

St Bede's Catholic College



Recruitment pack for the post of:

Learning Support Assistant

30 hours per week, permanent, term time only

Pay scale BG7, SCP 7-11, £18,722 - £19,955 (actual salary)

Closing date: Noon on Thursday 11th December 2025.



0117 377 2200



www.stbedescc.org



Long Cross, Lawrence Weston, Bristol, BS11 0SU

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Principal: Mr R. J. King, M.Ed

Dear applicant

St Bede's Catholic College is a great place of learning with a unique culture and climate. Visitors comment on a calm and industrious place where children are stimulated and challenged to develop their talents and encouraged to strive for excellence. Achievement and effort are valued and celebrated. Within and outside the classroom numerous opportunities exist for young people to unlock their talents and develop self-worth, esteem, confidence, resilience and independence.



Children are enthusiastic about life in college and embrace the many opportunities to grow in faith, developing religious understanding and a sense of service. Spiritual and moral development lies at the heart of our work and is a major strength within this vibrant faith community, where every child is valued.

Young people are encouraged to strive for excellence in every aspect of their work. We hold high expectations of ourselves and all those who work within our community and these translate to the children in our care. They are enabled from the early stages to be active, enquiring and critical open-minded thinkers; to be ambitious for themselves and broaden their horizons.

The college has a long-standing tradition of scholarship and academic success. The value of hard work is never underestimated; this, coupled with inspirational and passionate teaching, enables everyone to fulfil their potential and walk tall with confidence.

As important as they are, education at St Bede's is about much more than examination results as you will discover when you visit this vibrant community where quality is all pervading.

Yours faithfully

Mr R King

Principal



The St Bede's Way

The St Bede's Way is a practical guide to the culture at St Bede's. It is the way we aspire to do things, the expectations we have of each other and the support we provide to help us all succeed. It is the aim of all our community, both adults and students.

St Bede's has one simple message: **Work Hard. Be Kind. Do The Right Thing.**

Where Excellence meets Purpose

At St. Bede's Catholic College, we believe that our colleagues are the heartbeat of our institution. We are not just a school; we are a community committed to fostering an environment where every member thrives. As you consider joining our team, here's what we promise to provide you:

Inspiring Mission and Values:

Be part of a community driven by a rich heritage and a commitment to excellence in education. Our Catholic values permeate everything we do, creating a purpose-driven work environment.

Collaborative and Inclusive Culture:

Embrace a culture of collaboration, where your unique skills and perspectives are valued. We are committed to creating an inclusive atmosphere that celebrates diversity and encourages open dialogue.

Professional Growth and Development:

Your growth matters to us. Access ongoing professional development opportunities, workshops, and mentorship programs to ensure you stay at the forefront of your field and achieve your career goals.

Student-Centric Approach:

Experience the joy of shaping young minds. Our student-centric approach prioritises their holistic development, providing you with the satisfaction of contributing to their growth and success.

Work-Life Balance:

We understand the importance of a balanced life. Enjoy a supportive work environment that values your well-being, providing flexibility and resources to help you maintain a healthy work-life balance.

State-of-the-Art Facilities:

Work in a modern and well-equipped campus that fosters a positive learning environment. Our facilities are designed to inspire creativity and innovation in both students and staff.

Community Engagement:

Engage with the local community and make a difference beyond the classroom. Join initiatives that connect our school with the broader community, reinforcing our commitment to social responsibility.

Join St. Bede's Catholic College and be part of a community where your skills are appreciated, your growth is nurtured, and your contributions make a lasting impact on the lives of students.

Learning Support Assistant

Start Date: As soon as possible

Salary: £18,722 - £19,955 (actual annual salary)

Location: St Bede's Catholic College, Bristol

Contract: Term time only, including inservice days

Monday to Friday 08.30 – 15.30 (15-minute morning break and 45-minute lunchbreak)

St Bede's Catholic College is seeking a dedicated and enthusiastic Learning Support Assistant to join our supportive and dynamic team.

This is a fantastic opportunity to play a key role in supporting students aged 11–16 with Special Educational Needs and Disabilities (SEND), helping them to achieve both academic and personal development goals. The successful candidate will provide support within the classroom and in small groups, working closely with teaching and support staff.

About You:

We are looking for someone who is:

- Flexible, empathetic, and committed to providing high-quality support to students
- Able to work with a diverse range of pupils
- A strong team player, working collaboratively with teaching and support colleagues
- Willing to contribute fully to the life of our college community
- While prior experience supporting students with SEND is desirable, it is not essential—full training will be provided for the right candidate.

What We Offer:

- A caring and inclusive school committed to helping every child reach their potential
- Ongoing training and professional development opportunities
- A supportive and experienced staff team
- Excellent facilities and resources
- Free on-site parking (subject to availability)
- Free access to the Employee Assistance Programme and counselling services
- One additional day of annual leave awarded each year for the first five years of service
- Access to the on-site gym
- Term-time only working for a strong work-life balance
- An excellent pension scheme
- Cycle to work scheme participation

Safeguarding:

St Bede's Catholic College is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. The successful applicant will be subject to an enhanced DBS check, which must be maintained.

How to Apply:

Please complete and return the application form by **noon on Thursday 11th December 2025**

Offers of employment are subject to Enhanced Disclosure and Barring Service clearance, excellent references and medical clearance.

JOB DESCRIPTION

COLLEGE St Bede's Catholic College

JOB TITLE Learning Support Assistant

MANAGED BY SENDCO

GRADE Grade 7

HOURS 30 hours over five days per week
Term time only including inset days
Monday to Friday 08.30 – 15.30 (15-minute morning break and 45-minute lunchbreak)

Purpose of the Job

To provide support for pupils outside and within the classroom on an individual or group basis under the general direction of the line manager.

Responsibilities

1. Support for children's learning by

- establishing a supportive and trusting relationship with pupils
- being aware of pupils' individual needs and the strategies most useful for addressing them
- helping pupils access the content of a lesson by providing clarification and explanation and accessible materials, when appropriate
- motivating pupils and building up their self-esteem
- helping with the recording of work
- encouraging and keeping on task those who find it difficult to concentrate
- helping pupils develop organisation skills to work towards becoming independent learners
- contributing to review meetings and monitoring procedures
- liaising with key workers, parents and outside agencies
- working on a one-to-one basis with pupils as appropriate, helping them to meet individual targets
- assisting with activities for supported pupils outside the classroom, supervising pupils at lunchtime and when visiting places outside college
- developing a knowledge of Literacy, Numeracy and other curriculum areas
- giving specific support for either GCSE English, Maths or Science
- identify personal in-service training needs and attending courses as directed
- encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- employ strategies to recognise and reward achievement of self-reliance

2. Support for the learning environment by

- supporting teachers in the delivery of the curriculum
- assisting teachers in observing and assessing individual pupils
- assisting teacher by identifying or designing suitable teaching materials
- providing regular feedback about pupils' progress
- liaising between pupil and teacher where appropriate
- assisting the teacher in the implementation of pupils' support plans
- attending relevant meetings, and keeping up to date with the day-to-day work of the college
- liaising with teaching and non-teaching staff with regard to preparation for, and working within, lessons

- providing objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- working with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- supporting the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress, achievement etc
- administering and assessing tests where appropriate

Care and support for children by

- Ensuring the health and safety of pupils in your charge and within the classroom
- Supporting in the maintenance of uniform standards
- Being aware of and supporting differences, ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils

General Accountabilities

- A. So far as reasonably practicable, the post holder must at all times promote safe working practices within their work areas.
- B. Support the Catholic character of the college at all times.
- C. Work in accordance with college policies and procedures.
- D. Ensure that the output and quality of work is of a high standard and complies with the high expectation of the college for all employees.
- E. The Governors are the employers of all staff within the college and they have adopted the Catholic Education Service Grievance and Disciplinary Procedures and Contracts of Services.
- F. All employees participate in an annual review of performance and agree development targets.
- G. Undertake training appropriate to developing the role
- H. The Line Manager for this post will be the Special Educational Needs Coordinator/Inclusion Manager.

This job description sets out only the key outcomes required. It does not specify in detail the activities required to achieve these and will change in order to meet the needs of pupils and the college.

December 2025

ESSENTIAL (Must have)	DESIRABLE (Should have)	ADVANTAGEOUS (Could have)
Some experience of working effectively in a learning / child care setting GCSE Grade C or above (or equivalent) in English & Maths, plus at least three other academic subjects Skills of empathy, listening, communication and responding with appropriate language to build rapport with children from a variety of ages, abilities and backgrounds. Aptitude to develop knowledge of the role within an education environment. Flexible, adaptable and positive attitude to working in a structured environment Communication skills to promote and develop effective working with pupils and colleagues. The ability to contribute effectively to the workload and responsibilities of a team Ability to work on own initiative, including recognition of when and how to refer issues elsewhere for effective resolution Good sense of humour	Understanding of how different children develop and learn and the experience to identify and apply appropriate processes to achieve progression Good academic track record at A level or degree level Understanding of the role of the teacher in developing and maintaining an effective learning environment Ability to carry out duties without supervision Experience of supporting learners with ASD Good IT skills: MS word, zoom text, adobe	Previous experience of working with children Knowledge of remedial first aid Ability to communicate in a language other than English EFL qualification or experience Manual handling Secondary experience ASD qualification Experience of supporting learners with attachment issues
SPECIAL CONDITIONS Post is subject to Child Protection Legislation and Enhanced Disclosure and Barring Service checks.		

How to Apply

Please complete the application form, available electronically via Eteach or as a word document on request, and submit this with a letter outlining your experience and suitability for this role to Claire Walker, PA to the Principal by emailing walkerc@stbcc.org by noon on 11th December 2025

No other application forms or curriculum vitae' will be accepted.

We are an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check, satisfactory references, online screening, qualification verification and evidence of your right to work in the UK.

Our safer recruiting and safeguarding policies are available on our website: www.stbedescc.org

