



# Level 2 Teaching Assistant

Start date: September 2021

Closing date: Friday 9<sup>th</sup> July 2021 – 9.00am



# Welcome to Mount St Joseph Catholic School

Thank you for your interest in the position of Level 2 Teaching Assistant at Mount St Joseph.

Mount St Joseph is a vibrant secondary school situated in the South of Bolton serving a richly diverse community. Our students come from a variety of backgrounds including families newly arrived in this country and low income families. A number of our students have English as an additional language (37%) and our student premium is 42%. We place a strong emphasis on inclusion.

Our ethos is underpinned by the gospel values of serving others, tolerance, compassion and forgiveness. As a community of learners, believers and friends, we are committed to the spiritual, moral, educational and social development of our community.

We believe strongly in the power of high expectations of our students and of ourselves, and in the importance of personal goals that are meaningful to each individual. We know that every student has their own potential and we are determined to help them to fulfil it. We aim to enable all students to take part in exciting learning inside and outside the classroom, so that they can make rapid and sustained progress.

We are proud of our team of dedicated staff who provide an inspiring, structured and supportive learning environment, in which every student is challenged to realise their full potential and encouraged to be ambitious for their futures. Our school continues to celebrate good results; they are attributable to the hard work and high aspirations of our students, the strong teaching from our committed and talented staff, the outstanding pastoral support and a clear commitment to raising achievement from all members of the school community.

There is a strong emphasis on providing opportunities for students to further build their confidence, self-esteem, interpersonal relationships and to develop the resilience to overcome problems. We aim for all our students to enjoy their time at Mount St Joseph School, to have memories and friends that will last a life time and to leave with the qualifications, personal skills and attributes needed to be successful young adults.

We are looking to appoint an outstanding enthusiastic leader to facilitate and encourage a learning experience which provides all students with the opportunity to fulfil their individual potential.

The last Ofsted inspection concluded that we are a good school with outstanding leadership qualities. Our aim is to be an outstanding school - that is what we, our students and our whole community deserve and expect.

This is an exciting opportunity for a person who is an excellent practitioner, who possesses the energy and enthusiasm to bring their skills and innovation to our community; a person who will be a role model and leader and ambitious for both students and staff.

If you are inspired and share our vision, please apply and we look forward to considering your application and meeting you.

Yours faithfully,

*A Devany*

# About the School

Mount St. Joseph is a Roman Catholic voluntary-aided 11-16 comprehensive under the trusteeship of the Salford Diocese. The Instrument of Government of the school states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford.

Our aim is to secure the highest academic achievement for each child, a full awareness of personal and social responsibility and a deepening love and understanding of the Catholic Faith and our Mission Statement is the reference point for all our work:

As a **community of learners** we aspire to achieve our full, academic potential in a happy, safe and caring environment.

As a **community of believers** we aim to develop a full awareness of our spiritual and moral responsibility and a deepening love and understanding of our faith.

As a **community of friends** we influence the people around us by using our unique gifts and talents to develop one another socially and culturally to build a better world.



# Safer Recruitment

Mount St Joseph is committed to safeguarding and promoting the welfare of children and young people. We undertake thorough checks to ensure that we meet our obligations to protect our students. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced Disclosure and Barring Service check.





# Job Description

**Job Title** – Level 2 Teaching Assistant - SEND

**Grade** – Grade D point 6 to 11

**Responsible to** - SENDCo

**Principle Responsibilities**

- To work under the direction/guidance of the class teacher/SEN Co-ordinator to support particular pupil(s) to access the curriculum in the most effective way, appropriate to their needs and understanding.
- To assist in the delivery of the provision as outlined in statements of special educational needs.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive environment.
- Provide support for teaching and learning activities. Contribute to students' development and safeguarding.
- Help to keep students safe, including maintaining a safe environment, dealing with accidents, supporting safeguarding.
- To promote the inclusion of all students.



## Main Duties

- Working under the direction/guidance of the class teacher/SENDCo, to supervise and provide particular support for students with special educational needs to enable them to learn as effectively as possible on their own and in group situations, taking into account the special needs involved.
- To support the pupil(s) in the development of skills, e.g. (i) basic literacy and numeracy skills, communication skills; play and social skills; self-help skills; and emotional development whilst supporting their access to the curriculum through clarification and reinforcement of the subject matter.
- To liaise closely with the class teacher and any external professional as appropriate to support the implementation of any special programme(s) or Individual Educational Plan/Individual Behaviour Plan(s) designed for the pupil(s).
- To monitor the pupil(s) progress and report on any achievements or developments against IEP/IBP targets; to contribute to the Annual Review of the pupil(s) statement.
- To identify opportunities for the pupil(s) to work independently where appropriate, ensuring their comfort and safety at all times; at such times to support other students in the classroom as appropriate.
- To support the use of information and communication technology for teaching and learning.
- To prepare suitable work for the pupil(s) under the guidance of the teacher, and to make or adapt resources (e.g. worksheets or sight cards) to enable the pupil(s) to access the learning activity at their appropriate level of understanding.
- To establish a good relationship with parents/carers and to provide information and feedback where appropriate and agreed under the guidance of the teacher.
- To assist the class teacher with the preparation of the classroom for lessons, where appropriate.
- To assist the pupil(s) with physical, medical and social needs as appropriate and agreed e.g. administering medication.
- To encourage pupil(s) to interact with others and engage in activities led by the teacher.
- To provide support for the pupil(s) emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour policy and demonstrating high expectations of work and behaviour.
- To help, where necessary, with students who are sick, distressed or injured.
- To be aware of 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.
- To assist with the supervision of pupil(s) out of lesson time, as necessary for their safety.
- To accompany the pupil(s) on school visits, trips and out of school activities as required.
- To attend relevant meetings and participate in training opportunities and performance development as required.
- To contribute to positive relationships with students through communication and interaction.
- To provide effective support for colleagues.
- To observe and report on pupil performance as required.
- To invigilate/ scribe for tests and examinations as required.
- To undertake any other broadly analogous duties.

# Person Specification

The successful candidate must be able to demonstrate that he/she has the qualifications, experience, knowledge, abilities and personal qualities outlined below.

Essential	Desirable	Method of Assessment
<b>QUALIFICATIONS, TRAINING, EXPERIENCE</b>		
<ol style="list-style-type: none"> <li>GCSE's or equivalent in English and Maths - Grade C or above (or equivalent)</li> <li>Experience of working with or caring for children of relevant age</li> </ol>	<ul style="list-style-type: none"> <li>NVQ Level 2 or above qualification</li> <li>Experience of supporting students with SEND</li> </ul>	<ol style="list-style-type: none"> <li>Qualification Certificates</li> <li>Application form and interview</li> </ol>
<b>KNOWLEDGE AND ABILITIES</b>		
<ol style="list-style-type: none"> <li>Ability to relate well to children</li> <li>Ability to work as part of a team</li> <li>Good communication skills</li> <li>Ability to supervise and assist students</li> <li>Knowledge of the concept of confidentiality</li> <li>Good numeracy and literacy skills</li> </ol>	<ul style="list-style-type: none"> <li>Time management skills</li> <li>Organisational skills</li> <li>Knowledge of classroom roles and responsibilities</li> <li>Ability to make effective use of ICT</li> </ul>	<ol style="list-style-type: none"> <li>Application Form and Interview</li> <li>Application Form and Interview</li> <li>Interview</li> <li>References</li> <li>Application Form, Interview and References</li> <li>Application Form and References</li> </ol>
<b>OTHER</b>		
<ol style="list-style-type: none"> <li>Commitment to safeguarding and protecting the welfare of children and young people</li> <li>Commitment to equality and diversity</li> <li>Commitment to health and safety</li> </ol>		<ol style="list-style-type: none"> <li>Application Form, Interview and References</li> <li>Application Form, Interview and References</li> <li>Application Form, Interview and References</li> </ol>

## Application Details

Thank you for taking the time to view the details for the Level 2 Teaching Assistant position.

If you require any further information about the post, please contact Miss K Pasquill – 01204 391800.

To apply for the post please use the application form attached with the advert.

Please send all completed forms to [recruitment@msj.bolton.sch.uk](mailto:recruitment@msj.bolton.sch.uk)

