

St Kentigern's Catholic Primary School

Higher Level Teaching Assistant Application Pack



Closing Date:
Wednesday 27th November
2024 – midday

Shortlisting Date:
Wednesday 27th November
2024

Interview Date:
Tuesday 3rd December 2024



Welcome to St. Kentigern's

Dear Applicant,

St Kentigern's is a happy and successful school with a strong, caring Catholic ethos in the Blessed Edward Bamber Catholic Multi Academy Trust in the Diocese of Lancaster. The whole school team is dedicated to achieving the full potential of all its children.

We are seeking to appoint an excellent, highly motivated and hardworking member of the team who will work with teachers to organise and support teaching and learning activities for classes. The primary focus is to cover PPA time, and to carry out specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

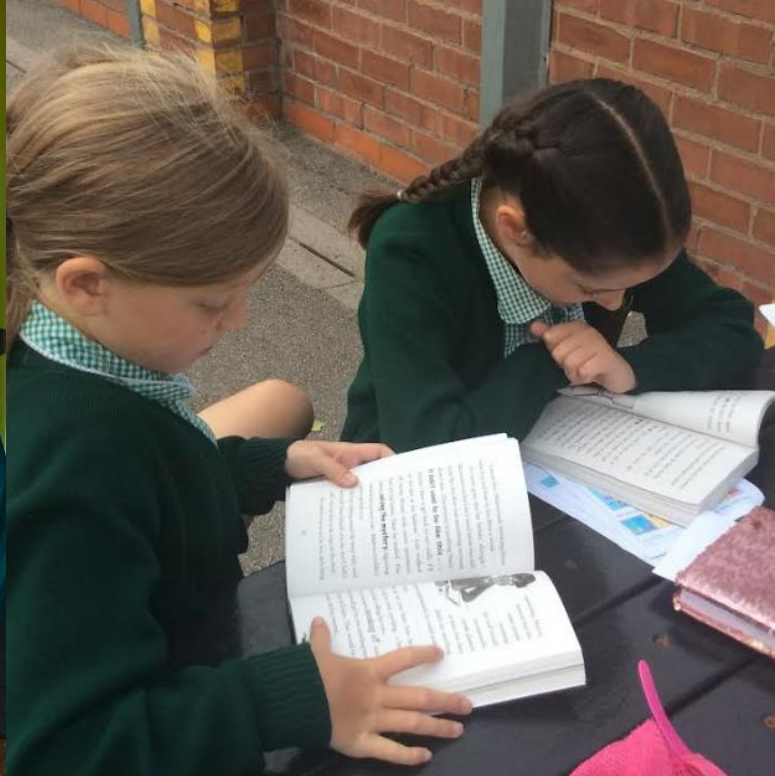
We are a one form entry Catholic Primary school. The successful candidate will contribute fully to the life of the school and will be an integral part of the St Kentigern's team.

The post available is for 30 hours per week, on a term time only basis plus 5 inset days, and is offered on a fixed term basis for 12 months from the start date with the potential to be made permanent.

St Kentigern's Catholic Primary School is committed to safeguarding and promoting the welfare of children. The post is subject to satisfactory references and enhanced disclosure from DBS. You do not need to be Catholic to apply for this role, we welcome applicants from every background.

Yours sincerely,

Christine Murray
Headteacher



“Treat others as you would like to be treated”

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Higher Level Teaching Assistant at St. Kentigern's Catholic Primary school. St. Kentigern's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is an excellent opportunity for a talented and experienced professional to join us and work with a fantastic group of committed leaders and staff who believe passionately in education and working to improve the life chances of our children and young people.

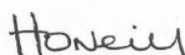
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you for this vital role at an exciting time for St. Kentigern's and the Trust.

Yours sincerely,



Helen O'Neill
Chief Executive Officer

Trust Schools



Christ the King
Catholic Academy



St Kentigern's
Catholic Primary
School



Holy Family Catholic
Primary School



St Mary's
Catholic Academy



Our Lady of the
Assumption Catholic
Primary School



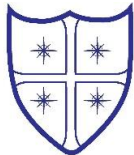
St Mary's Catholic
Primary School



Sacred Heart
Catholic Primary
School



St Teresa's Catholic
Primary School



St Cuthbert's
Catholic Academy



St William's Catholic
Primary School

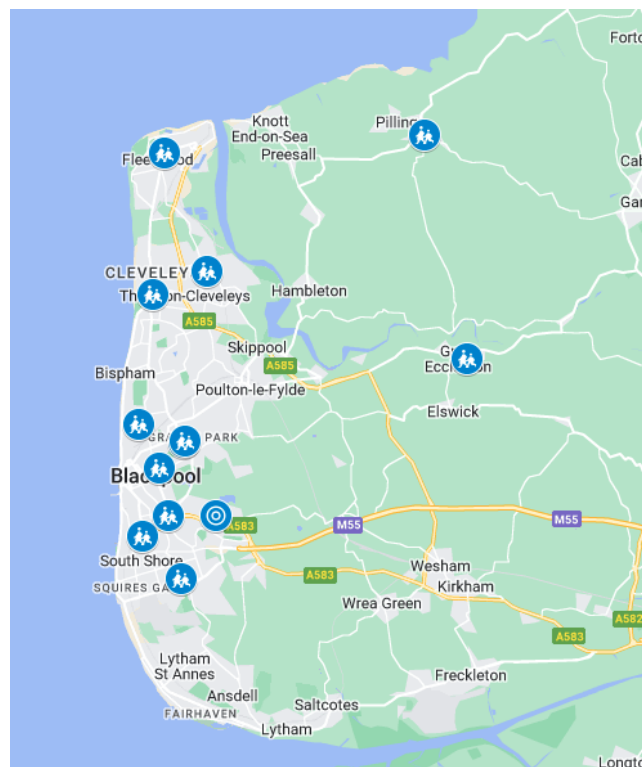
Care - Courtesy - Concern



St John Vianney
Catholic
Primary School



St Wulstan's &
St Edmund's Catholic
Primary School



Working at St. Kentigern's Catholic Primary School

St Kentigern's Catholic Primary School is the oldest Catholic primary school in Blackpool. We are a small, busy and friendly school. As a Catholic school, we offer our children the opportunity to grow as young people and encourage them to develop a closer relationship with God in an atmosphere of mutual love and respect. We seek to live out the values of Jesus Christ daily, promoting them by our words and deeds. Jesus told us to "Treat others as you would like to be treated", our school motto and this reminds us every day to go the extra mile for the children within our care.

St Kentigern's is a school we are all proud of, it is a vibrant, positive place that provides a safe and welcoming environment in which to learn. Our children enjoy coming to school, are motivated by their successes and become confident, resilient citizens.

We aim to cultivate first class partnerships with parents and carers, governors, parish and the local community who play such an important part in the life of our thriving school.

Our most recent Section 48 Denominational RE inspection report (November 2021) graded us as Outstanding:

- *St Kentigern's is an outstanding Catholic school which places Christ at the centre of all that it does. It is a very welcoming environment where inclusion is its central goal and shared vision.*
- *The Catholic Life of the school is outstanding and the commitment from the head, the governors, staff, priests and parish laity to support pupils in their prayer life helps them to grow in faith.*
- *The quality of curriculum RE is excellent and pupils are provided with a range of learning opportunities in order to deepen their faith, to understand Catholic traditions and practices, and to make progress in their learning. Pupils enjoy RE lessons and the curriculum provided is very good.*

We are an Ofsted 'Good' school (April 2018):

- *You lead a very welcoming and inclusive school with strong Christian values. You teach pupils to care for others and to follow the school's motto to 'treat others as you would like to be treated'.*
- *In lessons, teachers plan engaging and interesting experiences to support pupils' learning. Through the rich curriculum that you have planned, pupils develop their confidence and their skills across different subject areas.*
- *Pupils behave well and contribute to society through work with charities and taking part in community and parish events.*

How to apply

Prior to applying

If you are unclear about any aspect of the application process or you would like any additional information about the school or the role, please contact Christine Murray, Headteacher:

Telephone - 01253 393302

or

Email - christine.murray@st-kentigern.blackpool.sch.uk

Application process

Applicants must complete the CES application form. Please send your completed CES application form (available on the school and Trust website):

<https://bebcmat.co.uk/job-vacancies> to christine.murray@st-kentigern.blackpool.sch.uk

Closing date for applications: Wednesday 27th November 2024 - midday

Shortlisting date: Wednesday 27th November 2024

Interview date: Tuesday 3rd December 2024

Post Details

Grade: E – NJC scale point range 12 to 17

Salary: £27,711.00 to £30,060.00 (paid pro-rata)

Contract: Fixed Term for 12 months from start date with the potential to be made permanent

Hours: 30 per week

Weeks worked: Term Time only, plus 5 inset days

Required: As soon as possible

Job Description

Role Title	Typically reports to
Teaching Assistant 4	
Information sources	Date of profile
Agreed by Schools Working Party	
Purpose of the role (job statement)	
To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to do specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.	
Responsibilities	
Key duties:	
<ol style="list-style-type: none"> 1. Plan, prepare and deliver learning to individuals, groups and/or classes modifying and adapting activities as necessary¹ under the direction of a teacher; 2. Assess, record and report on development, progress and attainment; 3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate; 4. Use teaching and learning objectives to plan, evaluate and adjust lessons / work plans as appropriate within agreed systems of supervision; 5. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning; 6. Support pupils in social, health and emotional well-being, reporting problems to the teacher as appropriate; 7. Teaching Assistants at this level are expected to undertake at least one of the following: <ol style="list-style-type: none"> a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties; b. Provide specialist support to pupils where English is not their first language; c. Provide specialist support to gifted and talented pupils; d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject). 8. Maintain confidentiality and adhere to safeguarding procedures; 9. Demonstrate and adhere to the schools health and safety policies and procedures. 	
Teaching Assistants in this role may also:	
<ol style="list-style-type: none"> 1. Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews; 2. 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.; 3. Contribute to the development of policies and procedures; 4. Assist with break-time supervision including facilitating games and activities; 5. Provide short- term cover supervision of classes; 6. Manage the work and development of other classroom support staff; 7. Line management of other classroom support staff; 8. Be responsible for the preparation, maintenance and control of stocks of materials and resources; 9. Responsible for the careful and safe use of equipment such as play and standard ICT equipment; 10. Liaise with external agencies; 11. Provide pastoral care to pupils; 12. Be responsible for pupils who are not working to the normal timetable; 13. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence; 14. Invigilate exams and tests; 15. Demonstrate own duties to new or less experienced staff; 16. Be responsible for the presentation of displays. 	

Job Description

Indicative knowledge, skills and experience

- Meet or working towards the professional standards for Higher Level Teaching Assistants;
- May have, or be working towards a relevant Foundation degree;
- Demonstrate specialist skills that may be appropriate to 7(a-d) above;
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety;
- Experience in persuasion and negotiation skills in relation to other staff, professionals, and parents / carers.

**NJC Job Evaluation
Score and Grade**

Grade E

439

Person Specification

Higher Level Teaching Assistant (Teaching Assistant Level 4)

Requirements	<u>Essential</u>	<u>Desirable</u>
Qualifications	<ul style="list-style-type: none"> Recognised and relevant NVQ Level 3 qualification or equivalent. NVQ level 2 or equivalent qualification in English/Literacy and Mathematics / numeracy. 	<ul style="list-style-type: none"> NVQ level 4 qualification or equivalent.
Experience	<ul style="list-style-type: none"> Experience of working with children. Experience of working in a classroom environment. 	<ul style="list-style-type: none"> Experience of Administrative work. Experience of supporting pupils with challenging behaviour. Staff management experience.
Knowledge, skills and abilities	<ul style="list-style-type: none"> Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard. Ability to relate well to children. Ability to work as part of a team. Good communication skills. Ability to relate well to parents/carers. Ability to supervise and assist pupils. Time management skills. Organisational skills. Knowledge of classroom roles and responsibilities. Knowledge of the concept of confidentiality. Knowledge of numeracy and literacy strategies. Ability to make effective use of ICT. Ability to assess children's development. Ability to plan and deliver work programmes. Ability to organise, lead and motivate a team. Flexible attitude to work. 	<ul style="list-style-type: none"> Administrative skills. Knowledge of Foundation Stage/National curriculum.
Other (including special requirements)	<ul style="list-style-type: none"> Commitment to safeguarding and protecting the welfare of children and young people. Commitment to equality and diversity. Commitment to Health and Safety. Commitment to attendance at work. Commitment to undertake in-service training. 	

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.

