



# St Mary's Catholic Primary School

## Learning Support Assistant & SMSA (Sept 2021)

*Temporary, 30 hours per week*



## Job Information Pack

# A message from the Head

“We are very proud of our school, which is a loving and welcoming community that provides a nurturing and healthy environment for all. As a Catholic school, we welcome children of all faiths and beliefs who are ready to embrace our mission statement and values. We aim to educate the whole child and help our pupils to be kind and responsible members of the community.”



Dear Applicant,

Thank you for expressing an interest in our **Learning Support Assistant and SMSA** (supporting a named child in Key Stage Two) vacancy. This is a temporary appointment for 30 hours per week and linked to an individual pupil's needs.

Inside this pack you will find the relevant information for the posts, including the job description and person specifications. You can also download an application form and find out about the school via our [website](#). Please note that the CES support staff application form should be used for this vacancy.

Candidates will be considered on receipt of their application so please apply early to avoid disappointment. St Mary's reserves the right to appoint before the closing date, which is **Friday, 20<sup>th</sup> August**. Please make sure you include the best telephone number and email address to reach you on in your application form. Interviews may take place on site or virtually.

Visits to the school are welcome and appointments should be booked emailing [admin@st-marys.bathnes.sch.uk](mailto:admin@st-marys.bathnes.sch.uk).

I look forward to receiving your application.

Yours sincerely,

Mr A Tarrant

**Safeguarding Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*

# A message from the governing body



**May we warmly thank you for your interest in applying for the LSA/SMSA post at St Mary's.**

We are very proud of our school, which is a loving and welcoming community that provides a nurturing and healthy environment for all. As a Catholic school, we welcome children and staff of all faiths and beliefs who are ready to embrace our mission statement and values. Our team aims to educate the whole-child and they are committed to helping our pupils to be kind and responsible members of the community.

We are closely linked to our community through our parents and by our long-standing relationship with St Mary's Parish Church on Julian Road.

Ours is a happy school with a very distinctive ethos rooted in Christian values and we are keen to find the right LSA/SMSA to contribute towards and enhance this.

If you are successful in your application you will join a team of enthusiastic and dedicated staff, supportive parents and a governing body who work in partnership to ensure that each child is happy, safe, supported and encouraged in all they do.

We are looking for a team member who will inspire, challenge and support our pupils as well as being supportive of our mission and ethos.

St Mary's enjoys its location in the vibrant, heritage city of Bath and the opportunities that this brings. To summarise, St Mary's is a great place to work and you will be warmly welcomed. We all wish you the best of luck in your application.

*The Governing Body of St Mary's Catholic Primary School*

**Safeguarding Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*



# A bit about us...

**Type of school** Voluntary Aided  
Catholic Primary

**Age Range** 4 to 11 years

**Location** Penn Hill Road  
Weston  
Bath

**Number of  
Children** 194 children

**Number of classes** 7 (EYFS – Y6)

**Date school  
established** 1885

**% of children free  
school meals** 13.5%

**% of children with  
SEND** 13.5%

**% of children with  
English as an  
additional language** 19.3%



*“The leadership team has maintained the good quality of education...”*

# About St Mary's...



**St Mary's has been providing families in the City of Bath with a primary education since the late nineteenth century.**

Enjoying its close relationship with the parish of Our Lady, Help of Christian on Julian Road, the first school opened on the same campus as its church and in the '70s moved to its current site in the Weston area of the city as it grew in popularity.

The school sits in beautiful grounds and is overlooked by the rolling Lansdown Hills. It enjoys its village school feel whilst being a short walk into the centre of the world heritage city which has a significant amount of galleries, museums and other places of interest.

The school is an active member of the Camino Partnership which is a federation of Catholic schools, state-maintained and independent, who work closely together.

A dedicated governing body supports and challenges the leadership team and the school is recognised by its community as being a happy school that provides an inclusive and holistic education to all pupils. Its most recent Ofsted inspection (October 2018) saw the school maintain its 'good' grading and the same outcome was awarded for its Section 48 denominational inspection in December 2015.

St Mary's team members are friendly and supportive, and they see their job as being vocational. They care profusely about each child and have a strong commitment towards the school, often going the extra mile.

Most importantly, the children are really what make St Mary's and they are happy and joyful with beaming smiles on their faces. Pupils are inquisitive and take great delight in learning as well as enjoying the various trips, residential visits and other exciting activities on offer.

# “Oh! Who can ever be tired of Bath?”

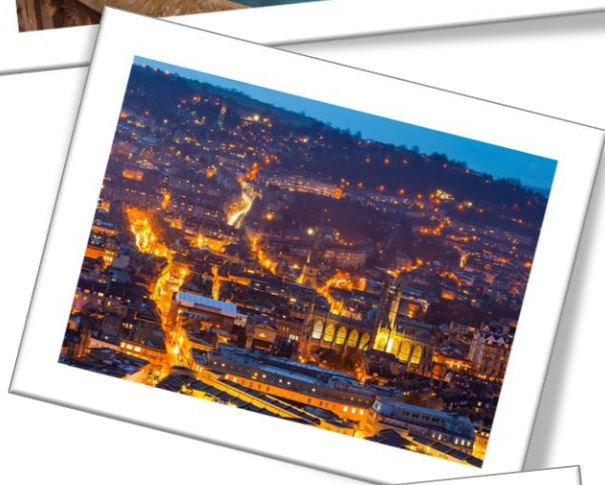
*Jane Austen, ‘Northanger Abbey’*

Our school enjoys its position on the north west edge of the glorious City of Bath. Bath, surrounded by stunning countryside, often features in top ten lists of cities to live and it isn't difficult to see why.

Built for pleasure and relaxation, beautiful Bath has been a well-being destination since Roman times. This city has something on offer for everyone and it is overflowing with places to eat and drink, plus some of the finest independent shops in Britain.

Bath is famous for its remarkable collection of museums and galleries, and enjoys year-round festivals, theatre, music and sports. There is always something going on!

The city of Bath is within easy reach of Bristol, South Gloucestershire and Wiltshire making it an ideal place to commute to due to the excellent public transport options.



**“Someone who looks out for us”**

**“Helps us to play on the playground”**

**“Guides us to do what is right”**

**“Thoughtful and helpful”**

**“Firm but fair”**

**What sort of LSA/  
SMTA do the children  
want?**

**“Kind”**

**“Fun but focused”**

**“Helps us if we don’t understand”**

**“Listens”**

**“Smiley”**



*Pupil Voice*



# Person Specification

## Learning Support Assistant

### Essential

#### Qualifications & Experience

- \* NVQ 2 for Teaching Assistants or equivalent qualification or experience plus completion of the DfES Teacher Assistant Induction Programme, or
- \* a minimum of 3 years recent, relevant experience, which demonstrates the post holder, has applied a wide range of strategies supporting children and successful experience of delivering education programmes over a longer period, e.g. 6 – 8 weeks, with minimum supervision only.
- \* A minimum of 3 GCSE passes at Grade C or above or equivalent including with proficiency in literacy and numeracy.
- \* All applicants must have experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and able to show an understanding of child development and a wide range of issues concerning their education and welfare.
- \* An ability to relate well to both children and adults.
- \* Be able to demonstrate experience of using a number of learning strategies whilst working with a range of children with complex needs and take responsibility for delivery of an educational programme with minimum supervision only.
- \* To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- \* Ability to effectively use ICT to support learning and use of other equipment technology i.e. computer, video, photocopier.

### Desirable

- \* Appropriate knowledge of general first aid.
- \* Training in the relevant learning strategies e.g. literacy.
- \* General understanding of national/foundation stage curriculum and other basic learning programmes/strategies/codes of practice.
- \* Ability to self-evaluate learning needs and actively seek learning opportunities.
- \* Experience of Speech and Language intervention/ support.

### Special Requirements

The LSA must:

- \* Be willing to undergo an Enhanced Criminal Records Bureau disclosure check
- \* Be willing to undergo a pre-employment health check
- \* Be willing to undergo full safeguarding training and maintain the expectations linked to this.
- \* Be fully supportive of the ethos and religious identity of St Mary's Catholic Primary School



# Person Specification

## School Mealtime Supervisory Assistant



### Qualifications & Experience

#### Essential

- \* A basic level of literacy and numeracy.
- \* Ability to communicate clearly and work as part of team.

#### Desirable

- \* Experience of supervising pupils in a school environment.
- \* Knowledge of basic Health and Safety and first aid
- \* A knowledge and understanding of the welfare and social needs of pupils during the mid-day break.

### Special Requirements

The SMSA must:

- \* Be willing to undergo an Enhanced Criminal Records Bureau disclosure check
- \* Be willing to undergo a pre-employment health check
- \* Be willing to undergo full safeguarding training and maintain the expectations linked to this.
- \* Be fully supportive of the ethos and religious identity of St Mary's Catholic Primary School

# Job Description

## Learning Support Assistant

**Post Title:** Teaching Assistant (Matrix/Temporary)

**Grade:** Grade 3 (Point 5)

**Responsible to:** SENCO, Deputy Head & Exec Head Teacher



***We believe that everyone is a child of God. As a Christian community we try to live like Jesus by:***

- *being kind and helping each other*
- *using our gifts to the very best of our ability*
- *celebrating God in everyone and everything*

### 1. Purpose of Job

The primary purpose of this post is to:

- To undertake work/care/ support programmes, to enable access to learning for pupils and to work alongside the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### 2 Principal Accountabilities

#### *Support for pupils*

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, as appropriate.
- Supervise and support pupils ensuring their safety and access to learning.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal/Health Care programmes.
- Establish constructive relationships with pupils, act as a role model, and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

#### *Support for the teacher*

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Be aware of pupil problems/progress/achievements and report to the teacher as appropriate.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/ progress.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- In conjunction with the teacher, collate and report information to and from parents and carers.
- Administer routine tests and invigilate exams and undertake appropriate marking of pupils' work.
- Provide clerical/admin support for learning e.g. photocopying, word processing, filing, money etc.

### *Support for the curriculum*

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher.
- Promote and support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

### *Support for the school*

- Be fully familiar 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To undertake other relevant duties allocated at the discretion of the classroom teacher, Headteacher or other designated supervisor.

### *Physical Effort*

- The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assist pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

### *Working Environment*

- During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

### *General*

- The postholder will be expected to undertake any appropriate training provided by the Authority and/or School to assist them in carrying out any of the above duties.
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
- This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement

# Job Description

## School Mealtime Supervisory Assistant

**Post Title:** School Mealtime Support Assistant (Permanent)

**Grade:** Grade 1 (Point 3)

**Responsible to:** Deputy Head & Head Teacher



***We believe that everyone is a child of God. As a Christian community we try to live like Jesus by:***

- *being kind and helping each other*
- *using our gifts to the very best of our ability*
- *celebrating God in everyone and everything*

### 1. Purpose of Job

The primary purpose of this post is to:

- Under the direction of the Headteacher, the primary purpose of this post is to supervise and ensure the safety, general welfare and behaviour of pupils during the midday break.
- As one of a team to contribute to the general management development and review of the Team and Unit both in terms of services provided and staff in accordance with the School's Vision and Values, policy and other objectives in doing this to ensure maximum effectiveness and efficiency.

### 2 Principal Accountabilities

#### *Departmental*

- With the Headteacher participate in the formulation of detailed Team objectives and policies.
- With the Headteacher ensure the effective and efficient implementation of Council/School policies and the achievement of the Council's/School's objectives, including financial ones.
- To contribute to co-operative working across services in accordance with the Council's/School's Vision and Values. To contribute to cross-service initiatives as required.
- To assist in ensuring the Team's services are responsive to community needs and that equal opportunity and health and safety issues are identified and addressed effectively.
- To assist in ensuring effective external and internal working relationships are established and maintained with organisations and agencies relevant to the work of the St Mary's team.
- To ensure effective and accessible communication with staff, service users, the general public and others as appropriate.

#### *Functional*

- To be responsible for the supervision of pupils immediately before, during and after midday meal. This includes pupils who have a school meal as well as pupils who bring their own food.
- To be responsible for promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To be responsible for promoting and encouraging socialising and active play opportunities as appropriate.
- To be responsible for the supervision of hand washing in Infant, Junior and Primary Schools as required.
- To be responsible for the supervision of pupils entry into the dining room including any journey or walk to the dining room which might be required.
- To be responsible for passing relevant information (i.e. pupil behaviour, incidents/accidents) to the class teacher at the beginning and end of the lunch time period.



# Job Description Contd.

## *School Mealtime Supervisory Assistant*

### *Functional Contd.*

- To be responsible for guiding pupils in the proper use of cutlery and good eating manners.
- Contribute to the promotion of the school's healthy school status and policy with particular regard to healthy eating.
- To assist pupils where necessary to carry trays etc to the table, and to return empty dishes etc to the service counter.
- To encourage independence but assist pupils whether necessary to cut up food and guidance on proper use of cutlery, assist in clearance of any spillage etc if required.
- To assist as required in clearing tables, wiping them down and resetting according to meals.
- To assist in the setting up and removing of furniture in parts of the school other than the dining room where necessary.
- To take such steps that are necessary when pupils are ill, carrying out minor first aid and summoning any assistance needed with injuries or illness.
- To supervise pupils in the playground, or other areas of the school as required by the Headteacher.

### *Physical Effort*

- During periods of supervision the postholder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. putting out and packing away tables and play equipment, clearing tables, sweeping the floor, clearing up spillages.

### *Working Environment*

- During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

### *General*

- The postholder will be expected to undertake any initial training provided by the Service/School and undertake any appropriate training provided by the Authority and/or School to carry out any of the above duties.
- This job description only contains the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out.
- This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement
- The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

# Want to join our team?

*"They (staff members) are proud to work at the school"*  
(Ofsted 2018)



**Job Title:** Temporary LSA (25 hours) & SMSA (5 hours)  
**Other Info:** Supporting a named pupil in Key Stage Two  
September 2021  
**Salary Info:** LSA Grade 3, Point 5  
SMSA Grade 1, Point 3  
**Closing Date:** **20.8.21 at midnight**  
**Interview Day:** **Arranged with shortlisted candidates**

Please complete the **CES Support Staff Application Form** and **other recruitment forms** which can be found on the [vacancies](#) page of the school website.



Completed applications can be submitted electronically to [admin@st-marys.bathnes.sch.uk](mailto:admin@st-marys.bathnes.sch.uk). The closing date for this vacancy is **Friday, 20<sup>th</sup> August at midnight.**

References are requested for all candidates prior to the selection day. Please read our [Safer Recruitment & Selection Policy](#) for further information about the processes that we follow.



**St Mary's Catholic Primary School**  
*Penn Hill Road, Weston, BATH BA1 4EH*

**Tel: 01225 429030**  
**Email: [admin@st-marys.bathnes.sch.uk](mailto:admin@st-marys.bathnes.sch.uk)**

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*

**A FUTURE  
FULL OF HOPE**



A formal collaboration with  
**St Benedict's Catholic  
Primary School,**  
*Midsomer Norton.*

A member of the  
**Camino Partnership  
of Catholic schools**

