



St. Julie's Catholic High School

Learning Support Assistant

Application Pack

REQUIRED FOR AS SOON AS POSSIBLE: Learning Support Assistant Level 2 (Permanent)

Contract: Part Time – 30 hours per week, Term Time Only

Salary: Grade 2, points 3-5 £18,095 to £18,658 (Pending Pay Award)



Welcome to St Julie's Catholic High School

"Serve the Good God Well with Much Liberty of Spirit"

Dear Applicant

Thank you for your interest in the post of Learning Support Assistant at St Julie's Catholic High School. I would like to highlight what makes our community special and how proud we are of our unique school.

St Julie's is a popular oversubscribed 11-18 girls' school in Woolton, South Liverpool. We are an inclusive school welcoming students of all faiths or none and celebrate diversity as central to our core purpose.

GCSE and Sixth Form results demonstrate good progress in line with national. We benefit from state-of-the-art buildings and an inspiring learning environment which we moved to in 2017.

Our Trustees are the Sisters of Notre Dame and we are part of the Archdiocese of Liverpool family of schools as well as the wider family of Liverpool schools. The Archdiocesan strategy to develop Catholic Multi Academy Trusts, so that every school has a named CMAT to join at the appropriate time, is an ongoing development as part of the changing educational landscape in Liverpool and throughout the Archdiocese.

We aim to be a Catholic learning community through our mission statement:

- which respects and embraces the diversity of all God's people
- where opportunities allow for all individuals to discover their

potential and to develop and share their unique talents

- where friendship and enjoyment are experienced by all and a welcome is offered to those who visit
- which provides all with a safe and secure environment
- where faith, prayer and reflection are visible in word and in action
- which takes good care of God's world and all who inhabit it, especially the poor and disadvantaged
- where fairness, care and compassion are central to life

The Sisters of Notre Dame de Namur were founded in 1809 by St Julie Billiard. St. Julie's predominating trait in the spiritual order was her ardent charity, springing from a lively, devout faith. Her whole soul was echoed in the simple formula which was continually on her lips and pen: "Qu'il est bon, le bon Dieu" (How good God is). She possessed all the qualities of a perfect superior, and inspired her subjects with filial confidence and tender affection. Julie is known as the smiling saint.

At St Julie's following in the footsteps of our founder Julie Billiard our community is one of fairness, care and compassion and everything we do reflects these values. Her teachings are at the core of our catholic school and focus our moral purpose.

St Julie lived in very challenging times- through wars, revolution and poor

health as well as a constant battle with the authorities to establish the Sisters of Notre Dame de Namur. She said *“Never let the peace of your heart be disturbed by anything in the world.”* She also said that *“we must have hearts as wide as the world.”*

Our values of faith, truth, joy, love, justice and hope mean we seek to encourage all members of our community to serve with much liberty of spirit. Our young people prove their commitment to these values in their school and daily life. We pride ourselves on the support we provide for some of our more vulnerable pupils who live their lives in challenging circumstances.

We encourage our students to aspire to be successful in whichever field or interest they choose, whether that be in sport, academic and creative achievements, or selflessly helping others. We try to create the opportunities and nurturing environment for their success.

In May 2023 OFSTED stated that

“Students including Sixth Form are proud to be part of this caring and close-knit school community”

“A typical view that students shared with inspectors was that – everyone is welcome here, you can be yourself”

We are seeking to appoint a Learning Support Assistant to support teaching and learning across the school under the supervision of a Curriculum Leader.

The successful candidate will have experience of working with secondary age pupils and will be expected to work with staff as part of a professional team

to support teaching and learning for all pupils, to provide specialist assistance to pupils who need particular help to overcome barriers to learning and to support other staff under the direction, guidance and direct supervision of a Curriculum Leader.

As a Catholic School, we wish to appoint someone who shares our moral purpose of ensuring all our young people receive the best education possible, in a supportive environment, from staff who care about them. You will be resilient, dynamic and passionate about tackling disadvantage and improving students’ life chances. In return, you will find working at St Julie’s incredibly rewarding due to our vibrant and talented students, who have a real thirst for learning, and engage in the various opportunities offered to them. You will join a highly professional, enthusiastic and dedicated staff that ensure St Julie’s is a welcoming, caring and supportive environment in which to learn and work.

We look forward to receiving your application and hopefully meeting you soon.

Yours sincerely

Mrs Kate McCourt

Headteacher

“Let us help each other with all our hearts and with all prayers”

St Julie Billiard

Job Description

Post Title:	Teaching Assistant – Learning Support [Level 2]
Working Time:	Part Time 30 hours per week, Term Only 39 weeks per year including INSET Days
Salary/Grade:	Grade 2: (Points 3-5)
Hours of work:	8.45am – 3.15pm (30 minute unpaid lunch break)
Line Manager:	HLTA/ SEND Administrator
Main Purpose:	To work in partnership with class teachers to support the learning of individuals or small groups of pupils, under the direction of teaching staff.
General Responsibility	<ul style="list-style-type: none"> • All school staff are expected to: • Work towards and support the school’s Catholic mission statement, the vision and the objectives. • Support and contribute to the school’s responsibility for safeguarding students. • Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors. • Work within the school’s policies to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Engage actively in the Performance review process. • Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
Core Responsibility & Tasks	<ul style="list-style-type: none"> • Assist with the supervision of students and ensure good order and discipline are maintained. • Implement planned learning activities/teaching programmes as agreed with the teacher. • Adjust learning activities based on students' responses as appropriate to achieve effective learning outcomes. • Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behaviour. • Provide information to the Teacher for monitoring, assessing and recording student progress/activities. • Provide feedback to students in relation to attainment and progress under the guidance of the teacher. • To support learning by managing/providing resources for lessons/activities under the direction of the teacher.

	<ul style="list-style-type: none"> • Assist with the display and presentation of students' work. • Liaise with other staff and provide information about students as appropriate. • Understand and support students with special needs. • Support the work of volunteers and other Learning Support staff in the classroom. • Assist with break-time supervision including facilitating games and activities. • Assist with student first aid and welfare duties, looking after sick students, liaising with parents/carers and staff etc.
Knowledge, skills and experience	<ul style="list-style-type: none"> • Completed a common core programme of induction for working with children. • Working in accordance with relevant occupational standards, knowledge/skills and the agreed local competency framework. • First Aid qualified or working towards certification.
Professional Development	<ul style="list-style-type: none"> • To evaluate and review own practice within the school performance management system for support staff. • To keep up to date with, and participate in, current educational thinking and practice, both by study and by attendance at courses, INSET, workshops and meetings.

- This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.
- This role is envisaged to be as above, subject to negotiation with the post holder.
- This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Qualified up to A Level standard in either Biology, Chemistry or Physics (preferably more than one) as well as grade A* - C in Maths and English GCSE and grade B or better in Science. • Appropriate IT skills to support learning. 	
Experience	<ul style="list-style-type: none"> • Experience of working with or caring for children of relevant age (11 - 16). • Ability to follow procedures and to work under pressure • Ability to challenge and engage children in their learning through creative opportunities. 	<ul style="list-style-type: none"> • Experience of working as a Teaching Assistant • Experience of assisting children to use resources for learning • Liaising with other professional colleagues • Experience of working with children with speech and language needs.
Skills, knowledge and qualities	<ul style="list-style-type: none"> • Excellent organisational skills • Excellent interpersonal skills • Excellent communication skills 	<ul style="list-style-type: none"> • Basic knowledge of healthy eating options
Personal Attributes	<ul style="list-style-type: none"> • Commitment to the highest standards of child protection • Desire to enhance and develop skills and knowledge through CPD 	

	<ul style="list-style-type: none"> • Ability to work as part of a team with a general understanding of classroom roles and responsibilities. • A personal manner in keeping with the school ethos towards parents/carers, children, the community, and wider community • Ability and motivation to interact with students, staff, parents and carers • Energy, enthusiasm • Flexibility, energy, resilience and a sense of humour • Work autonomously in completing core job functions of the school team 	
<p>Pastoral Skills</p>	<ul style="list-style-type: none"> • The ability to carry out the role of Teaching Assistant effectively. • Willingness to be involved in the pastoral aspects of the school. • Able to maintain a professional, yet caring and compassionate approach to dealing with students. 	

	<ul style="list-style-type: none"> • Suitable to work with children. An Enhanced Disclosure with Children's Barred List check will be completed on the successful applicant 	
Extra-Curricular	<ul style="list-style-type: none"> • Willingness to be involved in extra-curricular activities. 	
General	<ul style="list-style-type: none"> • Supports the ethos of the school • Flexible and adaptable • Sense of humour, positive attitude and resilience 	

Closing date for applications: Wednesday 25th June 2025 at 9.00am
Shortlisting will take place: Thursday 26th June 2025
Interviews will be held: Tuesday 1st July 2025

- [Safeguarding Policy](#)
- [Code of Staff Conduct](#)
- [Safer Recruitment Policy](#)

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