

St Bede's Catholic College



Recruitment pack for the post of:

Learning Support Assistant

30 hours per week, permanent, term time only,
to start October 2024

Pay scale BG7 SCP 7-11 £16,942 - £18,421
(FTE £23,893 - £ 25,979, pay award pending)

Closing date: Noon on 2nd September 2024



0117 377 2200



www.stbedesc.org



Long Cross, Lawrence Weston, Bristol, BS11 0SU

St. Bede's Catholic College

Long Cross, Lawrence Weston, Bristol, BS11 0SU

T: 0117 377 2200 E: contact@stbcc.org W: www.stbedescc.org

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

A handwritten signature in black ink, appearing to read 'R. King'.

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.

ADVERT

Learning Support Assistant, 30 Hours per week, over 5 days (*part time requests will be considered*)

Term time only including in-service training days.

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

This post is to commence October 2024

JOB OVERVIEW

St Bede's Catholic College has an exciting opportunity for a Learning Support Assistant to join the existing team.

You will be working with students with special educational needs and disabilities requiring assistance with ongoing academic and personal development, by providing small group or in class support across the 11-16 age range.

Experience of working with students with special educational needs is preferable but we can offer training for a committed and enthusiastic applicant.

If you are someone who is:

- flexible and has a caring approach to their duties, always ensuring the student has the necessary support
- able to work with a range of pupils
- able to work collaboratively with both teaching and support staff
- willing to enter fully into the life of the college

St Bede's can offer you:

- a school that is dedicated to developing every child to reach their potential
- Training and ongoing professional development opportunities
- A highly supportive staff team
- Excellent facilities and resources
- Free onsite parking (when available)
- Access to the free Employee Assistance Programme and counselling sessions
- Pay for one additional day annual leave each year for first five years
- Access to the college gym
- Excellent work life balance with term time working arrangements
- Excellent pension scheme
- Option to participate in the cycle to work scheme

The actual annual salary for this post is £16,942 - £18,421 (FTE £23,893 - £25,979) (*pay award pending*)

We are committed to safeguarding the welfare of children and expect all staff to share this commitment. An enhanced DBS check is required for the successful applicant and must be maintained

Closing date for receipt of completed application forms is noon on Monday 2nd September 2024

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 (<i>part time will be considered</i>) Term time only including inset days

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.

July 2024

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

SPECIAL CONDITIONS
 Post is subject to Child Protection Legislation and Enhanced Disclosure and Barring Service checks.

Why Bristol?

It is no surprise that Bristol is consistently rated as one of the best places to live and work in the UK.

Join us and you'll get more than a challenging job: you'll enjoy all the benefits of living and working in one of Europe's most vibrant and best located cities, known for its cultural diversity.

Bristol has an excellent international reputation as a centre of culture, partly thanks to the regeneration of the city centre and historic harbourside, as well as our festival scene. With great architecture and stunning views, a host of cultural attractions and a great range of places to eat and drink, the city also offers one of the country's widest selections of music, multimedia and performance venues, nightclubs, art galleries, museums and historic buildings. In and around the hustle and bustle of the city, Bristol boasts over 400 gardens and parks, ideal for walking, cycling and relaxation.

As well as all this, Bristol is within easy reach of some of Britain's most stunning landscapes, such as the Cotswolds, Cheddar Gorge, Somerset, Devon and South Wales countryside and coast. It's also close to some of the UK's heritage sites such as Stonehenge, Avebury and Glastonbury.

It's easy to get to the rest of the UK and Europe from Bristol. Of all the major UK cities, it's the nearest to London and has unrivalled rail and motorway links, not to mention one of the country's fastest growing international airports. Bristol has also been named as the UK's first cycling city and one of Europe's most bike-friendly destinations.



How to Apply

Please complete the application form, available electronically via Eteach or as a word document on the college website, 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 Monday 2nd September 2024

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.stbedesc.org

