



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

CANDIDATE PACK

LEARNING SUPPORT 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. 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

Learning Support Assistant



To work under the direct instruction of the Special Needs Coordinator with individual students and small groups to support access to learning for pupils and provide general support and care to a range of students with individual needs.

Key Duties/Areas of Responsibility

Support for pupils

1. Attend to the pupils' personal needs, and implement related personal programs, including social, health, physical, hygiene (including some intimate care needs), and welfare matters where required.
2. Supervise and support pupils ensuring their safety and access to learning
3. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
4. Promote the inclusion and acceptance of all pupils
5. Encourage pupils to interact with others and engage in activities led by the teacher
6. Encourage pupils to act independently as appropriate
7. Support the supervision and learning of students timetabled into the school's Inclusion unit when required

Support for the teacher

8. Be aware of pupil problems/progress/achievements and report to the teacher as agreed
9. Undertake pupil record keeping as requested
10. Support in managing pupil behaviour, reporting difficulties as appropriate
11. Gather/report information from/to parents/carers as directed
12. Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

Support for the Curriculum

13. Support pupils to understand instructions
14. Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, Key stages, early years, as directed.
15. Support pupils in using basic ICT as directed
16. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

Support for the school

17. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

18. Assist with the supervision of pupils out of lesson time, including before and after school and at lunchtimes
19. Accompany teaching staff and pupils on visits, trips and out of school activities as required
20. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
21. Attend relevant meetings as required
22. Contribute to the overall ethos/work/aims of the school.
23. Appreciate and support the role of other professionals.
24. Participate in training and other learning activities and performance development as required.
25. Any other duties as reasonably required and commensurate with the role and salary.

This Job description may be amended at any time in consultation with the postholder.

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 SPECIFICATION

LEARNING SUPPORT ASSISTANT

QUALIFICATIONS & TRAINING

	Essential	Desirable	Source A-Application I-Interview R-Reference
Good standard of education including English & Mathematics at GCSE Grade 4 (C) or above	✓		A
Evidence of personal professional development		✓	A

KNOWLEDGE & EXPERIENCE

	Essential	Desirable	Source
Successful working with or caring for young people of relevant age	✓		A,R,I
Experience of delivering one to one/group work	✓		A, I
Experience of working in an education setting		✓	A, I
Knowledge of a range of strategies and techniques to support students	✓		A,I
Understanding of school structures, relationships and accountabilities		✓	A,I,
Knowledge of the developments in education & SEN		✓	A,I,

PERSONAL SKILLS AND ABILITIES

Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post:

Eg	Essential	Desirable	Source
Good literacy and numeracy skills	✓		
Ability to work successfully in a team	✓		A,I, R
Good written and verbal communication skills; able to communicate effectively with a range of people	✓		A, I, R
Good organisational skills	✓		A, I, R
Competent in the use of ICT, particularly to support learning	✓		A, I
Able to exercise judgment	✓		A, I
Able to work on own initiative	✓		A, I
Ability to form and maintain appropriate relationship and personal boundaries with children and young people	✓		A, I
Ability to work under pressure	✓		A, I
Good interpersonal skills	✓		A,I
Able to demonstrate flexibility within the working environment	✓		A,I
Enthusiastic, committed and motivated approach to duties	✓		A, I, R

OTHER REQUIREMENT

	Essential	Desirable	Source
A commitment to safeguarding and promoting the welfare of children & young people	✓		A, I, R
A commitment to and ability to implement the principles of equal opportunities and inclusion	✓		A, I
An understanding of the distinctive nature of Catholic Education and a willingness to lead and support our school ethos.	✓		A, I

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.