



Saint Edmund Arrowsmith
Catholic Academy

Higher Level Teaching Assistant (Foundational Knowledge)

Recruitment Pack



Pope Francis
Catholic Multi Academy Trust

Enabling schools, aspiration and
faith to flourish by:

Uplifting Hearts, Inspiring Minds

Why Choose Our School?



Saint Edmund Arrowsmith
Catholic Academy

Our School Vision

At Saint Edmund Arrowsmith Catholic Academy, our mission is to become the number one school of choice in the local area. It will be a school characterised first and foremost by our faith and strength of our Catholic community. We will be recognised for having an exceptional curriculum that provides pupils with powerful academic knowledge and the character development they need to really 'Live life to the full'.

We strive to create a community that is united through Our determination to overcome the barriers to learning that our young people face; we aim to do this by living our life based on Gospel values. Our school is fully inclusive and we have high aspirations for all supporting every pupil to achieve success.

We believe that every individual is unique and was created in the eyes of God. We hope that by providing each pupil with a high-quality educational experience,

which draws its distinctive character from the life and teachings of Jesus, the principles of the Gospel and Catholic tradition, that we can provide them with the support and encouragement they need to grow into the best versions of themselves.

The aim is born from our mission statement,

'I have come in order that they may have life, life in all its fullness' John 10:10

Our school values of Love, Inspiration, Empowerment and Joy are lived out in all we do. John 10:10

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



"The tangible sense of community among the staff illustrates the rapid growth in confidence that the overwhelming majority have in the direction that the school is moving." CSI, 2023



The Role

This is an exciting position for a candidate who has a passion to transform lives and change society through education. A key role within our mission to ensure we are inclusive and ensure all pupils can flourish and succeed at St Edmund Arrowsmith. We are looking to welcome a colleague who can lead Foundational Knowledge and oversee the school library and all it has to offer our students. The successful candidate will support pupils who have educational needs either through direct work with pupils who have an Education Health and Care Plan or supporting pupils who need additional support to access specific areas of the curriculum offer.

Our purpose is to be “School of Choice for the Community” enabling our pupils to ‘live life in all it’s fullness’.

Job Purpose

- To support the Headteacher and the Deputy Headteacher - Teaching & Learning - in coaching teachers to improve teaching and learning
- To support the Headteacher and the Deputy Headteacher - Teaching & Learning - in coaching middle leaders to strengthen middle leadership
- To provide individual and group support for our pupils within Saint Edmund Arrowsmith Catholic Academy
- To support pupils who have an Education Health and Care Plan (EHCP) and support pupils in ensuring that the statutory provisions and outcomes are met
- To support the Assistant Headteacher/SENCO with bespoke interventions, specifically to develop pupils' foundational knowledge
- To support the planning and resourcing of the SEND provision within Saint Edmund Arrowsmith Catholic Academy
- To support teaching staff with the preparation and adaptations needed to resources for pupils within the classroom
- To support the delivery of the curriculum within the classroom for pupils who require additional support in accessing their learning
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential, regardless of their SEND needs.
- To support educational needs of all students regardless of ability or SEND through delivering 1:1 or group support and interventions when required
- To support the Assistant Headteacher/SENCO in the further improvements with SEND provision at Saint Edmund Arrowsmith Catholic Academy
- To support the Academy's Catholic ethos and share its commitment to provide and monitor opportunities for personal, spiritual and academic growth.
- To develop the use of the library and promote a love of reading for interest

*“He has come so
they may have
life and live it to
the full.”
John 10:10*



Job Description



Saint Edmund Arrowsmith
Catholic Academy

Post Title: HLTA (Foundational Knowledge)

Pay Scale: Grade E, SCP 11 (actual £22,766 – £24,265)

Contract: 36 hours per week, term time plus two weeks, permanent

Start Date: As soon as possible

CORE DUTIES

- Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning
- Attending to the pupils' personal needs, and implementing related personal programmes, including social, health, physical, hygiene which may include intimate care, first aid and welfare matters
- To work alongside individual/groups of pupils in activities specified by the SENCO/class teacher, establishing good relationships and acting as a role model
- To develop and maintain effective relationships with parent/carers and families and provide effective communication when required with regards to progress and achievement
- To attend parent/carer meetings when required to provide feedback and updates on pupil's progress.
- To encourage inclusion and acceptance within the classroom and ensure that all pupils identified as needing support have access to the curriculum offer
- To support in pastoral elements of the role and provide guidance and support for pupils
- To support teaching staff in understanding the needs of pupils and being an advocate for pupil voice
- To support teaching staff in understanding the content of professional plans (EHCP/Educational Psychologist) and implement any support needed in the classroom
- To encourage pupils to interact with others and engage in activities led by the teacher
- To ensure that pupils uphold the rules of the school and are provided with opportunities to reflect and improve their behaviour
- To deliver interventions to pupils identified as requiring support to access the curriculum, specifically those to support pupil development in foundational knowledge including reading, writing, numeracy and oracy
- To assist in the supervision of pupils on outings or visits
- To develop the use of the library
- To monitor the use of the library and ensure it remains stocked with appropriate reading material

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

If you have any feedback on the application process and how we can make it more accessible, please let us know via info@pfcmat.org.



SUPPORT FOR TEACHERS

- To receive instruction from teachers regarding the daily / weekly programme of activities and events within the classroom
- To support the teacher in meeting the provisions and outcomes set out in pupils EHCPs review these on a regular basis
- To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom
- To support the teacher with the preparation and delivery of lessons and sessions
- To be aware of pupils' needs / progress / achievements and work with the teacher staff to implement any changes needed to the curriculum for individual pupils
- To advocate for pupils and provide them with a voice in order to work with the teaching staff in establishing the support mechanisms needed in the classroom
- Provide administrative and clerical support e.g., record keeping, photocopying and filing
- Provide support in the marking of work in line with the academy's Feedback and Marking Policy
- To assist in the display of pupils' work to reflect their achievement
- To assist with tasks within the academy's assessment procedures
- To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- To support teaching staff with managing behaviour and reporting this in line with the academy's Behaviour Policy

SUPPORT THE CURRICULUM

- To prepare and assist specific activities, supporting pupils to understand instructions in respect of any learning strategies
- To support pupils in using basic ICT as directed
- To set out and prepare equipment.
- To support cover lessons and provide the cover teacher within the classroom

SUPPORT THE ACADEMY

- To support in the welcoming of pupils each day and creating a supportive and nurturing environment
- To attend appropriate staff meetings as required
- To attend any Continuous Professional Development (CPD) that is required. This could be through inset or twilight sessions as directed by the leadership team
- To attend professionals' meetings when requested and provide information to the DSL/DDSL when required
- To attend relevant professional development, in order to update knowledge that is directed by the Assistant Headteacher/SENCO
- To attend events such as Open Evenings when required and directed by the leadership team
- To be aware of all Health and Safety issues and report any known problems in a timely manner
- To report any accidents using the correct procedures within the academy
- To treat all information relating to a child as strictly confidential and to refer all enquiries, other than from professionals, to the Headteacher
- To assist with the general supervision of children when required (break times/external visits etc.)
- To be a proactive member of the academy
- To promote the policies and ethos of the academy
- To invigilate in examinations
- To support cover teachers within cover lessons

GENERAL

- The Learning Support Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post



Applicants must meet all of the essential requirements for this post.

Knowledge, Qualifications and Experience	Essential (E) or Desirable (D)
Good level of English and Mathematics to GCSE level or equivalent	E
Higher Level Teaching Assistant Qualification or QTS	E
Experience of working with SEND pupils within an educational setting	E
To have experience of supporting pupils with Autism and other additional needs	E
Evidence of appropriate professional development (CPD) within SEND	E
Evidence of working with specialised teaching approaches to support pupils with SEND	E
Evidence of implementing multi-agency support plans within the classroom and the wider school to support pupil's development	E
Evidence of delivering interventions in 1:1 or group situations to support pupil's development	E
Evidence of preparing and delivering lessons to groups of pupils or on a 1:1 basis	E
Evidence of developing positive relationships with staff from across a setting to best support pupils' individual development	E
Flexible in their ability to work across the school to best meet the needs of pupils as and when it is needed	E
Evidence of working with challenging behaviour and supporting pupils with their self-regulation	E
Evidence of developing positive relationships with families and providing timely communication about pupils	E
Evidence of positive behaviour support training	D
To have worked in more than one specialist setting and with a range of additional needs	D



Skills and Abilities	Essential (E) Or Desirable (D)
Ability to enthuse and effectively communicate with pupils	E
To be able to communicate with pupils in a way that meets their individual needs, including the use of visuals and potentially working with pupils who are non-verbal	E
A commitment to supporting pupils in a comprehensive school where they are all valued regardless of their abilities and individual needs	E
The ability to deliver interventions within the daily classroom routine to support pupils with their individual needs	E
A demonstrable commitment to equality of opportunity	E
Appropriate ICT skills including those directly related to transference of subject knowledge in a classroom context	E
Committed to maintaining the high standards across the academy	E
To be adaptable to the changing needs of pupils throughout the school day	E
A team player	E
The ability to take direction from teachers as and when is needed to best support the pupils	E
To be resilient and to be able to support pupils no matter their needs	E
To be confident in implementing new ideas that best support the pupils	E
Ability to develop and maintain good professional relationships with students, staff and parents	E
A strong commitment to one's own professional development	E
A willingness to become involved in wider School initiatives and activities	E
Punctual	E
Good attendance within current role	E

What Can We Offer You?



Proud to be part of

Pope Francis
Catholic Multi Academy Trust



Thank you for your interest in our Trust.

We currently have four secondary schools (including an associate member) and four primary schools with a number of schools set to join the Trust this year.

We are at an exciting turning point in our development journey. The recent White Paper has provided clarity to schools across the country and reinforced the centrality of Trusts within our educational landscape. At the same time, the launch of the Archdiocese of Liverpool's Academisation Strategy means that we will be growing significantly.

This provides a real opportunity for our Trust to build its capacity and help our schools provide the best possible Catholic education for every child in the school.

Our Trust is committed to supporting schools to provide the best possible Catholic education which:

- enables pupils to grow in their love of God and their neighbour in an environment rich in worship
- recognises the uniqueness of each child by being highly inclusive
- focuses on every child becoming a reader and confident with numbers
- secures high attendance to enable all to flourish and secure high outcomes
- has a well-qualified and motivated team of adults in which the unique contribution of each is recognised and that staff are developed professionally and empowered
- is outward facing and a place where the joy of the Gospel is lived out
- enables children to learn in safe, clean, warm and well-maintained buildings with modern ICT facilities
- is in a financially robust position that is monitored carefully, thus ensuring limited resources have the highest impact for all

We have a distinct approach in trying to work towards this goal. We understand that each school is unique and has its own distinctive community to serve with its own priorities. At the same time, we are a Trust and being part of a Trust family will help bring about school improvement in so many different ways but especially by collaboration.

Our model is not a transactional one or one of entitlement but one of accompaniment, support and challenge within a family of schools.

Warm regards

Andrew Dawson
CEO

What Can We Offer You?



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PFCMAT Staff Wellbeing and Benefits



Get seen
Get healthy
Get rewarded

SIMPLY HEALTH



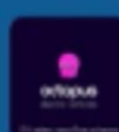
Exclusive
offers and
savings

EDENRED



Save up to
48.25% on a
new bike

BIKE2WORK



EVs, hassle-
free with
salary sacrifice

OCTOPUS EV

Why Choose Our School?



Saint Edmund Arrowsmith
Catholic Academy



Dear Candidate,

Thank you for your interest in this position. Saint Edmund Arrowsmith is on a rapid journey of school improvement. I am keen to appoint staff who want to work with young people to change lives and shape society.

As Acting Headteacher, I want our pupils to be known, valued and loved. My vision is that we will become the number one school of choice in the local community, underpinned by our faith. **Our exceptional curriculum will provide pupils with powerful academic knowledge and character development**, so they are prepared for their next steps, able to 'Live life to the full'.

Teaching will be consistently excellent in every classroom and our teachers will be supported to continuously improve their pedagogy through evidence-based research, so they have the most impact on our pupils. Saint Edmund Arrowsmith Catholic Academy will be an over-subscribed school that pupils enjoy attending. We will have positive relationships with our parents, as we share the responsibility of educating their children, recognising that they are the primary educators.

Our pupils will understand what it means to live a life of faith and will be courageous in championing the common good both in school and the wider community. They will live out our values of Love, Inspiration, Empowerment and joy daily with both energy and passion. **We set high aspirations for ourselves and our pupils and expect exemplary behaviour from all.** Our school will be calm, orderly, welcoming and our pupils will be polite. There will be a strong culture of pastoral care and pupils will be encouraged to be the best versions of themselves.

Saint Edmund Arrowsmith Catholic Academy will be a school where pupils not only achieve well, but one in which they are opportunities for all that extend beyond the curriculum. Our extended curriculum will develop the whole person so that they become socially responsible adults able to cope with all that life throws at them.

Finally, our school will be an inclusive one, welcoming children of all abilities and backgrounds. Where children with SEND and those from disadvantaged background are supported to reach their full potential. A school where our entire community (pupils, staff, parents, and carers) flourish. **If you wish to join me on our journey, I welcome your application.**

Mrs C. McKenna
Acting Headteacher
Saint Edmund Arrowsmith Catholic Academy



How to apply

To apply for this post, please use our website 'Vacancies' page to find each document to be completed and submitted alongside your cover letter.

This will include:

- ✦ CES Application Form
- ✦ CES Consent to Obtain References CES
- ✦ Monitoring Form
- ✦ Rehabilitation of Offenders Act 1974 Disclosure Form
- ✦ Covering letter stating how your skills and experience meet the job description and person specification.

Closing Date: Friday 14th August 2026, 9am
Interviews: Wednesday 19th August 2026

Completed applications should be clearly marked with the post title and returned electronically to our Office Manager, Miss L Worthington at jobs@seaca.pfcmat.org.

We reserve the right to make an appointment before the closing date. Candidates are therefore encouraged to apply as soon as possible.

Pope Francis CMAT and Saint Edmund Arrowsmith Catholic Academy are committed to safeguarding children and young people, and we can expect all staff and volunteers to share this commitment.

Please see our Child Protection and Safeguarding Policy here: stedmundarrowsmithcatholicacademy.org/Policies/

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.