'Students behave well and move purposefully around the school. They treat each other with respect regardless of race, gender or culture.'

OFSTED 2021



'I like how kind and helpful the teachers are. They are very supportive in your needs.'

STUDENT VOICE

'Students value their learning and attendance is high. They show respect for each other's views and opinions.'

OFSTED 2021

'Teachers expect students to do their best. Students work diligently to meet the high expectations that teachers have for their learning.'

OFSTED 2021



'Staff place students at the heart of everything that they do.'

OFSTED 2021



'School is always interesting and no day is ever the same here at Our Lady's.'

STUDENT VOICE

'The lessons are always engaging and staff are extremely supportive.'

OFSTED 2021



'Our Lady's is a truly welcoming and supportive school that I am proud to be a part of.'

OFSTED 2021



**Leaders in the school  
have created a faith filled  
community that is fully  
inclusive, welcoming and  
ambitious for all, where  
staff are strong role models  
for students.**

**CATHOLIC SCHOOLS INSPECTION 2023**



**OUR LADY'S RC HIGH SCHOOL  
ALWORTH ROAD  
MANCHESTER  
M9 0RP  
0161 507 9640**