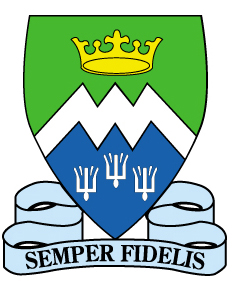
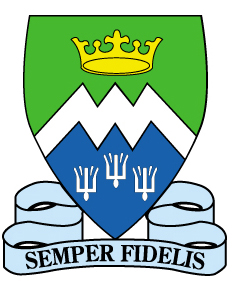


**Learning Support Assistant**

**Information to Candidates**

**June 2022**



**St Mary’s Catholic Academy**  
St Walburga’s Road

Blackpool. FY3 7EQ

**Tel:** 01253 396286

**Email:** admin@st-mary.blackpool.sch.uk

**Web:** www.st-mary.blackpool.sch.uk



**Head Teacher:** Mr. S. Eccles B.Sc. (Hons) MEd

Dear Colleague,

Thank you for considering St. Mary's Catholic Academy for the next stage in your career. We are seeking to appoint a talented Learning Support Assistant to support students with Educational Health Care Plans (EHCP) as a permanent role from September 2022. Applications must be sent electronically to admin@st-mary.blackpool.sch.uk by midday on Friday 1st July 2022.

St Mary's is a highly regarded oversubscribed Catholic Academy in Blackpool in the Diocese of Lancaster. The school is very much a Catholic family where everyone works together to support and challenge one another to be the best they can be.

Our Catholic Ethos, founded on the hallmarks of:

**Catholic   Caring    Community    Challenge**

is key to our success.  Students and staff are all encouraged, as our mission statement states, to grow in wisdom, understanding, self-esteem and closeness to God. Many of our staff and students are Catholic or Christian, we are joined by a number of staff and students who aren’t, anyone is welcome to come and be part of our family as long as they are willing to support and contribute to the ethos and success of the Academy.

As Head Teacher, I believe that a happy, highly trained and well supported staff is the key to our success. Staff at St Mary's receive a full induction programme and access our outstanding weekly professional development. All teaching staff also have 90 minutes of additional non-contact time per fortnight to focus on their own area of interest in enhanced professional development. New staff are also supported by regular, weekly coaching meetings and support from their subject areas; a range of leadership development programmes is also available.

St Mary's is designated as Blackpool's research school and provides staff with the opportunity to benefit from the latest research and evidence in education. Everything we do, whether that be our innovative key stage 3 reading programme; our approach to revision and practice homework; or the design of our professional development curriculum for teachers; is research evidence based.

Staff wellbeing is also a key part of our success as a school. A hard-working staff should be well supported and cared for to allow them to meet the demands made of teachers in a modern context. All staff are provided with their own personal laptop and extensive training and the support of colleagues. A well-resourced support team of ICT technicians, admin staff, chaplaincy staff and site staff work hard to make sure the Academy runs smoothly and that teaching staff are well supported to focus on our core business of teaching. Workload issues are regularly discussed with our staff committee and policies around marking, assessment, reporting and homework are carefully designed to try and manage the workload for staff. An email protocol ensures staff are not disturbed by emails in an evening and small gestures like free tea, coffee and biscuits served by our amazing housekeepers; free access to the school fitness suite; free annual flu jabs; a car valet service and regular staff social events including a free Christmas “do” and a Trust summer ball all help to make our Academy and Trust a rewarding place to work. All of this work takes place in state of the art facilities. St. Mary's was lucky enough to benefit from a 22.5 million pound partial rebuild and refurbishment, we are so lucky to work in one of the best school buildings in the region.

Staff retention is high at St Mary’s because staff are valued and in return work hard to ensure our students achieve the best possible outcomes. If what you have read so far is exciting and you feel that St Mary’s is a community in which you will thrive and make a positive contribution to our ethos and journey, then we would love to receive your application. You will find more information about St Mary’s and information specific to this role and the application process in the rest of this document. You can also find further information out about the Academy on our website.

Yours sincerely

****

Headteacher

**What others say about St Mary’s**

**OFSTED**

A short Ofsted Inspection of St Mary’s in March 2017 was extremely positive and confirmed that St Mary’s Catholic Academy continues to be good. A copy of the full inspector’s letter is available on the Academy website. The following quotes are taken from the body of the inspector’s letter:

* *The leadership team has maintained the good quality of education in the school since the inspection of your predecessor school.*
* *Pupils spoken to during the inspection showed great pride in their school and parents wholeheartedly appreciate the efforts made by staff.*
* *Comments from parents such as ‘The staff go above and beyond what is expected’ and ‘The staff clearly have the best interests of the children at heart’ were typical.*
* *Staff were equally positive; their comments portray a school where people are valued and supported. One member of staff put this very clearly: ‘Each and every pupil knows there are people in school who care deeply for them…who will go the extra mile for them…that is something of which I am incredibly proud.’*

**Diocesan Section 48 inspection**

Our Diocesan Inspection Report in March 2017 graded us as “outstanding”. A copy of the full report is available on the Academy website. Some of the inspector’s findings were:

* *This is an outstanding Catholic Academy. Christ is at the centre of all it does and Gospel values permeate throughout.*
* *The leadership of the academy is outstanding as Directors and leaders are totally committed to the Church’s mission of high quality Catholic education for all.*
* *Staff are authentic witnesses to Gospel values and endeavour to live these out in their work with pupils, especially the most vulnerable. The quality of the pastoral care is outstanding with all pupils and staff expressing the caring community that exists in all aspects of the life of the academy. Pupils care deeply about their school with one Year 11 pupil saying, “I feel lucky to come here.”*
* *The prayer and liturgical life of the academy is outstanding. There is a very strong Chaplaincy team whose work permeates the whole of the academy and supports and encourages the work of all staff. Pupils are actively engaged in the prayer life of the academy and take part and lead prayer and liturgy on a regular basis.*
* *Pupils are attentive and want to achieve. They show confidence in their teachers and enjoy positive relationships with them.*

**Investors in People Report**

Our Investors in People status was renewed in April 2018. The latest report is available on our website and contains the following comments:

*“The sense of team is very strong in the Academy, everyone pitches in to get the job done. As a result there is a strong culture of everyone learning and sharing together. In addition everyone is clear about the standard of work required.”*

*“People described a ‘family’ culture where staff work collaboratively for the benefit of the Students and the community.”*

*“High levels of staff retention; people do not leave St Mary’s Catholic Academy.”*

*“People unanimously commented on the Academy as being a ‘great place to work’ referring to the environment as being hardworking but friendly, supportive and flexible.”*

*“People said that they appreciated the extra treats they received e.g. refreshments, breakfasts/ buffets at end of term, 100 minute extended CPD, opportunities to undertake research/ projects/ qualifications to list but a few.”*

**Public examination results:**

In our last set of data prior to the pandemic in 2018-19 our GCSE attainment passed 60% grade 4-9 in English and Maths for the second time. Our progress 8 score was -0.25. Results in centre assessed grades in 2019-20 showed further improvement with 67.5% of students achieving a grade 4 or better in English and Maths, improving to 68.6 in 2020-21. We continue to focus on closing the gap between Pupil premium and non-Pupil premium students, there is still much work to do here.

At A level results were the best we have ever achieved in 2018-19 with 100% pass rate and 50% of grades at A or B. This year students achieved 100% pass with 64.1% of grades at A or B. All of our Y13 students were successful in moving on to employment or education.

**LEARNING SUPPORT DEPARTMENT**

**COMPLETING YOUR APPLICATION**

**INFORMATION FOR CANDIDATES**

Candidates should complete a CES application form (attached to the advert on the Academy website) and a letter of application, the details of which can be found below. Please **do not** include a CV as this will not be considered as part of the process. Evidence will be drawn from:

* Letter in support of application.
* Application Form.
* Lesson observation & task.
* Response to questions during interview.
* References.

Letter of application should:

* Be clear, concise and well presented.
* Demonstrate how you meet the person specification.
* Describe how you think your role will support learning in the Learning Support Department at St. Mary’s Catholic Academy in the 21st Century.
* Be no more than two sides of A4 in length.

Applications can only be accepted in electronic format via email to [admin@st-mary.blackpool.sch.uk](mailto:admin@st-mary.blackpool.sch.uk) the closing date is midday on Friday 1st July 2022.

**INFORMATION FOR CANDIDATES**

**Learning Support Assistant – Level 1**

**PERSONNEL**

This Learning Support Assistant post has become available to provide additional capacity to support students with an Educational Health Care Plan (ECHP). This is a permanent contract with a start date of 1st September 2022. The post is for 32.50 hours per week (over 5 days), term time only. The salary is paid on the new NJC Scale Grade B (Points 3-4), commencing on Point 3, with an **actual pro-rata starting salary of £15,836.**

The team is made up of the following staff:

Mrs Hayley Stansfield SENDCo/Head of Learning Support

Mrs Ruth McKay Lead Learning Support Assistant & Specialist Assessor

Mrs Navia Anwar SSA (Fixed Term)

Mrs Maggie Austin SSA

Miss Natalie Dunnett SSA

Mrs Mary Hunter SSA (Fixed Term)

Ms Anna Klimowicz SSA

Miss Kelly Lodge SSA

Mrs Carol Lythgoe SSA

Mrs Sylvia McMahon SSA (Fixed Term)

Mrs Claire Nickeas SSA

Ms Suzanne Perry SSA

Ms Monika Taraszkiewicz SSA

*Vacancy SSA*

**LEARNING SUPPORT AT ST MARY’S**

The Learning Support Department is the champion for students with special educational needs and/or disabilities (SEND) though we do not work in isolation. The St Mary’s approach for students with SEND is based on communication, collaboration and co-production. The whole Academy community aspires to ensure that all our students, irrespective of ability or disability, and regardless of anyone’s doubts, achieve their full potential academically, spiritually, socially and emotionally. We pride ourselves on being inclusive, accommodating and welcoming. We strive to provide opportunities and experiences for all students, including those with additional needs, which build a sense of belonging, give enjoyment and develop high self-esteem and strong self-concept. We are committed to a whole Academy culture of high expectation and aspiration for all students which is based on the core Gospel values that are at the very heart of the St Mary’s Way. We recognise that some students will struggle and stumble along the way; it is precisely at these times that our intentions are put into practice. We reach out, walk alongside and support our young people towards greater independence and with an increased hope for their future.

The person appointed will be joining a friendly and welcoming department where everyone pulls together to ensure that some of our most vulnerable and low attaining students can access the curriculum and make good progress in school. The work of the department is to support individuals and groups of students with special educational needs and/or disabilities (SEND). This is mainly done through in-class support, targeted withdrawal intervention, support with exam access arrangements (EAA) and mentoring. In addition, the department provides games and homework clubs during social times.

To support inclusion at St Mary’s we also have a student services team including Behaviour Manager - Ben McKay, a Family Support Worker - Kim West, whose role is to work with vulnerable children and their families; Eddie Mathews, our Pupil Welfare Officer who deals with issues related to attendance and 3 Key Workers who support students at risk of exclusion. We also have a Head of Year, Assistant Head of Year and a Pastoral Manager linked to each year group and a team of Lay Chaplains.

This post of Learning Support Assistant will involve working closely with the Lead Learning Support Assistant and the SENDCo in supporting individuals and groups of children with SEND. We welcome applications from candidates who have experience in one or more of the following areas of need:

* Cognition and Learning
* Communication and Interaction (Speech, Language and Communication Needs)
* Social, Emotional and Mental Health
* Sensory and/ or physical difficulties

Learning Support Assistant – Level 1

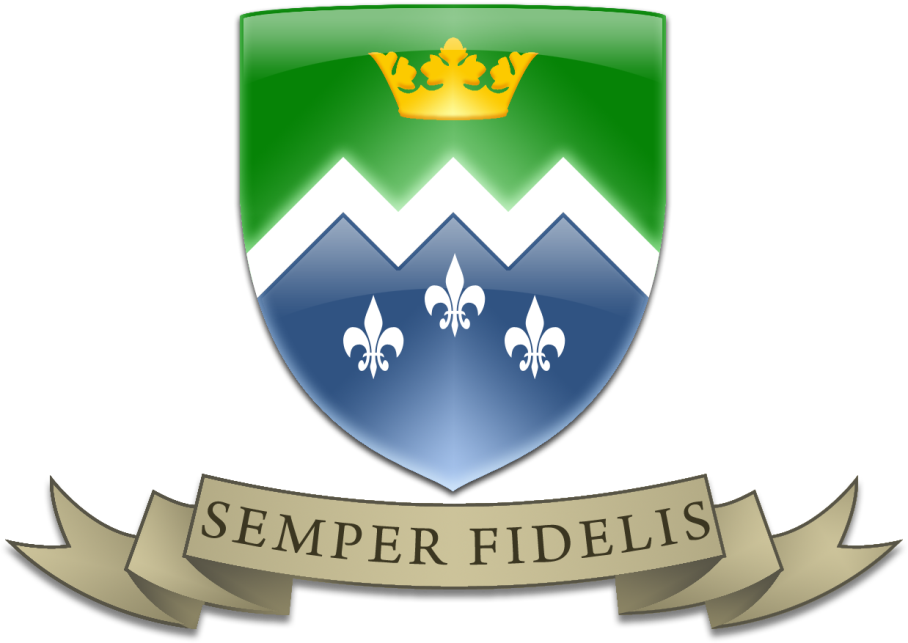
**Person Specification and Job Description**

|  |  |
| --- | --- |
| **Role Title** | **Typically reports to** |
| **Teaching Assistant 1** | SENDCo |
| **Information sources** | **Date of profile** |
| Agreed by School Working Party Job Evaluation Panel | 150711 |
| **Purpose of the role (job statement)** | |
| To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher[[1]](#footnote-1). | |
| **Responsibilities** | |
| Key duties:   1. Work with individuals or groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher 2. Support pupils to understand instructions support independent learning and inclusion of all pupils 3. Support the teacher in behaviour management and keeping pupils on task 4. Support pupils in social, health and emotional well-being, reporting problems to the teacher as appropriate 5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment. 6. Responsible for the careful and safe use equipment, such as play and standard ICT equipment 7. Maintain confidentiality and adhere to safeguarding procedures 8. Demonstrate and adhere to the schools health and safety policies and procedures   Teaching Assistants in this role may also:   1. Record basic pupil data 2. Support children’s learning through play 3. Assist with break-time supervision including facilitating games and activities 4. Assist with escorting pupils on educational visits 5. Support pupils in using basic ICT 6. Invigilate exams and tests 7. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence. 8. Demonstrate own duties to new or less experienced staff | |
| **Indicative knowledge, skills and experience** | |
| * Level 2 NVQ and Level 2 certificate in supporting teaching and learning on the Qualification and Credit Framework. * Knowledge and compliance with policies and procedures relevant to child protection and health and safety. * Good interpersonal skills | |

Roles at this level do not deliver “specified work” as defined in the guidance to Section 133 of the Education Act 2002.

***Academy Raising Achievement Plan Long Term Objectives***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| New Objectives | | Academic year | | | |
| 2021/22 | 2022/23 | 2023/24 | 2024/25 |
| 1 | Develop and implement a broad and ambitious curriculum at St Mary’s. | Implement | Implement | Embed | Embed and review |
| 2 | Improve outcomes and opportunities for disadvantaged students. | Embed | Embed and review | Embed and review |  |
| 3 | Further develop the St Mary’ Sixth Form provision (including recruitment and retention of numbers). | Embed and review |  |  |  |
| 4 | Further develop the CPD curriculum for staff to include stage appropriate training, improved training for support staff and better use of enhanced CPD time. | Implement | Embed |  |  |
| 5 | To further develop and implement wellbeing strategies for all staff and pupils at St Mary’s. | Embed | Embed and review |  |  |
| 6 | To further develop an understanding of ethos for all stakeholders at St Mary’s. | Implement | Embed and review |  |  |
| 7 | Implement and embed a clear quality assurance framework to ensure clear leadership of the Academy. | Embed | Embed and review |  |  |
| 8 | Plan and prepare the Academy for a potential OFSTED inspection in the next 12 months. | Develop and implement |  |  |  |

**

*The Saint Mary’s Way*The distinctive ethos or “*St Mary’s Way*” is based on the four dimensions of the pastoral mission of the church:

1. Kerygma (Announcing – distinctiveness of witness, religious contribution to every aspect of our education. The Proclaiming School).
2. Leitourgia (Liturgy – Grace builds on nature but must acknowledge the sphere beyond the natural world. The work of the Christian assembly to adore God in prayer, thanksgiving and penitence. The Worshipping School).
3. Diakonia (Ministry - Culture has to be changed and transformed by the Christian Gospel. This emphasises social activism and the service of the poor. The Serving School).
4. Koinonia (Community – Christian community existing in reasonable harmony with the surrounding society. Christian school plays a part in the country’s general education provision. One mission of all Christians is the creation of community which inevitably involves at times compromise and creating common ground with the surrounding culture. The Civic School).

All of these elements are part of the Mission of the Church and all these elements will be found in an authentically Catholic school. Kerygma and Leitourgia give the essential “roots” to the community and help define our distinctiveness. They provide the opportunities to gather and centre ourselves around a core of beliefs. The Trust will be respectful of parents as the first and foremost educators of their children and seek to engage them in their child’s education.

Both Diakonia and Koinonia give the opportunity for our faith to take “wings” and reach out beyond our own community in order to have a positive impact on other communities, particularly those suffering from poverty, and society in general. The service and civic nature of our schools helps give witness and richness to our distinctive way of living. This will include an education rich in the spiritual, moral, social and cultural and supportive of British Values.

Proclaiming, worshipping, service and civic duty are essential elements of the Catholic school. We need both roots and wings to ensure we deliver an education in faith and wisdom which is the hallmark of a Catholic school.

These four dimensions of the mission of the church are reflected in our Academy mission statement:

St. Mary’s Catholic Academy is a caring faith community. Our mission is to provide an outstanding whole-person education through which all are challenged to grow in wisdom, understanding, self-esteem and closeness to God.

The hallmarks of St. Mary’s are:

*Catholic     Caring     Community     Challenging*

St. Mary’s is a *Catholic* academy where prayer and reflection are woven into the fabric of the academy’s life. The universal message of the Church and its call to new life encourages us to value every individual as precious in God’s sight. The distinctive education offered at the academy includes the continuing development of morals and Christian values.

Respecting the uniqueness of each person is central to the *caring* nature of the academy and a reflection of the Gospel message of love. A strong and supportive pastoral system continues to care for all and helps build people’s self-esteem.

The academy strives to be a *community* where high quality and enriching relationships are built. Tolerance and the valuing of others are key points of daily life. We seek to manage every aspect of academy life, with justice, for the common good of all.

We *challenge* all people to use their God-given gifts to achieve excellence and make significant progress in their learning. Opportunities exist for aesthetic, performing and creative talents to be nurtured.

**The St Mary’s Way:**

The St Mary’s Way is based on the mission of the church and academy and is built around a way of living and working together as a community centred on Pope Francis modern day beatitudes:

**IMAGO DEI – RESPECTING GOD IS IN EVERYTHING WE SEE**

* We see the value of every member of our community
* How we speak to others is a reflection of our care for them
* We will leave no member of our community feeling alone or that they don’t belong
* As people made in the image of God, we act with honesty and integrity
* Each day represents a chance to grow in wisdom

**A SERVING COMMUNITY**

* We look out for the needs of others
* Our behaviour should not harm the learning of others
* We try to empathise and understand those who may be struggling
* We see our role in the community as being there to help and encourage each other

**A COMMUNITY OF GRATITUDE**

* Staff and students thank each other at the end of each lesson
* We show appreciation for all that is done for us in the Academy, whoever has done it
* We recognise the expertise of those who work in the academy
* We recognise that education is a privilege not enjoyed by everyone around the world
* We appreciate the people we share this place with and from whom we can learn

**A COMMUNITY OF STEWARDSHIP**

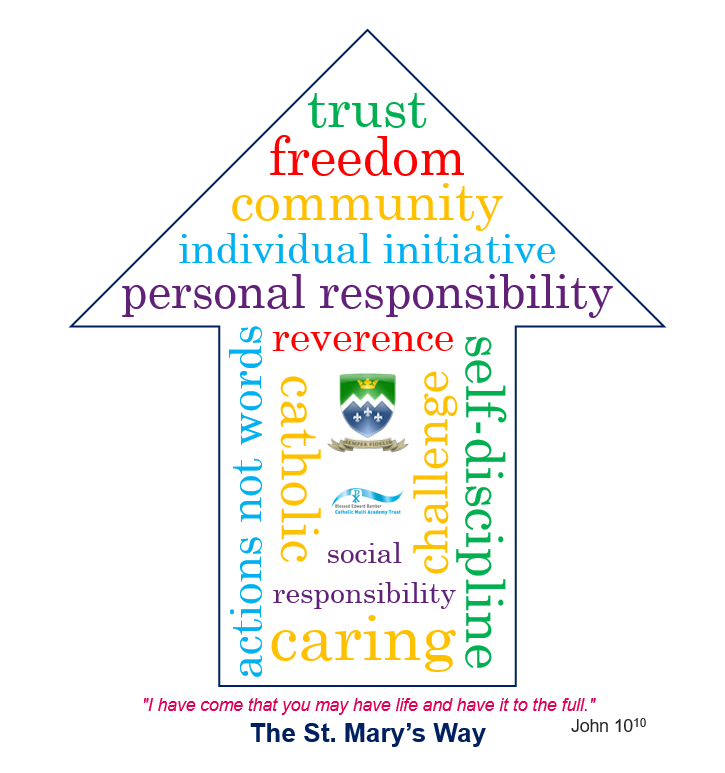
* We look after the things we need to help us learn
* We regard all of the academy as ours to look after
* We cultivate our talents and use them for the good of ourselves and others
* We play all of our roles with our best efforts
* We respect the academy environment and enable it to be enjoyed by everyone

**A FORGIVING COMMUNITY**

* We avoid unnecessary conflict, often by talking it through
* We are not quick to take offence or to ‘hit back’
* We know the power of words to heal arguments and rebuild relationships
* We work hard to forgive each other and ourselves

**A PROPHETIC COMMUNITY**

* We recognise the power of our words
* We speak the truth with compassion
* We ensure that everyone is treated fairly
* We keep a special eye out for those who may feel vulnerable



**OUR HANDBOOK**

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# A message from our Headteacher

Welcome to our family and to our handbook for “The St. Mary’s Way.” You are very welcome to our community. As our mission statement says: “St. Mary's Catholic Academy is a caring faith community. Our mission is to provide an outstanding whole-person education through which all are challenged to grow in wisdom, understanding, self-esteem and closeness to God.”

St. Mary’s is not just about exam results and academic success; it is also about walking with you and your family on your faith journey through our school, helping you to develop your whole character and “Live life to the full”.

As you will read in this handbook, our school is built on 150 years of tradition. This started with Blessed Cornelia Connelly and the Society for the Holy Child Jesus. They set up the first Catholic School for Girls in Blackpool in 1870. The Society believed in a caring and Christian approach to school which challenged their students to be the best they could possibly be. We still follow the key principles of this in our own St. Mary’s Way, which you will read about in this handbook. This “Way” helps us to understand who we are as a community and how we live and work together as a family. Please read it carefully it is the most important information you will read as you start St. Mary’s.

I will see many of you in assemblies and around the Academy but I want to take this opportunity to wish you every success at our Academy. This is a new start in your education journey and a fantastic opportunity to live life to the full by following our St. Mary’s Way.



Kind Regards

Mr Eccles

Head teacher

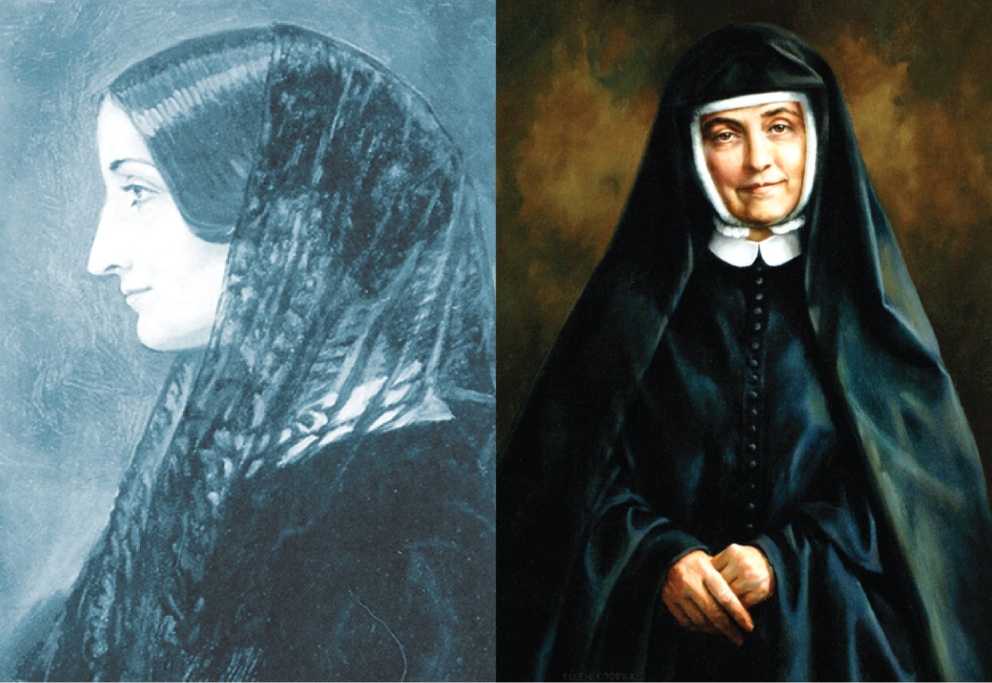
# Our history

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**The St. Mary’s Way  
"I have come that you may have life and have it to the full."**

# Cornelia Connelly

**Cornelia Connelly,** an American-born wife and mother and a zealous convert, founded the Society of the Holy Child Jesus in England in 1846.



Her sisters were primarily trained as educators, and her educational system was praised for its innovative and effective methods.

Cornelia imbued her community with the value of respect for the dignity of every human being, and this spirit of trust and reverence for all God’s people has been handed down through the generations.

In 1862, six sisters from England took the Society to the United States. Various initiatives by European and North American sisters followed over the next century. In 1930, three sisters brought the Society to Nigeria, and in 1967, four sisters established the Society in Chile.

Today the Society has a presence in North America, Africa, Europe and South America, and the Sisters of the Holy Child Jesus live according to the Society’s motto, “Actions Not Words”, in a variety of ministries living out religious life in the third millennium.

# What has formed our values?

Holy Child schools around the world are rooted in the educational tradition of the Society of the Holy Child Jesus, sharing in its mission to help others believe that God lives and acts in them and in our world.

Cornelia Connelly developed an educational system based on **trust and reverence for the dignity of every human being**. She wanted Holy Child educators to carry this spirit to students of diverse backgrounds as they sought to respond to the wants and needs of the age in which they lived.

Since 1846, those educating in the tradition of Cornelia Connelly’s spirituality and philosophy of education have helped students to grow strong in faith and lead full lives, educating their students according to the following core values:

* Freedom
* Creativity
* Self-discipline
* Individual initiative
* Personal and social responsibility.

# Our MISSION

At St Mary’s we are a caring faith community. Our mission is to provide an outstanding whole-person education through which all are challenged to grow in wisdom, understanding, self-esteem and closeness to God. As a result, we have developed four hallmarks, which look to build upon the spirituality and philosophy set out by Cornelia Connelly.

Our hallmarks are often referred to as the 4Cs:

* Catholic
* Caring
* Community
* Challenge

# The St Mary’s way

The St Mary’s Way is the term we use to bring everything together. It provides a structure, gives clarity, and points our young people and our staff in the right direction. St Mary’s Catholic Academy not only provides our young people with the opportunity to achieve academic success, but also the chance to grow and develop as an individual.

We believe that if a young person can live their life according to the values of the St Mary’s Way, they will go on to be a happy, successful and positive member of their community.

The values of the St Mary’s Way are the same core values that laid the foundation for the early work that Cornelia Connelly began. In modern society, they seem to have even more relevance than they did 1846, and that is why they form an integral part of our St Mary’s Way today.



# Our expectations of you





**The St. Mary’s Way**

1. [↑](#footnote-ref-1)