



The **McAuley** Catholic High School & Sixth Form

CANDIDATE PACK

HIGHER LEVEL TEACHING ASSISTANT



Dear Candidate,

Thank you for showing interest in our school.

At McAuley there is a pattern. Staff join us and stay! It's not just about the great pupils, or the 2.30pm finish for pupils, It's the staff first approach which ensures we care and support staff like few other schools do.

We are looking for someone with BIG ideas! If you have a passion for supporting the learning and development of students and want to work with a team of people dedicated to each child being given the opportunity to achieve their God given potential, then we want to hear from you.

If successful, you will be joining McAuley, the biggest school in Doncaster and the biggest Catholic school in Hallam Diocese at a very exciting time.

As Head, I am committed to staff welfare and well-being and see my role as removing those obstacles that prevent staff being brilliant.

We have a well-developed Staff First Policy. We're committed to bringing the very best people to work at McAuley to join a community of Learners committed to the values and vision of the school and dedicated to making a difference to the children we teach.

If you want to be part of something genuinely unique then we want to hear from you.

Informal discussions are positively welcomed by emailing recruitment@mcauley.org.uk

James Tucker
Headteacher

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The McAuley Catholic High School



WHY MCAULEY?

- Large Catholic Comprehensive School
- Enrolment of 1,200 students in Years 7 to 11
- A Sixth Form with 300 students
- Recipient of the ArtsMark Gold Award
- Designated as an Inclusivity Quality Mark Centre of Excellence
- Received a "Good" rating from Ofsted in all areas (December 2023)
- Achieved positive outcomes in Key Stage 3 and Key Stage 4 assessments
- Consistent back-to-back +P8 scores
- Offers a diverse array of Sixth Form courses
- High staff morale and engagement
- A vibrant and unique student body
- Emphasises a family-first ethos, prioritising the welfare of staff and the community



'I have come that they may have life and have it to the full.'
- John 10:10

Job Profile	Higher Level Teaching Assistant Grade 7	
The post holder will collaborate with the teacher in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher/SENCO. Key Duties/Areas of Responsibility 1. Plan, prepare and deliver assigned programmes of challenging teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the overall direction and supervision of a teacher. 2. Monitor and evaluate student responses to learning activities through a range of assessments and monitoring strategies against pre-determined learning objectives, with the ability to deliver local and national strategies 3. Assess the needs of children, record and report on development, progress and attainment using detailed knowledge and specialist skills to support their learning 4. Liaise with staff and other relevant professionals and provide information about students as appropriate 5. Use teaching and learning objectives to plan challenging teaching and learning activities with support from the teacher, organising and managing an appropriate learning environment and resources whilst evaluating and adjusting lessons/work plans as appropriate within agreed systems of supervision 6. Assess the needs of students and use detailed knowledge and specialist skills to support their learning including using ICT resources effectively to support learning 7. Using working knowledge of intervention strategies and programmes to develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews in line with the SEND code of practice 8. Support the role of parents / carers, in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc 9. Provide support and guidance to classroom support staff and colleagues including allocation and monitoring of work and training 10. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision 11. Work within the established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence 12. Provide specialist key worker support to students 13. Any other duties commensurate with the role/salary in respect of supporting students, specifically those with SEND		

Job Specific Notes

At The McAuley Catholic High School we are absolutely committed to keeping our young people safe by working together to safeguard and promote the welfare of children. Recruitment processes in our school comply with 'Keeping Children Safe in Education' and we would expect the successful candidate to share our commitment protect children. All newly appointed colleagues will undergo an enhanced DBS as well as strict recruitment and employment checks including online checks for shortlisted candidates.

Person Profile	Higher Level Teaching Assistant Grade 7	E/D	Assessment Rating
E = Essential D = Desirable * indicates shortlisting criterion			
1. Key Areas of Knowledge and Experience			
Know-how (Level 5)			
Experience of working with special educational needs using the SEND code of Practice		E*	
Experience in required area of specialist support for subject as required		E*	
Experience of working as a teaching assistant including working with children with complex needs		E*	
Knowledge and experience of planning, preparing, delivering and evaluating learning activities		E*	
Experience of assessing the needs of children and pupil progress and reporting on development and attainment		E*	
Experience of providing support and guidance to other teaching support staff and ability to supervise staff		D	
Understanding of other agencies and their role and experience of working with other professionals to provide pupil support		E	
Practical knowledge of how children develop and learn and how to motivate them		E*	
Understanding of statutory frameworks relating to teaching		E	
Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes		E*	
Full working knowledge of relevant legislation e.g.: child protection, health and safety, confidentiality and data protection and codes of practice		E	
Knowledge and experience of using a range of computer applications and ICT including word processing, spreadsheets, databases, presentation software, internet and e-mail to support teaching and learning		E*	
2. Qualifications			
Level 6 qualification e.g. Bachelor Degrees, Graduate Certificates and Diplomas, or Level 5 qualification e.g. Diplomas of HE and FE, foundation degrees and HNDs, plus experience in relevant areas of work over a period of years including mathematics. Or Evidence of the equivalent level of knowledge gained through work experience Including the subject area		E*	
Meet the HLTA standards or have an equivalent qualification or experience		E*	
Relevant training eg: learning strategies/specialist area		E*	

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3. Key Skills			
Communication (Level 3)			
- Communicates effectively on a 1:1 basis about straightforward and detailed issues with a range of people both written and spoken - Deals confidently with different points of view in conversations particularly when liaising with parents, other professionals and outside agencies - Contributes clearly and effectively to discussion with others - Persuades others to own point of view on routine issues - Produces detailed written information to communicate information, ideas and opinions		E	
Decision Making (Level 4)			
- Makes decisions as to when and how duties are to be carried out - Responds independently to unanticipated problems and situations		E	
Problem Solving (Level 4)			
- Uses a rational or disciplined approach to problem solving - Analyses and interprets complex information to solve difficult problems or develop new ideas or concepts - Uses previously untried new ideas or concepts to generate solutions to problems - Produces medium-term solutions or plans		E	
4. Manager Competencies			
Strategic Awareness Sees the wider picture and works in a joined up way with others		E	
Leadership Gives direction to others and leads by example to organize, lead and motivate others/a team		E	
Performance Focus Works to deliver a commitment to improving the academic standards of all Children including continuous improvement of services		E	
Customer Awareness Works in partnership with others to meet customer needs and expectations		E	
Dignity and Respect Promotes equality, and treats all people fairly and with dignity and respect		E	
Managing With and Through People Builds and maintains constructive and open working relationships with others, working independently or as part of a team supervising and managing the work and development of some other support staff and volunteers		E	

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5. General Requirements			
Able to work flexibly, including any specific hours	E		
Friendly, professional and smart with a flexible approach	E		
No serious health problem which is likely to impact upon job performance (that cannot be accommodated by reasonable adjustments)	E		
Good attendance record in current/previous employment (not including absences resulting from disability)	E		
NB: Health and attendance criteria will only be assessed following an offer of appointment. (Equality Act 2010)			
6. Statements Applicable to all Jobs			
All duties and responsibilities should be carried out in accordance with agreed policy and procedures, in particular those relating to: Environmental; Health and Safety; Equal Opportunities; Risk Management; Data Protection; Safeguarding and Financial Regulations.			
Safeguarding is everyone's business. All School employees, elected members, contractors and volunteers share a responsibility, both corporately and individually, to ensure that every person is treated with dignity and respect and protected from others who may abuse them. We have a duty of care to safeguard and promote the welfare of children, young people and adults, and must raise any concerns without delay.			
Emergency Planning All employees will be required to undertake emergency planning duties commensurate with the grade of the post.			
The job profile is an outline only and may vary from time to time without changing the character of the job or level of responsibility. The post holder must be flexible to meet the operational needs of the School.			
You will be requested to understand, accept and sign a staff code of conduct for working in the School			



Working at McAuley. What's in it for you?

Our 'staff first' policy means that we invest in our people. Our staff tell us what they value.

- Wellbeing time – this is time off for all staff up to one day a year to engage in wellbeing or family occasions that would not normally be covered under the leave of absence policy
- Wellbeing CPD for all staff – from the McAuley Minds working group, through to staff wellbeing sessions, we encourage all colleagues to participate in the programmes that we offer this could be learning how to make a curry through to menopause awareness, crafting, darts. There is something for everyone even reminding people how to laugh!
- Staff Wellbeing suggestion boxes – these are regularly emptied!
- Staff Wellbeing surveys – regular surveys allow us to see how we are doing and what we need to change stop doing or consider.
- Membership of Westfield Health – the school pays for level one of a cash policy so you can claim for optical, dental and other therapies such as physio and chiropractic appointments. In addition, you will have access to Doctor Line which offers our staff general appointments with a private GP when you are unable to see your own doctor at short notice.
- Employee assistance programme – from practical legal support through to face-to-face counselling, the 24 hour counselling and advice line offers our staff access to a range of issues such as mental health, physical health, financial health and debt management, trauma, parental support and relationship support any time of the day or night 365 days a year.
- Westfield Rewards – being a member of Westfield Health also gives you access to a range cash back or percentage discounts off high street retailers and supermarkets when you shop online or reloadable auto top up vouchers for your weekly shop helping you budget and save with a large range of retailers.
- Working Day – The timing of our school day, means a 2.30pm finish for students and means that staff have a significant part of the afternoon to do what they want to do, whether that is pick your own children up from school, engage in some form of exercise or go to that appointment you have been putting off. It gives staff extra flexibility to manage that work life balance.
- Email protocol – Our email policy takes the pressure off receiving emails at unacceptable times. We do not expect you to receive or send emails outside of your working day and we have an email embargo in between the hours of 7pm to 7am and weekends. Our policy is to speak to each other!
- Leave of absence policy – We know that there are times when we need to have time off work for whether that is because of an emergency or if you are taking your driving test. Our generous leave of absence policy allows you to request an absence during the school day when you find it is not possible to manage outside of working hours. Depending on your request, this will be either paid or unpaid, however we will always try and support your work life balance by doing what we can to give you that time. If we can't, we will explain why.
- Generous Pension Scheme. Joining our team give you access to the Local Government Pension Scheme, a defined benefit pension that provides a guaranteed index linked income for life, substantial employer contributions and built in life cover.