



ST. MATTHEW'S
ROMAN CATHOLIC HIGH SCHOOL
Voluntary Academy

JOB APPLICATION PACK

DIOCESE OF  **SALFORD**

Learning Support Assistant



EMMAUS
CATHOLIC ACADEMY TRUST

St Matthew's RC High School, Nuthurst Road, Moston, Manchester M40 0EW
E contact@smrchs.com T 0161 681 6178

Welcome from our Headteacher



Thank you for taking the time to consider applying for the post of Learning Support Assistant.

Here at St Matthew's my vision is clear. I expect the highest standards, in order to achieve the best for our young people. Our core purpose is our Catholic mission: 'We pray, We care, We achieve'. Our core business is Teaching, Learning and Achievement. I am confident that we have taken the first steps to being the outstanding Catholic community we all want for our young people. Whilst I recognise that there is still work to do, I am very confident that working together, we can achieve excellence for our community.

Together, with the Governors, we are looking for someone who will take this ambition forward, who can articulate a vision for the future, and who has the skills to realise that vision. In addition, we are looking for someone who shares our commitment to safeguarding, child protection and the welfare of students.

In return we are totally committed to the continued professional development of all staff and take seriously our responsibility to develop the leaders of the future.

If you have the passion and skills to enhance the work of our school and wish to work in forward thinking, supportive environment please complete the application form and supporting documents as described.

Candidates should be aware that as part of the selection process we will carry out the following pre-appointment checks:

- Candidate's identity (photographic evidence)
- Eligibility to work in the UK (as appropriate)
- An enhanced DBS

Yours sincerely,

A handwritten signature in black ink that reads 'H. Murden'.

Mrs Helen Murden
Headteacher





Our School

St Matthew's is a mixed Roman Catholic inner-city school based in Moston, North Manchester. Our school is within easy access to the M60 motorway, providing a link to the rest of Manchester and the surrounding areas. St Matthew's is part of the Emmaus Catholic Academy Trust (CAT), which is one of three CATs in the Diocese of Salford. We have been on a journey to catholic excellence since 2018.

We are a child centred, Christ centred community. Our core purpose is our Catholic mission: 'We pray, We care, We achieve'. Our core business is Teaching, Learning and Achievement. St Matthew's is proud to serve our local community, recognising the multi-cultural, multi-faith and ever changing nature of our wider society.

St Matthew's is located within extensive grounds and provides a bright, modern facility within an environment that supports teaching, learning and achievement across all subject areas with specialist facilities available. Computer facilities have been incorporated into the school design enabling all teaching areas to benefit from the latest IT products. We have music and drama suites, a recording studio, industry standard science laboratories, media, photography, ceramics, food and resistant materials provisions along with a dedicated sports hall and 3G pitch to enhance the physical activities of our learners.

At St Matthew's we are steadfast in our mission to keep all our pupils safe and happy, every day that they come to our school. We support all students academically and pastorally, enabling them to achieve positive outcomes at the end of their time with us. Our effective pastoral systems provide relentless care and support for all pupils, underpinning our core business of teaching, learning and achievement.



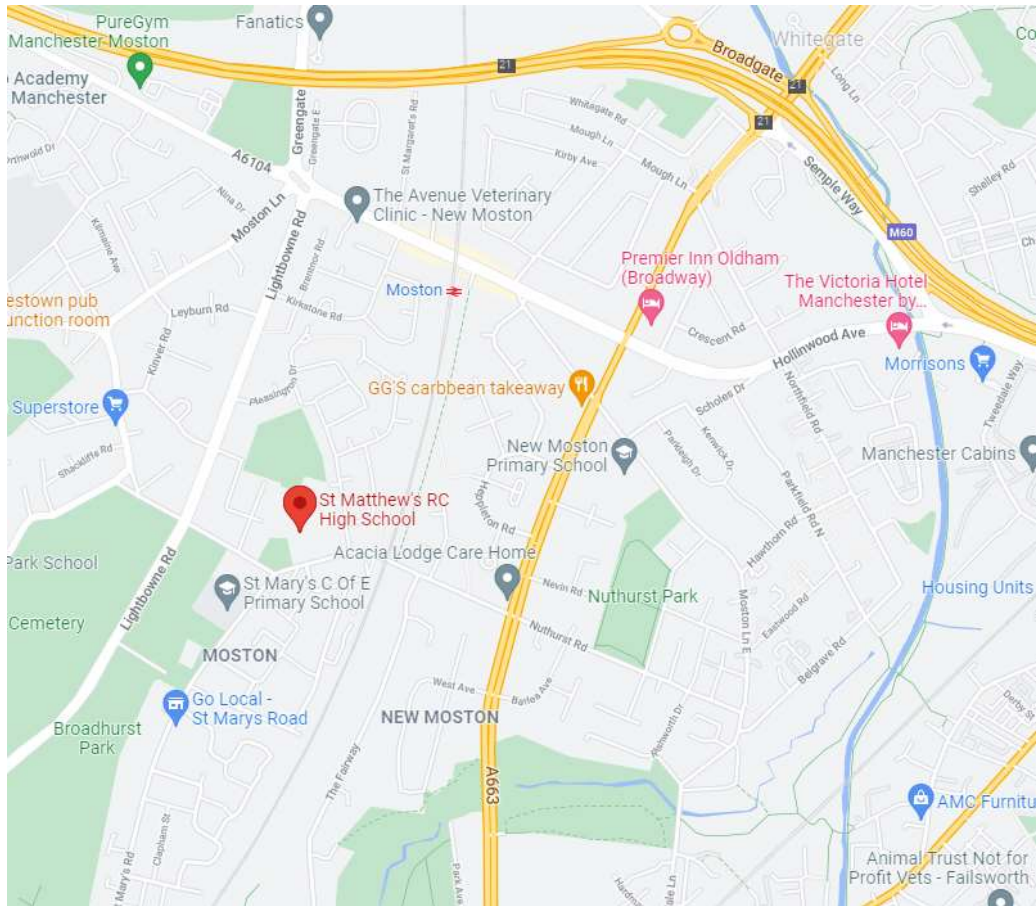
Safeguarding is at the heart of what we do at St Matthew's. All staff and volunteers are expected to have read and be fully compliant with the following policies:

- ✓ Safeguarding and child protection
- ✓ Online/E-Safety
- ✓ Whistleblowing
- ✓ Staff Code of Conduct
- ✓ Data Protection
- ✓ Privacy Notice

They are also expected to be familiar with 'Keeping Children Safe in Education, 2021'. A read receipt is required from all staff at the start of each academic year and from newly appointed staff prior to taking up appointment. St Matthew's are never complacent about safeguarding and work with the following always at the forefront of our minds... 'it could happen here'. We have rigorous and tested procedures in place which are constantly reviewed to ensure we have the highest of expectations from all our staff and volunteers when it comes to safeguarding and child protection.

Newly appointed staff are given a full induction programme with the safeguarding element of this completed prior to their commencement of work at the school.





Travelling to St Matthew's

North bound;

Take exit 21 from M60

At Junction 21, exit towards A663/Rochdale/A627 (M) Chadderton (0.2 miles)

Turn left onto the A6104 slip road to Hollinwood/Oldham/A62/Manchester/A663 (82 ft)

Turn left onto Semple Way/A6104 (194 ft)

Turn right onto Hollinwood Avenue/A6104 (0.5 miles)

Turn left onto Broadway/A663 (0.4 miles)

Turn right onto Nuthurst Road (0.3 miles)

South bound;

Take exit 20 from M60

Use the right 2 lanes to turn right onto Alkrington Interchange/Rochdale Rd/A664

Turn left onto Victoria Avenue East/A6104 (2.3 miles)

At the roundabout take the 4th exit onto Lightbowne Rd/B6393

Turn left onto Nuthurst Road

Learning Support Assistant

12-month Fixed Term contract
Term time only + 5 days
NJC Grade 3, SCP 4 – 6 (FTE £19,264 to
£20,043) actual salary approx. £14,082 to
£14,652 per annum
Start date: September 2022



The Governors are looking to appoint an enthusiastic, hard-working, team player, who will join us in the role of a Learning Support Assistant

- Experience of working with or caring for children of a relevant age
- Possess numeracy/literacy skills with a good level of knowledge and understanding.
- Have an understanding of the national curriculum and other basic learning programmes/strategies
- You must be able to establish excellent relationships with pupils, parents and colleagues.
- Possess excellent communication and organisational skills combined with the ability to prioritise time and tasks in order to provide a friendly and efficient service.

To arrange an informal visit, please contact Mrs Gibson, Headteacher's PA, on 0161 681 6178 or by email at k.gibson@smrchs.com

Closing date for applications: Monday 23 May 2022, 12 noon

Interview date: Friday 27 May 2022

Application packs can be downloaded from the school website www.smrchs.com. Completed applications and supporting documentation should then be submitted by email to Mrs Gibson at k.gibson@smrchs.com.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

St Matthew's is also committed to providing a diverse and inclusive community, ensuring equal opportunity. We welcome and we encourage applications from everyone, including groups currently under represented in our workforce.

The successful applicant will be required to complete an enhanced DBS check.



Job Description

The job description below gives an insight into the responsibilities of the post of a Learning Support Assistant and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking.

The post holder will report to the SENCo. Apart from other colleagues in the school, the main contacts of the job are: Assistant SENCo, teaching staff, other support staff and pupils.

Main purpose of the job:

To support access to learning and provide general support for the school in the management of pupils and resources, as directed by senior staff and the Assistant SENCo.

Main duties and responsibilities:

1. To work with small groups of children under the supervision of the classroom teacher.
2. Give regular feedback on children's progress to the class teacher and file records.
3. Attend to children's personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters.

4. Establish good relationships with pupils, taking on acting as a role model by presenting a positive personal image and responding appropriately to individual needs.
5. Promote the inclusion and acceptance of all pupils.
6. Encourage pupils to act independently as appropriate.
7. Provide curricular clerical/admin support, eg. photocopying, making lists, collection of monies.
8. Under the direction of the teacher prepare the classroom for lessons and clear afterwards, including display work as appropriate.
9. Undertake pupil record keeping as requested (e.g. provide a written statement on pupil progress to the teacher).
10. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
11. Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher.
12. Provide Curriculum / resource support and undertake programmes linked to local and national learning strategies.
13. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
14. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
15. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
16. Maintain high standards of health and safety at all times.
17. Maintain good relationships with colleagues and work together as a team.
18. Assist in the supervision of classroom and outdoor activities.
19. Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present.
20. Contribute to the overall ethos/work/aims of the school.
21. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
22. Attend relevant meetings.

23. Participate in training, including relevant learning strategies and other learning activities and performance management where required.
24. To converse at ease and provide advice in accurate spoken English is essential for the post.

A Learning Support Assistant may be called upon occasionally to provide cover supervision for a whole class for a session/lesson e.g. in an urgent situation. However, they will not be required to set or allocate work to the pupils, as this will be determined by the class teacher.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

If, however, a certain task proves to be unachievable, job redesign will be fully considered.