

# Learning Support Assistant (TA2B)

Grade 5 (£19,698) - (£21,748)

26.67 hours per week (pro-rata, term-time only)

## SAINT BEDE'S



## INFORMATION PACK

### 1. GENERAL INFORMATION

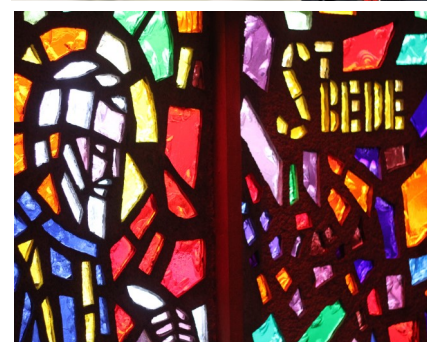
Saint Bede's Catholic High School is a successful, over-subscribed 11-16 Voluntary Aided High School in the Diocese of Lancaster. There are currently 820 pupils on roll.

The school is situated in Lytham and is very easily accessible from Preston, Lancaster and East Lancashire via excellent motorway links. M55 Junction 4, for example, is only 3 miles away.

Saint Bede's is 'a highly effective school' where the students

'develop as confident and outward-looking citizens' (Ofsted 2018). Staff and pupils have a real pride in the school and the sense of belonging and levels of support for one another are exceptional. As described in a previous Ofsted report, Saint Bede's is a 'very special place to be'.

Pupils at Saint Bede's are highly motivated and respond well to challenge. Ofsted inspectors noted: 'The pupils we spoke with placed great emphasis on the school's culture, to 'Be a Bede'. They say that it helps to secure an inclusive, safe and aspirational community for all pupils at the school.' (Ofsted 2018)



*"Saint Bede's is clearly an outstanding school and is making rapid progress. The ethos and culture is terrific - enthusiastic, energetic, polite, courteous, 'can do' and values-driven. I was hugely impressed by the school's work."*

Steve Munby

Chair of the Teaching Awards Trust



***“The very best in  
Catholic education.”***

*Bishop Michael  
Campbell OSA*

***‘Inspectors were struck  
by the positive attitude,  
courtesy and the high  
levels of self-esteem  
c o n s i s t e n t l y  
demonstrated by the  
pupils at your school.’***

**OFSTED**  
*(June 2018)*



## **2. THE MISSION AND ETHOS OF THE SCHOOL**

The school serves the Catholic Parishes of the Kirkham Deanery, covering the whole of the South Fylde area, and seeks to encourage close liaison with the parishes and primary schools.

We are fortunate to have a beautiful chapel which fosters the liturgical and sacramental life of the school, reinforced by our Lay Chaplain, regular visits from our Priest Chaplain and parish clergy.

All staff are expected to contribute to the realisation of our Mission Statement and will normally undertake pastoral responsibilities as well as academic duties. Pupils are strongly encouraged to develop responsibility for maintaining high standards of behaviour, courtesy and academic progress. They are also encouraged to join a variety of extra-curricular activities in music, drama, sport together with various clubs and societies. The prayer and liturgical life of the school is central to all that we do.

***“We aim to reflect the true Christian values  
proclaimed in the Gospel and seek  
to provide a caring community in which  
young people can grow as balanced individuals,  
morally, intellectually and spiritually and so  
participate fully in the real world.”***



### 3. Support and Development

#### Culture of Development and Promotion

There is an extremely talented and committed staff team at Saint Bede's. In addition, there is an approach to promotion that begins with developing and fostering the talents and abilities of staff within the school. We believe in providing opportunities for the development and promotion of our own staff.

#### Staff Support

The commitment and talent of the staff team is evident. However, alongside this commitment is a strong sense of fun and mutual encouragement. Frequent comments from trainee teachers, visiting staff and others focus on the high level of support, the sense of welcome and the friendliness of the staff team.

### 4. Learning Support Department

*The Learning Support Department aims to provide a caring, supportive environment for our students. The department has a classroom base with computing facilities and a variety of learning materials available. The majority of support is delivered in-class across the curriculum. Some one-to-one work and small group withdrawal sessions are provided to support the progress of students with particular needs. There are 18 Learning Support Assistants at the present time with a wide range of experience. We aim to deploy staff based on their skills and interests.*



**Anne-Marie Abberley**  
**SENCO**



**Charlotte Ince**  
**Learning Support Assistant**

*"I love working at Saint Bede's and being part of its family. I enjoy all aspects of working with the pupils and especially enjoy it when the pupils achieve goals within the lesson.*

*I love the day-to-day challenges that the job brings which involves keeping pupils on task and concentrating in lessons; helping pupils understand the classwork instructions; giving emotional support when needed; liaising with staff and parents and being part of the Learning Support Team."*

## 5. Job Description

<b>Job Title</b>	Learning Support Assistant (TA2B)
<b>Grade</b>	Grade 5 (£19,698) - (£21,748) 26.67 hours per week (pro-rata, term-time only)
<b>Accountable to</b>	Mr P Marsden, Headteacher
<b>Main Purpose</b>	<p>Under the teacher's clear guidance, in respect of their work with individuals or small groups, to support the educational, personal and social development of pupils in the class including those with special needs and/or bilingual needs. To establish positive relationships with pupils and assist them to complete structured learning activities. The roles available would be to ensure that pupils remain on task and to report progress to the teacher.</p> <p>There are a number of roles available. Experience will be required to support physical disabilities, pupils on the autistic spectrum, pupils who need social/emotional/mental health support, hearing impaired and visually impaired pupils.</p>

### Accountability/Responsibilities

#### Support for Pupils

- Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/groups of pupils to complete tasks.
- To undertake activities to assist in monitoring the personal, social and emotional needs of pupils.
- To develop positive relationships with pupils to assist pupils' progress and attainment.
- To assist in the devising of pupils' individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme.
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care/first aid when specific training has been undertaken.

#### Support for the teacher

- To assist in the monitoring /recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake routine classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To provide clerical and administrative support including the collection and recording of money.
- To administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work.

#### Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

## **Accountability/Responsibilities (continued)**

### **Support for the Curriculum**

- To assist in delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

### **Essential qualifications/experience**

- Experience of working with or caring for children of relevant age
- Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard
- Ability to relate well to children
- Ability to work as part of a team
- Good communication skills
- Ability to supervise and assist pupils
- Understand the requirement for confidentiality
- Good numeracy and literacy skills
- Flexible attitude to work
- Commitment to undertake in-service development

### **Desirable qualifications/experience**

- NVQ Level 2 or above qualification (or equivalent)
- Level 2 qualification in English/Literacy and Mathematics/Numeracy (or equivalent)
- Experience of working in a classroom environment
- Experience of Administrative work
- Experience of supporting pupils with challenging behaviour
- Time management skills
- Organisational skills
- Knowledge of classroom roles and responsibilities
- First Aid Certificate

### **Special requirements/experience**

- Additional special requirements may be required to support the individual needs of a pupil. Further information of this will be discussed at interview.

### **Equal Opportunities**

- We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and Safety**

- All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

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



## 6. SUMMARY

Job Title	Learning Support Assistant (TA2B)
Reporting to	Mr P Marsden Headteacher
Start Date	October 2021
Salary Grade	Grade 5 (£19, 698 - £21,748) (pro rata) (part time/term time only)
Closing Date for Applications	Thursday 14th October 2021 (12noon)
Interview Date	To be arranged
Type of School	Secondary (VA)
Age Range	11 - 16
Location	Lytham, Lancashire
Denomination	Catholic
Number of Pupils	820
Co-educational	Yes



***“The school made us all feel so welcome. It is a rare sight nowadays when students hold open doors when they see you approaching, say ‘please’ and ‘thank you’ and have smiles on their faces. Yesterday restored my faith in young people as caring and responsible citizens”***

***A recent visitor to the school***

