



## Apprentice Learning Support Assistant

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**Location:** St Joseph's Catholic Academy, Mill Lane, Hebburn, NE31 2ET  
**Grade:** Apprentice National Minimum Wage  
**Salary:** £12,347 pro rata (£10,471 actual)  
**Hours:** 0800-1600 Monday to Thursday 1530 finish on Friday

Thank you for taking the time to consider applying to join our team at St Joseph's. Our school values are summed up in our mission statement. We want all of our students to *live life to the full*. This mission is underpinned by our FLAME character values of Faith, Learning, Attitude, Mutual Respect and Enrichment. Each member of our school community lives out these values making St Joseph's a truly special community in which to work.

Graded 'Good' in 2022 by Ofsted and Outstanding in 2019 by the Diocese of Hexham and Newcastle, St Joseph's is an 11 – 18 academy which serves the communities of South Tyneside and East Gateshead. The majority of our pupils come from Hebburn and Jarrow with some travelling from much further afield.

St Joseph's Catholic Academy is part of Bishop Chadwick Catholic Education Trust which is one of four Trusts in the Diocese of Hexham and Newcastle. The Trust includes five Secondary and twenty-five Primary Schools across South Tyneside, Sunderland and East Durham, which offers the opportunity to work collaboratively. Within the school and wider trust there are significant opportunities for CPD and collaborative work across a number of schools.

### The Role

The Learning Support Team at St Joseph's Catholic Academy has an important role to play in the progress and support offered to students with special educational needs and/or disabilities (SEND). Due to this, we are looking for an individual who is adaptable, flexible and able to navigate changes quickly and effectively because the needs of our students can change from lesson to lesson.

As an Apprentice Learning Support Assistant, you will be responsible for proactively contributing to the delivery of the national curriculum and providing support for pupils, teachers and the wider school in order to raise standards of achievement for all.

Through on the job and virtual training provided by a national leading Apprenticeship provider, you will learn about all the different aspects of what makes an excellent Learning Support Assistant.

Experience of working with a variety of different computer systems and software, including Microsoft Office/OneDrive is an advantage for this role.

In order to recruit and retain the best possible candidates St Joseph's offers a range of enhancements for staff including:

- Ample free parking on site
- Access to school fitness facilities
- Access to a range of training programmes to ensure professional development
- A supportive environment where work/life balance issues are considered carefully
- A comprehensive induction programme is provided for all new staff

If you require further information about the post, or would like to arrange a visit and speak to the Headteacher, please contact our School Business Manager Mrs V Henry [VHenry@stjosephs.uk.net](mailto:VHenry@stjosephs.uk.net).

Completed application forms should be submitted by email to [tjcrecruitment@stjosephs.uk.net](mailto:tjcrecruitment@stjosephs.uk.net) by **9am on Thursday 3<sup>rd</sup> July**.

**Interviews will be held week beginning 7<sup>th</sup> July**

*The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks. Online checks will be done for all shortlisted candidates.*

*Bishop Chadwick Catholic Education Trust is an equal opportunities employer, welcoming applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect staff and volunteers to share this commitment.*