

Application pack for the post of:

Learning Support Assistant (Teaching Assistant)

Fixed term to 31 August 2022, pending review and evaluation of new staffing structure
Full/part time, flexible hours by negotiation. Term time only.

Closing date : Wednesday 25 August 2021
Interview date: TBC

"In Christ we flourish"

Saint Gregory's, Bath
Combe Hay Lane, Bath, BA2 8PA
T 01225 832873
www.st-gregorys.org.uk

Welcome

Dear Prospective Applicant

Thank you for your enquiry regarding the post of **Learning Support Assistant (Teaching Assistant)** at Saint Gregory's, to start as soon as possible. The successful candidate will be joining our SEND Team, providing a high quality service to our students with learning difficulties or specialist needs.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our most recent Ofsted and Diocesan inspections rated us as outstanding and we are committed to maintaining and developing that high standard. We are an inclusive school that places the student at the heart of everything we do. Whilst we are extremely proud of our reputation for academic excellence, we place equal value on ensuring that all of our students grow and develop a love of learning, participate fully in the life of the school and embrace many of the opportunities on offer.

We are seeking a talented Learning Support Assistant (teaching assistant) or learning support specialist with the drive and enthusiasm to support our students on their learning journey through secondary school. If you are successful you will be joining an established, successful and highly skilled team with outstanding career development opportunities.

As a Catholic school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions. The pastoral care at Saint Gregory's ensures that our students grow into well-rounded, reflective, caring and thoughtful young people, ready to take their place in society.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. By working together as a team, we aim to provide the very best opportunities for all our students and staff. We value each other and the contribution each member of the team brings, making Saint Gregory's a wonderfully vibrant and supportive place to work.

If you possess the necessary skills and experience and are excited by this opportunity to join our team please submit your application by midnight on **Wednesday 25 August 2021.** Interviews TBC although we may interview early for exceptional applicants.

Yours faithfully

Ms A Cusack
Headteacher

Learning Support Assistant (Teaching Assistant)

Post:	**Learning Support Assistant (Teaching Assistant)**
Contract type:	**Fixed term to 31 August 2022, pending review and evaluation of new staffing structure**
	Full/part time, flexible hours by negotiation. Term time only plus all INSET days.
Hours:	**Up to 30.83 hours per week. Monday to Friday 8.45am- 3.15pm.**
	Flexible working requests will be considered outside the hours stated.
Salary:	**Grade 3 SCP 5-6, £19,312 - £19,698 full-time equivalent.**
Closing date:	**Midnight, Wednesday 25 August 2021**
Interview date:	**TBC**

Our students are amazing. They are clever, kind and a joy to work with. They inspire, challenge and drive us as professionals to deliver the highest standards of education and care; to fill their school life with academic rigour, compassion and laughter. School is a busy and varied place of work (definitely not your normal 9-5!) but, as a team, we work together to reach out, find solutions and truly make a difference in the lives of young people.

These are exciting times for the Inclusion department at Saint Gregory's. Due to the growth in numbers of students that we support with SEND needs, we are:

- Introducing a new structure within the department from September 2021. In addition, all departments in the school will have a teacher 'champion' linked to the Inclusion department.
- Moving to a larger area of the school to accommodate our growing team. This space will include a dedicated teaching room with a suite of computers for students, and a separate therapeutic area.
- Providing every Learning Support Assistant with an 'LSA Toolkit' that will include a Chrome book and other resources to help support student learning.
- Investing in professional development for all staff, e.g. we are currently working with the MITA (Maximising the Impact of Teaching Assistants) programme.

Applicants must have a minimum of five GCSE (or equivalent) passes at Grade C or above including English and Mathematics and have the flexibility to contribute to in-class support, small group work and one to one support of students with SEND. Equally as important, however, are the 'softer' skills needed to engage, inspire and encourage our young people to achieve their very best.

You do not need to have worked as a Learning Support Assistant (teaching assistant) before, although of course we also welcome applications from experienced professionals seeking a new career challenge in an outstanding school.

We welcome applications from those considering a career in teaching and who are seeking to gain hands-on experience, or who are currently studying for a career in teaching but require flexible, part-time hours to fit in around their studies.

Why you should join Saint Gregory's:

We passionately believe that every child can discover their own remarkable place in the world and the contribution that you bring to our school deserves its own rewards. As a member of our team, you can expect:

- Outstanding professional support to help you develop your career
- A vibrant and dynamic student body that deserves the very best in teaching and support

- A rewarding and dynamic job role making a real, lasting and positive impact
- A positive and innovative learning culture where well-being and workload are effectively managed
- Access to the Local Government Pension Scheme

About Saint Gregory's

Saint Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. We are a popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of our students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

In 2019 we were recognised once again as an 'Outstanding' secondary school in our Section 48 Diocesan Inspection, highlighting our school as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our GCSE and A Level results are excellent and not just in raw terms but also in the context of value-added. Such measures seek to identify the progress that every child makes during his or her time with us and show that our students make outstanding progress.

The achievement of our students consistently places our school as one of the top achieving state schools in the country. Students leaving Saint Gregory's progress to some of the very best academic institutions including Oxford, Cambridge and the Russell Group but, more than this, they leave having acquired the academic success, confidence and skills they need to continue their educational or career journey of choice.

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In 2017 Bath was named as the safest place to live in the UK. It is also a regular feature of the Sunday Times and Telegraph lists for best places to live in the UK, offering a very high quality of life. In 2018, it was named as the best UK city to raise a family by Money Supermarket.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

Job Description

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

Key Areas of Responsibility

1. Core Purpose

1.1 To work flexibly within the Student Support Department to meet a range of student needs and to assist SENCo, SEND Manager and teaching staff in the support and integration of students with special educational needs and disabilities.

2. Key Duties and Responsibilities

2.1 To develop an understanding of the specific needs of the students concerned and develop interventions to support them.

2.2 To be responsible for supporting the education of students with SEND.

2.3 To aid the students to learn as effectively as possible, both in group situations and on their own as required, for example by:

- Assisting teaching staff in devising appropriate interventions and support materials.
- Clarifying and explaining instructions.
- Ensuring the student is able to use equipment and materials provided.
- Motivating and encouraging the student as required.
- Assisting in targeted areas, e.g. language, reading, spelling, handwriting, literacy, presentation, numeracy, sequencing, and appropriate behaviours.
- Helping the student to concentrate on and finish work set.
- Meeting the physical needs as required whilst encouraging independence.
- Liaising with the subject teacher to devise complementary learning activities.
- Assisting students during examinations as required.

2.4 To establish a supportive relationship with the students concerned.

2.5 To encourage acceptance and integration of the students with special needs.

2.6 To work on a one-to-one and small group basis outside of the classroom when required.

2.7 To assist the SENCo, SEND Manager, teacher (and other professionals as appropriate) in the development of a suitable programme of support for students with SEND.

2.8 In conjunction with the SENCo, SEND Manager, teacher and/or other professionals to develop a system of recording and monitoring the progress of students.

2.9 To liaise with outside agencies and ensure strategies to support learning are in place for young people with communication and sensory needs.

2.10 To contribute to the maintenance of the students' progress records.

2.11 To participate in the evaluation of the support programme.

2.12 To provide regular feedback about the students to the teacher.

2.13 To liaise, advise and consult with other members of the team supporting the students when asked to do so.

2.14 To contribute to reviews of the students' progress.

2.15 To attend SEND meetings and other school meetings as required.

2.16 To attend relevant in-service training including all INSET days.
2.17 To provide administrative support as required, ensuring that accurate records are maintained of all students with SEND.
2.18 To put up displays as required.
2.19 To assist with activities, including the supervision of students visiting places outside school.
2.20 To be aware of and ensure the effective implementation of all school policies.
2.21 To supervise the Student Reception as required.
2.22 Such other duties as reasonably requested by the SENCo or SEND Manager to meet the needs of the students and the circumstances of the school and are commensurate with the grade of the post including breaktime and lunchtime supervision and clubs within the allocated hours of the post.

3. Post Dimensions

3.1 Number of staff managed: None
3.2 Departmental budget: None
3.3 Section budget: None

4. Physical Effort and Working Environment

4.1 The postholder may be expected to undertake some bending, lifting and stretching in the course of their duties, e.g. carrying books, unpacking boxes of books and placing books on shelves.
4.2 The postholder will not be exposed to dirt and dust in the course of their duties.

5. Supervision Received

5.1 Supervision received from the SEND Manager and SENCo

6. Contacts

6.1 Appropriate staff within the school, parents and carers, the Local Authority and outside agencies as and when necessary.

7. Professional Development

7.1 The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.

8. Additional Responsibilities

8.1 This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
8.2 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.

9. Safeguarding

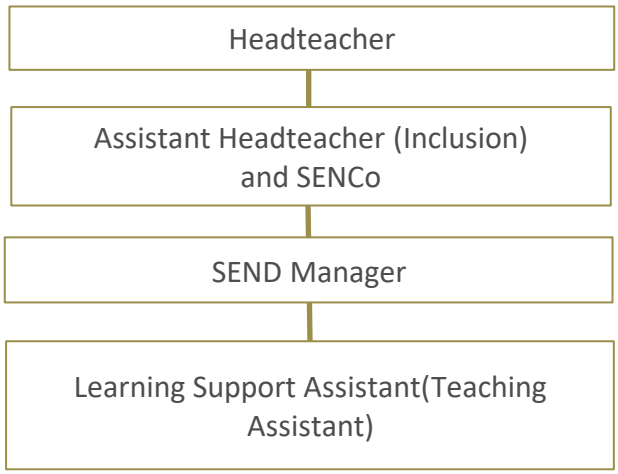
9.1 The Governors of St Gregory's Catholic College are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

10. Special Notes and Conditions

10.1 All employees of Saint Gregory's Catholic College are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.

11. Organisational Management Chart

This job description will be reviewed annually or more frequently if necessary by the Headteacher in consultation with the post holder.



Person Specification

Learning Support Assistant (Teaching Assistant)	Essential	Desirable
Qualifications and professional development		
Minimum of five GCSE passes at Grade C or equivalent including literacy and numeracy	✓	
Relevant professional qualification or equivalent		✓
Experience/Knowledge		
Experience of individual work or group work with children and families	✓	
An understanding of child and family dynamics	✓	
Understanding of child development	✓	
Computer literate	✓	
Experience of working in a school setting		✓
Experience of working with vulnerable children		✓
Experience of using a range of learning strategies and/or interventions whilst working with children with various needs		✓
General understanding of national curriculum and other learning programmes and strategies to support vulnerable learners		✓
An understanding of the principles of the SEND code of Practice (2014)		✓
Knowledge of effective interventions		✓
Personal Attributes		
Ability to relate well to both children and adults	✓	
Able to work as part of a team	✓	
Able to prioritise own workload and self-motivate	✓	
Excellent communication skills	✓	
Child centred approach to working	✓	
A positive role model for students and staff	✓	
Supportive of Christian ethos of school	✓	
Emotionally intelligent	✓	
Motivated	✓	
Ability to relate well to both children and adults	✓	
Able to work as part of a team	✓	
Enthusiastic and positive	✓	
Calm under pressure	✓	
Organised and punctual	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities		✓
Willing to contribute to the wider life of the school		✓
Safeguarding Children		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline.	✓	

Applications

Closing date: Midnight on Wednesday 25 August 2021
Interviews: TBC

Applicants are asked to submit their application to the HR Department by email to hr@st-gregorys.org.uk.

All of our vacancies are also advertised online at www.TES.com where there is the facility to complete and submit your application online. Please visit our TES Career Site for further information.

We are not currently able to accept postal applications at this time.

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. A copy of the Safer Recruitment Policy and our CP Policy can be found on our website at www.st-gregorys.org.uk/useful-information/key-documents.

Saint GREGORY'S
Bath

"In Christ we flourish"

Saint Gregory's, Bath
Combe Hay Lane, Bath, BA2 8PA
T 01225 832873
www.st-gregorys.org.uk