

Broughton Hall Catholic High School

**Application Pack**

**Intervention and Emotional Literacy Support Assistant**

Start Date: As soon as possible

Closing Date: 6th February 2023

Shortlisting Date: 7th February 2023

Proposed interview Date: 10th February 2023

Salary Scale: NJC Scale 5 – SCP 12 -17

£24,496 to £26,845

Contract Term: Full Time (annualised)

Permanent

http://www.broughtonhall.com/information/vacancies.php

**Broughton Hall Catholic High School**

Founded in 1928 under the trusteeship of the Sisters of Mercy, Broughton Hall Catholic High School, an all-girls Catholic secondary school in Liverpool, provides the very best in modern education based on the Gospel values of mutual respect and care.

The central aim of our school is to provide excellent educational opportunities enabling each pupil to develop their God given talents, to grow in confidence and self-esteem and to fulfil their potential.

As a Catholic school Broughton Hall centres its mission on the person of Jesus Christ, and promotes the Gospel values throughout the school community and in all aspects of school life: spiritual, academic, pastoral, and personal. By proclaiming and living out the faith of the Catholic Church, we support each other in shared experiences of teaching and learning, prayer, worship and charity. Our mercy values permeate throughout our community.

Our facilities are bright, spacious, high tech and designed to meet the needs of all our pupils. We have a separate 6th Form facility, which is shared with our neighbouring boys school Cardinal Heenan Catholic High School. A full range of extra-curricular activities are provided to further the creative, sporting and academic talents of each pupil and offer Outward Bound and Duke of Edinburgh Award schemes as well as the opportunity to attend educational visits and residential trips.

We pride ourselves on our high expectations of all pupils and have an **‘Ambition for All’** policy. Whatever your role within the school, you will share these values and be able to encourage and motivate pupils with your passion, presence and personality.

Our school motto ‘**Cor Unum et Anima Una’** - One Heart and One Mind, reflects the strong sense of community amongst pupils, staff, parents and Governors.

**We Offer**

* Pensions Scheme – Teacher Pension Scheme for teaching staff or Merseyside Pension Fund for support staff
* Regular training and development programme
* Access to occupational health and well-being services
* Cycle2Work Scheme
* Tax Free Childcare Vouchers
* Supportive work environment where all staff are valued

And that’s not all, we place the outcomes of the children in our school at the heart of everything we do, so you’ll wake every day in the knowledge that your role will have a significant positive impact on the lives of others.

**Equal Opportunities**

Broughton Hall Catholic High school is an equal opportunities employer.

We welcome applicants from all backgrounds and value everyone as an individual. We are committed to organisational practices, which promote diversity and inclusion for all employees and volunteers regardless of age, gender reassignment, marriage or civil partnership status, pregnancy and maternity status, disability, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Connecting these differences creates a productive environment in which everyone feels valued.

Monitoring information in relation to job applicants will be to assist us in equality monitoring. The recruitment panel will not have access to job applicant’s monitoring information.

To assist us in monitoring the operation of equal opportunities policy, and for no other reason, please ensure you complete and submit the Equal Opportunities Monitoring Form with your application form.

**Safeguarding & Enhanced DBS Checks**

Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of young people and expect all pupils, staff, volunteers and visitors to share this commitment

All posts are subject to an enhanced DBS check and full pre-employment checks to comply with the current Keeping Children Safe in Education statutory guidance for schools.

All staff will be expected to follow Broughton Hall Catholic High School’s child protection policies, code of conducts and managing allegations against staff procedures.

All roles in school, including this post, are exempt from the Rehabilitation of Offenders Act (ROA) 1974. The Ministry of Justice’s guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and can be accessed [here](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered ‘spent’ except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. Information about filtering offences can be found in the DBC Filtering Guide, which can be accessed [here](https://www.gov.uk/government/publications/dbs-filtering-guidance).

By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2022.

**Welcome**

Thank you for your interest in the position of Intervention and Emotional Literacy Support Assistant. This pack has been designed to help you should you choose to submit an application form, which we sincerely hope you do. We hope it answers your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application process.

Broughton Hall Catholic High School is the largest all-girls school in Liverpool and serves many different areas making us a vibrant a diverse school. In November 2022 Ofsted inspectors acknowledged the work taking place at Broughton Hall. Pupils are proud to be part of Broughton Hall Catholic High School and enjoy strong relationships with their teachers and pastoral staff.

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We work hard to ensure Broughton Hall Catholic High School remains a friendly and welcoming environment for all those who work, study or visit here and staff do all that they can to help pupils do well in school. We hope that you are the person we are looking for to bring creativity and innovation to the role.

Our Governors are seeking to appoint an experienced support assistant to work with individual pupils or small groups who are experiencing difficulties with emotional literacy or other aspects of school or home life.

We believe that to enable our pupils to learn effectively, they need to feel safe in their environment and be both socially and emotionally ready to learn. We understand the importance of holistic development and look to offer nurturing and enriching experiences to enable to the development of the whole child. We recognise that some of our pupils are not always ready emotionally ready to learn and require an increased level of support for them to access the curriculum.

Through a range of supervised and planned interventions, and along colleagues and other professionals, you will support pupils to attend school regularly, fulfil their potential and exceed their expectations.

We look forward to hearing from you.

Gerard Preston

Head Teacher

**Advert**

Our Governors are seeking to appoint an experienced support assistant to work with individual pupils or small groups who are experiencing difficulties with emotional literacy or other aspects of school or home life. Through a range of supervised and planned interventions, and along colleagues and other professionals, you will support pupils to attend school regularly, fulfil their potential and exceed their expectations.

The successful candidate should be committed to supporting students and developing links with parents/ carers together with key staff. Effective communication and interpersonal skills are required together with sound literacy, numeracy and ICT skills.

This is a full-time, permanent, annualised hours contract.

This post is subject to satisfactory references being received and a satisfactory Enhanced Disclosure being obtained from the Disclosure and Barring Service (DBS).

Induction, support and training will be offered to the successful candidate.

Application forms, together with a job description are available from the school’s website [www.broughtonhall.com](http://www.broughtonhall.com)

How to Apply:- Please complete the school’s Application Pack and email to [nolanc@broughtonhall.com](mailto:nolanc@broughtonhall.com)

**Job Description**

**Intervention and Emotional Literacy Support Assistant**

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| --- | --- |
| **Reporting to:** | Headteacher, Senior Leadership Team and SENCO as appropriate. |
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| **Purpose:** | To guide and support individual pupils or small groups of pupils to develop their emotional literacy skills to support them in their academic, personal and behavioural aspects of school life. |
|  |  |
| **Areas of Responsibility:** | **Supporting Pupils:**   * Work with individual pupils or with groups of pupils who are experiencing difficulties with emotional literacy or other aspects of school or home life. * Develop knowledge of a range of learning and behavioural support needs and to assess, plan, devise and implement appropriate programmes to help develop pupils’ emotional literacy skills and emotional well-being. * Regularly review intervention programmes against desired outcomes and targets and to inform assessment and planning. * Actively supervise and engage pupils in targeted and specialist intervention activities, including ELSA, sensory room, sensory circuits, reciprocal reading, Read Write Inc and Lego therapy. * Ensure that all records are kept up to date, distributed and filed in accordance with the schools’ procedures, and that appropriate levels of confidentiality are maintained. * Liaise, and maintain good working relationships with other staff, parents, external agencies, etc. as required. * Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/ pupil/ teacher/ school and keep confidences appropriately. * Liaise with class teacher and SENDCO in the identification and targeting of pupils emotional and behavioural problems. * Liaise with relevant schools to support the transition process for identified children. * To be a qualified First Aider and provide first aid when required.   **Supporting School:**   * Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. * To pursue and promote the achievement and integration of diversity and equality of opportunity throughout school activities. * Have due regard at all times to the school policies and plan, monitor, review health and safety within areas of personal control. * Participate in the performance management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date. * Support the aims and values of the school and participate in a team approach to all aspects of school life. * To play a full part in the life of the school community, to support and contribute to its Catholic mission and ethos and to encourage pupils to follow this example. * To undertake such other duties appropriate to the grade of the post as the Headteacher may reasonably determine. |
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| **Working Time:** | Full Time  Annualised hours |
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| **Salary/Grade:** | NJC Scale 5, SCP 12-17 £24,496 - £26,845 |
|  |  |
| **Disclosure level:** | Enhanced |
|  |  |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, this is not a comprehensive list of all tasks which may be required by the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. | |

**Person Specification**

**Intervention and Emotional Literacy Support Assistant**

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| --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** |
| 5 GCSE’s or equivalent, Grade C/ 4 or above, including English, Maths and Science grade | **🗸** |  |
| ELSA qualification or willingness to undertake | **🗸** |  |
| First aid training or willingness to undertake | **🗸** |  |
| **Experience** | **Essential** | **Desirable** |
| Proven experience of working with children and young people and their families, including those at risk of exploitation, in the community | **🗸** |  |
| Working with young people who present challenging behaviour |  | **🗸** |
| Working with children who have Special Educational Needs or Disabilities (SEND), specifically social, emotional and mental health (SEMH) needs | **🗸** |  |
| Assessing pupils and tailoring interventions for specific needs, reviewing against targets | **🗸** |  |
| Working in a school environment | **🗸** |  |
| Using a sensory environment and resources |  | **🗸** |
| **Knowledge & Skills** | **Essential** | **Desirable** |
| Excellent communication with the ability to tailor communications to target audiences | **🗸** |  |
| Ability to work independently | **🗸** |  |
| Excellent organisational skills | **🗸** |  |
| Comprehensive understanding of safeguarding rules and regulations that apply within a school environment | **🗸** |  |
| Excellent presentation skills | **🗸** |  |
| Effective use of ICT to support learning | **🗸** |  |
| **Personal Qualities** | **Essential** | **Desirable** |
| Works well as a member of a team | **🗸** |  |
| Flexible | **🗸** |  |
| Patient, positive, approachable and friendly | **🗸** |  |
| Strong behaviour management | **🗸** |  |
| Maintains confidentiality | **🗸** |  |
| Ability to relate well to children and adults | **🗸** |  |

