

Cardinal Heenan Catholic High School

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CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

Group 6, 11-16, 917 on roll

Learning Support Assistant (Literacy Specialism)

Permanent Post starting October 2026

**Grade B3, points 7-11 (£27,274 - £29,071) pro rata to hours and weeks worked
31.5 hours per week, Term Time Only plus 5 Training Days**

Our school is a happy school, where relationships are positive, respect is prevalent, and expectations are high. We challenge all members of our school community to “be kind, try your best and follow the rules” – our students are our greatest asset and never fail to inspire and impress staff and visitors. Staff have high expectations of all students, whatever their starting point; students have the drive and ambition to meet these expectations. Our GCSE results were once again amongst the highest in Leeds, and we were ranked in the top fifty 11-16 schools in the country in the Sunday Times League Tables, testament to the way that our students and staff have worked together to create a positive, ambitious and caring learning environment.

Governors are seeking to appoint a Learning Support Assistant with Literacy Specialism. The postholder will provide targeted, evidence-informed literacy support to students who experience difficulties with reading, phonics, spelling, vocabulary, comprehension and wider literacy skills. The postholder will take responsibility for the effective delivery, monitoring and review of allocated literacy interventions.

The post would be suitable for a range of individuals including those interested in gaining experience in a school prior to joining the teaching profession. We will provide outstanding support and guidance to ensure that the successful candidate quickly becomes part of our school community. The duties require tact, flexibility, teamwork and high standards for self and others. The successful candidate will be required to undertake some lunch & breaktime duties.

In return for your hard work, we offer a rewarding and exciting environment where students are keen to learn, and staff are valued and cared for. Candidates do not need to be practicing Catholics, but a willingness to support the Catholic ethos of the school is essential.

Further details and our Catholic Education Service application form is available from the school website (www.cardinalheenan.com). If you would like any further information, please email recruitment@cardinalheenan.com.

Please note that covering letters are not required and will not be used as part of the shortlisting or selection process. There is a section of the application form where candidates can offer further information to support their application. This can take the form of a letter of no more than two sides of A4.

Closing date: Friday 25 September 2026 at 9:00am

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment checks, for the successful applicant.

We promote diversity and want a workforce which reflects the population of Leeds.