



Saint GREGORY'S
Bath



An education for the whole person

Academically, personally and spiritually

Application pack for the post of:

Learning Support Assistant (Teaching Assistant)

30.83 hours per week, term time only plus all INSET days. Permanent contract. Job share and reduced hours (minimum of 3 days), by negotiation.

Closing date: Midnight, Tuesday 21 November 2023

Interviews: During week commencing 27 November 2023

“In Christ we flourish”

Saint Gregory's, Bath
Combe Hay Lane, Bath, BA2 8PA
T 01225 832873
www.st-gregorys.org.uk

Welcome

Dear Prospective Applicant

Thank you for your enquiry regarding the post of **Learning Support Assistant (Teaching Assistant)** at Saint Gregory's, starting as soon as possible.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our motto is 'In Christ We Flourish' and we place great emphasis on our inclusive 'family' atmosphere where all are nurtured to develop their God-given gifts and virtues.

Our most recent Ofsted inspection judged as 'Good' with 'Outstanding' features in both 'Behaviour and Attitude' and 'Personal Development'. We are also recognised as an 'Outstanding' secondary school in our Section 48 Inspection, highlighting Saint Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

We are a school community which prioritises the safety and wellbeing of our students and staff. Everyone at St Gregory's is responsible for the safeguarding and wellbeing of our staff and students and we are committed to following safer recruitment practices to ensure we provide a safe environment for our students.

At Saint Gregory's we inspire and encourage our students to fulfil their potential and flourish. We are seeking a talented Learning Support Assistant (Teaching Assistant) or Learning Support specialist with the drive and enthusiasm to support our students on their learning journey through secondary school.

In addition, if you have a particular interest or specialist skills in working with children with Autism then please highlight this within your application form, as there is an opportunity available to take on additional responsibility.

As a Catholic school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions. The pastoral care at Saint Gregory's ensures that our students grow into well-rounded, reflective, caring and thoughtful young people, ready to take their place in society.

We are an inclusive school that places the student at the heart of everything we do. As a Catholic school our values are explicitly Christian, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. By working together we aim to provide the very best opportunities for all our students and staff.

If you possess the necessary skills and experience and would like to apply for this post, please submit your application by midnight on **Tuesday 21 November 2023**. Interviews will be held during **the week commencing 27 November**. If you have any further questions please do not hesitate to contact Mrs Stack, SEND Manager, by email at stackk@st-gregorys.org.uk.

Yours faithfully
Mrs M George, **Headteacher**

Mission Statement

“ As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment.

We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.

Learning Support Assistant (Teaching Assistant)

Post:	Learning Support Assistant (Teaching Assistant)
Contract type:	Full/part time, flexible hours by negotiation (minimum of 3 days is required). Term time only plus all INSET days.
Hours:	Up to 30.83 hours per week. Monday to Friday 8.45am- 3.10pm.
Salary:	Grade 3 SCP 5-6, £23,500 - £23,893 full-time equivalent, actual £16,823 - £17,105
Closing date:	Midnight, Tuesday 21 November 2023
Interview date:	Week commencing 27 November 2023

Our students are amazing. They are clever, kind and a joy to work with. They inspire, challenge and drive us as professionals to deliver the highest standards of education and care; to fill their school life with academic rigour, compassion and laughter. School is a busy and varied place of work, but as a team, we work together to reach out, find solutions and truly make a difference in the lives of young people.

These are exciting times for the Inclusion department at Saint Gregory's. We are looking for a Learning Support Assistant who will have the flexibility to contribute to in-class support, small group work and one to one support of students with SEND. As well as engage, inspire and encourage our young people to achieve their very best.

You do not need to have worked as a Learning Support Assistant (Teaching Assistant) before, although of course we also welcome applications from experienced professionals seeking a new career challenge.

We welcome applications from those wishing to apply for the maximum number of hours available (30.83) and also those wishing to apply on a job share basis or on reduced hours to fit around other commitments, for example dropping off or picking up children from school. We would also consider applicants who wish to work less than five days a week. However, to ensure consistency in the support we offer our students, we would request a minimum of three working days. If you would like to apply on this basis and are shortlisted, please discuss this at interview.

Why you should join Saint Gregory's:

We passionately believe that every child can discover their own remarkable place in the world and the contribution that you bring to our school deserves its own rewards. As a member of our team, you can expect:

- To join a supportive and friendly team
- A supportive employer that will work with you to meet your working needs
- Access to the Local Government Pension Scheme
- A positive and innovative learning culture where well-being and workload are effectively managed
- A vibrant and dynamic student body that deserves the very best in teaching and support
- Professional support to help you develop your career
- Free Parking
- The opportunity to take an unpaid "career break" after five years of continuous service



“Saint Gregory’s is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy.”

Parent

About Saint Gregory's

Saint Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. We are a popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of our students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

In 2022, we were rated Good overall with Outstanding Behaviour & Attitudes and Personal Development by Ofsted. We are also recognised as an 'Outstanding' secondary school in our Section 48 Inspection, highlighting Saint Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our GCSE and A Level results are excellent and not just in raw terms but also in the context of value-added. Such measures seek to identify the progress that every child makes during his or her time with us and show that our students make outstanding progress.

The achievement of our students consistently places our school as one of the top achieving state schools in the country. Students leaving Saint Gregory's progress to some of the very best academic institutions including Oxford, Cambridge and the Russell Group but, more than this, they leave having acquired the academic success, confidence and skills they need to continue their educational or career journey of choice.

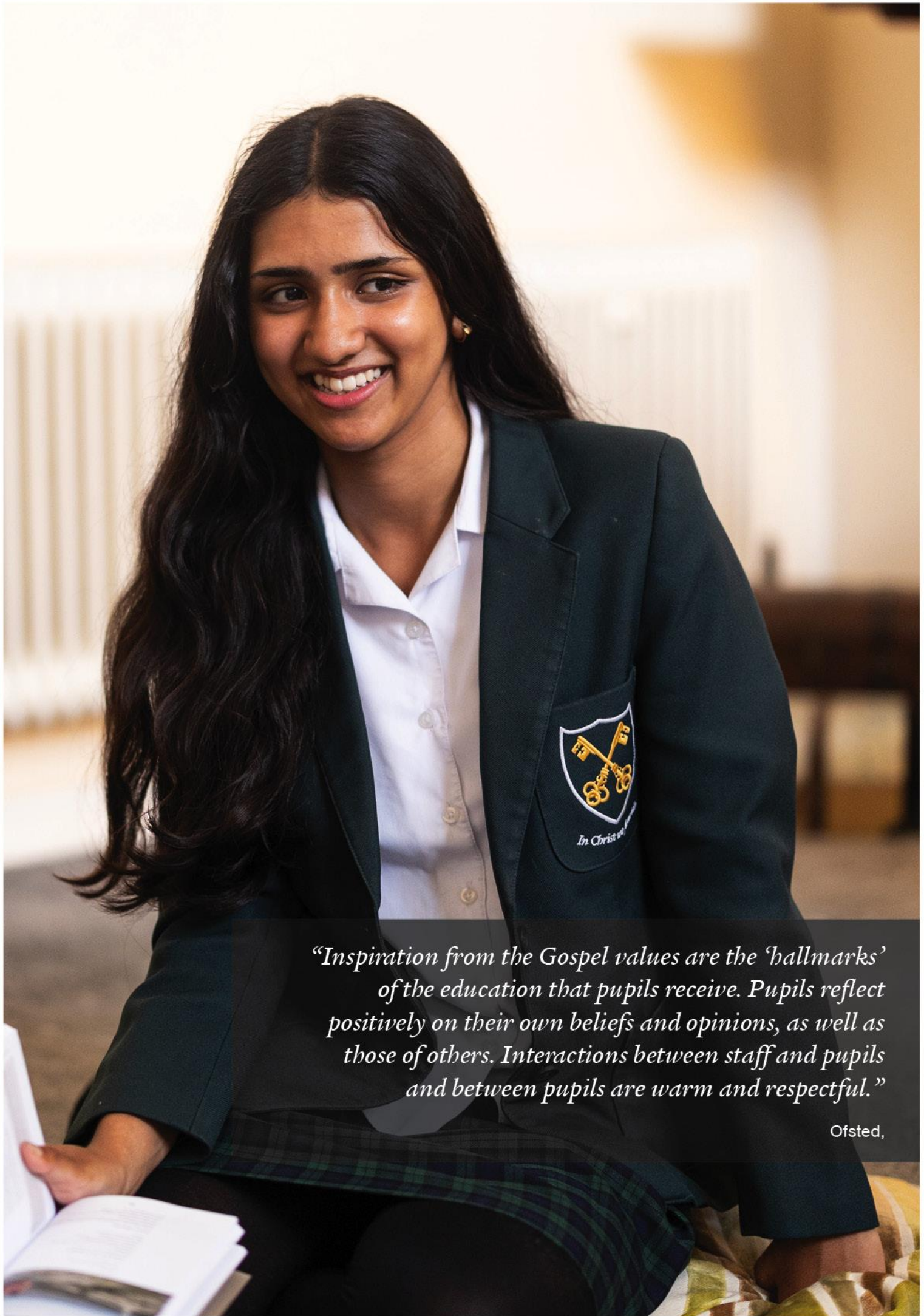
We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

Behaviour for Excellence





“Inspiration from the Gospel values are the ‘hallmarks’ of the education that pupils receive. Pupils reflect positively on their own beliefs and opinions, as well as those of others. Interactions between staff and pupils and between pupils are warm and respectful.”

Ofsted,

Job Description

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

The Governors of St Gregory's are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service including a Children's Bared List Check is required for this post prior to commencement plus other rigorous pre-employment checks

Key Areas of Responsibility

1. Core Purpose

- 1.1 To work flexibly within the Student Support Department to meet a range of student needs and to assist SENCo, SEND Manager and teaching staff in the support and integration of students with special educational needs and disabilities.

2. Key Duties and Responsibilities

- 2.1 To develop an understanding of the specific needs of the students concerned and develop interventions to support them.
- 2.2 To be responsible for supporting the education of students with SEND.
- 2.3 To aid the students to learn as effectively as possible, both in group situations and on their own as required, for example by:
 - Assisting teaching staff in devising appropriate interventions and support materials.
 - Clarifying and explaining instructions.
 - Ensuring the student is able to use equipment and materials provided.
 - Motivating and encouraging the student as required.
 - Assisting in targeted areas, e.g. language, reading, spelling, handwriting, literacy, presentation, numeracy, sequencing, and appropriate behaviours.
 - Helping the student to concentrate on and finish work set.
 - Meeting the physical needs as required whilst encouraging independence.
 - Liaising with the subject teacher to devise complementary learning activities.
 - Assisting students during examinations as required.
- 2.4 To establish a supportive relationship with the students concerned.
- 2.5 To encourage acceptance and integration of the students with special needs.
- 2.6 To work on a one-to-one and small group basis outside of the classroom when required.
- 2.7 To assist the SENCo, SEND Manager, teacher (and other professionals as appropriate) in the development of a suitable programme of support for students with SEND.
- 2.8 In conjunction with the SENCo, SEND Manager, teacher and/or other professionals to develop a system of recording and monitoring the progress of students.
- 2.9 To liaise with outside agencies and ensure strategies to support learning are in place for young people with communication and sensory needs.
- 2.10 To contribute to the maintenance of the students' progress records.
- 2.11 To participate in the evaluation of the support programme.
- 2.12 To provide regular feedback about the students to the teacher.

- 2.13 To liaise, advise and consult with other members of the team supporting the students when asked to do so.
- 2.14 To contribute to reviews of the students' progress.
- 2.15 To attend SEND meetings and other school meetings as required.
- 2.16 To attend relevant in-service training including all INSET days.
- 2.17 To provide administrative support as required, ensuring that accurate records are maintained of all students with SEND.
- 2.18 To put up displays as required.
- 2.19 To assist with activities, including the supervision of students visiting places outside school.
- 2.20 To be aware of and ensure the effective implementation of all school policies.
- 2.21 To supervise the Student Reception as required.
- 2.22 Such other duties as reasonably requested by the SENCo or SEND Manager to meet the needs of the students and the circumstances of the school and are commensurate with the grade of the post including breaktime and lunchtime supervision and clubs within the allocated hours of the post.

3. Post Dimensions

- 3.1 Number of staff managed: None
- 3.2 Departmental budget: None
- 3.3 Section budget: None

4. Physical Effort and Working Environment

- 4.1 The postholder may be expected to undertake bending, lifting and stretching in the course of their duties assisting students 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.
- 4.2 The postholder will not be exposed to excessive dirt and dust in the course of their duties.

5. Supervision Received

- 5.1 Supervision received from the SEND Manager and SENCo

6. Contacts

- 6.1 Appropriate staff within the school, parents and carers, the Local Authority and outside agencies as and when necessary.

7. Professional Development

- 7.1 The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.

8. Additional Responsibilities

- 8.1 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.
- 8.2 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.

9. Safeguarding

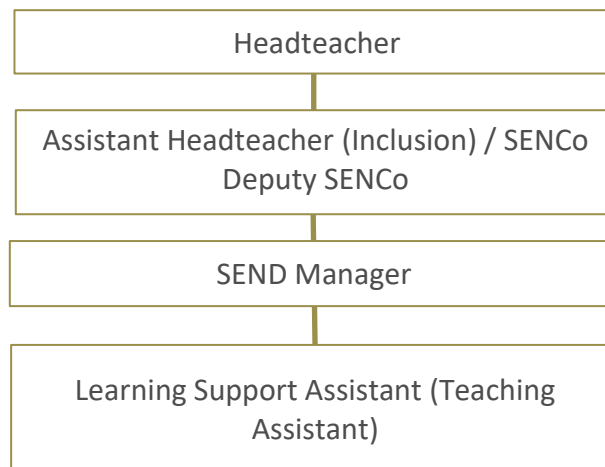
9.1 The Governors of St Gregory's Catholic College are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

10. Special Notes and Conditions

10.1 All employees of Saint Gregory's Catholic College are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.

11. Organisational Management Chart

This job description will be reviewed annually or more frequently if necessary by the Headteacher in consultation with the post holder.



Person Specification

Learning Support Assistant (Teaching Assistant)	Essential	Desirable
Safeguarding Children		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline.	✓	
Qualifications and professional development		
Minimum of five GCSE passes at Grade C or equivalent including literacy and numeracy	✓	
Relevant professional qualification or equivalent		✓
Experience/Knowledge		
Experience of individual work or group work with children and families	✓	
An understanding of child and family dynamics	✓	
Understanding of child development	✓	
Computer literate	✓	
Experience of working in a school setting		✓
Experience of working with vulnerable children		✓
Experience of using a range of learning strategies and/or interventions whilst working with children with various needs		✓
General understanding of national curriculum and other learning programmes and strategies to support vulnerable learners		✓
An understanding of the principles of the SEND code of Practice (2014)		✓
Knowledge of effective interventions		✓
Personal Attributes		
Ability to relate well to both children and adults	✓	
Able to work as part of a team	✓	
Able to prioritise own workload and self-motivate	✓	
Excellent communication skills	✓	
Child centred approach to working	✓	
A positive role model for students and staff	✓	
Supportive of Christian ethos of school	✓	
Emotionally intelligent	✓	
Motivated	✓	
Ability to relate well to both children and adults	✓	
Able to work as part of a team	✓	

Enthusiastic and positive	✓	
Calm under pressure	✓	
Organised and punctual	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities		✓
Willing to contribute to the wider life of the school		✓



“The high quality of pastoral care shown to all members of the community, both students and staff, is outstanding.”

Clifton Diocese Section 48 Inspection Report

Applications

Closing date: Midnight, Tuesday 21 November 2023

Interviews: During the week commencing 27 November 2023

Please note that due to the current situation with regard to COVID-19 interviews may have to take place remotely. Full details will be given in the invite to interview letter for shortlisted candidates.

Applicants are asked to submit their application to:

The HR Department by email to hr@st-gregorys.org.uk

Applications can be made online at [TES.com](https://www.tes.com)

We are not currently able to accept postal applications at this time.

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check, satisfactory professional references, qualification verification, overseas certificates of good conduct and the right to work in the UK.

All staff are expected to undertake comprehensive child protection training and must share in the school's commitment to the safeguarding and wellbeing of our students and staff.

A copy of the Safer Recruitment Policy and our CP Policy can be found on our website at www.st-gregorys.org.uk/useful-information/key-documents.

School Creed



At Saint Gregory's, we are a family.

We believe in the living presence of God
in our school, our community and world.

We are all equal and worthy of dignity and **RESPECT**,
In a community founded on inclusion and diversity.

We support each other and recognise our potential to thrive.

ASPIRATION and quality education are at the heart of our mission.

We walk together in the footsteps of Jesus and witness to the Gospel.

Our **RESPONSIBILITY** is to always be kind and caring to all,
And to be stewards of creation.

We all have **VIRTUES** and are valued and loved in the sight of God.

Each of our lives is a gift to be nurtured

As we journey together towards our true vocation.

In Christ we flourish.

Amen.



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