

St Gregory's

CATHOLIC SCHOOL



SEN Teaching Assistant

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



Every child is known and loved

Letter from the Headteacher

Dear Prospective Candidate,

Thank you for your interest in this exciting opportunity to join our dynamic team of dedicated professionals striving to provide our students with the very best Catholic education possible.

Our mission is clear and profound: to provide every student in our care with a world-class Catholic education, ensuring they are embraced by our inclusive and loving community. At the heart of our educational philosophy is the belief that **every child is known and loved**. Inspired by the life of St Gregory, we strive to empower our students, teaching them to understand their own unique value and dignity. Through this understanding, they can recognise and realise their God-given potential.

We aim for our students to become servant leaders, guided by principles of empathy and integrity, making unique and positive contributions to society and the world. We hold ambitious expectations for our students and challenge them to strive for the very best they can achieve. We enable our students to take personal responsibility for their education and development, overcoming barriers and owning their actions so that they can be rightly proud of their achievements.

At St Gregory's, we are dedicated to creating a safe environment for our students so that they can be themselves with confidence. Clear expectations are provided, allowing them to flourish academically, emotionally and spiritually. Our commitment to truly knowing each student enables us to provide a nurturing atmosphere where they can grow and thrive.

Central to our educational approach is the emphasis on personal and spiritual development. Opportunities for prayer, reflection, and collective worship form an integral part of school life. Through these experiences, students gain a deeper understanding of themselves and their spiritual formation. We encourage them to reflect on their lives, their beliefs, and the unique role they play in the world around them.

By joining us, you will play a crucial role in shaping the educational journey of our students. We would be delighted to discuss how you could become a part of our dynamic community, where a commitment to excellence, inclusivity and the values of our Catholic tradition defines who we are.

Thank you for considering St Gregory's as the place to inspire and be inspired.

Sincerely,
Mike Wilson
Headteacher
St Gregory's Catholic School

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About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 26 academies of which 21 are primary schools and five are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



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School vision and values

Our Vision

St Gregory's strives to provide every student in our care with a world-class Catholic education. We are an inclusive and caring community, and one in which every child who enters this school is known and loved.

We teach students to understand their own unique value and dignity, so they may recognise and realise their God-given potential and, inspired by the life of St Gregory, we empower them to approach with vigour the opportunities of their education. We aim for our students to guide others by example and, as a servant leader, to use their discernment so they make unique and positive contributions to society and the world.

St Gregory's ALIVE values:

Ambition

Rooted firmly in Catholic teachings, we aim to nurture and guide our students to fulfil their God-given potential so they may achieve success. We support this by providing extensive opportunities in our students' education that include academic, co-curricular, personal and relationship guidance, as well as providing strong role models and teaching moral and ethical values.

Leadership

We strive to be a community of servant leaders, where individuals gain a clear sense of self and purpose, knowing their values and using these to guide how they enrich the community in which they belong.

Integrity

We teach our students to value honesty and have strong moral principles, using their discernment to govern their actions and take responsibility for their choices.

Vigour

Inspired by the life of St Gregory, we empower our students to work with vigour, so they approach all activities and opportunities with effort, energy and enthusiasm.

Empathy

We aim for our students to understand and value the feelings of others and for them to know they are loved and celebrated irrespective of their differences. We also give them the confidence to celebrate their own differences.

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School intent statement

Our school is a community centred on the Catholic ethos that strives for excellence, and teaches students the knowledge, skills and attributes they require to be effective 'life-long learners'. Students are happy and fulfilled, because they are nurtured in an environment where they are cared for, known and loved, and encouraged to be unique individuals. We pride ourselves on educating students academically, morally and spiritually, to go out into the world as socially responsible and successful individuals who have a strong sense of how they will use their skills and talents to make the world a better place. We do this by providing a curriculum rich in knowledge and skills, focused on strong relationships which encourage shared values and mutual respect.

At St Gregory's we develop young people who think deeply, are knowledgeable and are informed because they understand how to learn and the value of learning. Students make and articulate informed judgements, hold discussions and show compassion and empathy that enables them to make considered decisions and partake fully in wider society. St Gregory's underpins the Kent Catholic Schools' Partnership vision of a rich, child-centred curriculum that fosters a love of learning.

Our ambitious curriculum carefully sequences learning, so that students learn and apply knowledge and skills which are enhanced further with an exciting diversity of enrichment activities. We strive to provide world-class opportunities for our students, and seek to develop the 'whole person'. Our carefully considered curriculum is well planned, well-structured and thoughtfully sequenced, so that long term learning builds. Memory is fundamental and is developed by students thinking hard to retrieve knowledge, spacing concepts and skills in each subject, and interleaving them throughout the curriculum.

With Christ's love at the centre of all that we do, our curriculum aims to develop young people who:

- Are happy and feel fulfilled
- Are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- Act as positive role models, guiding others by example
- Can make and articulate informed decisions and take responsibility for themselves
- Approach activities with effort and commitment, showing resilience and perseverance
- Demonstrate respect, compassion and empathy towards the beliefs and values of others

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Role description

This is a fantastic opportunity to join our inspirational SEND department as a Teaching Assistant. The successful applicant will work with secondary school students who have special educational needs, both in a classroom setting and on a 1-1 basis. Some experience of working with students with Special Educational Needs, in particular autism, ADHD and literacy and numeracy difficulties, would be an advantage but not essential. You will be joining a great team of experienced staff and supportive leadership.

The post will be 35 Hours per week, term time plus 5 non-pupil days (39 weeks per year).

Benefits of working at St Gregory's Catholic School

- A supportive and caring working environment for staff and students
- Training opportunities are provided for all staff
- Access to our Fitness Suite
- Kent Rewards Scheme
- Generous Pension Scheme
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources

Our Offer:

We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.



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Job description

Job Title:	SEN Teaching Assistant
Salary Grade:	Kent Range 4 £23,338 to £23,921 (pro rata £19,158 - £19,636)
Hours/weeks:	35 hours, Term time only plus 5 non pupils days (39 weeks per year), fixed term to December 2025
Line Manager:	SENDSCO

Purpose of Job:

Support the class teacher in the teaching and welfare of students to ensure they attain the targets set under their individual educational programmes.

Key duties and responsibilities

Classroom Support

Liaise with teachers regarding planning and differentiation of work for students with SEND.
Support the provision plans of students with EHCP's, in particular those students with High Needs Funding.
Liaise with teachers regarding planning and differentiation of work for students with SEND.
Know and support students' targets.
Facilitate students' access to the curriculum by clarifying and explaining tasks and instructions, developing understanding through questioning, providing differentiated resources, helping with personal organisation and planning of work whilst also encouraging independent learning skills.
Prepare and develop materials/resources for students' lessons in different formats (using ICT equipment if necessary)
Promote positive standards of behaviour e.g. by keeping students on task, developing positive relationships, modelling good behaviour, supporting school behaviour policy.
Support students in small groups under the direction of the class teacher.



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Job description

Intervention

Under direction, support the implementation and delivery of specific programmes e.g. speech and language, physiotherapy, occupational therapy etc.

Under direction, deliver interventions to support student progress e.g. reading, comprehension, spelling, handwriting groups etc.

Administer routine tests and undertake routine marking of students' work.

Provide additional support for students who have alternative access arrangements including acting as invigilator, scribe, reader etc. for internal and external exams.

Support outside of lessons

Undertake support activities outside of lessons e.g. break/lunch time supervision, homework /breakfast club.

Accompany students on off-site activities and external provisions e.g. school trips, placements.

Ensure that students have full access to all areas of the school environment e.g. by pushing wheelchairs or operating the school lifts.

Tend to students' personal care or physical needs as necessary e.g. toileting, changing.

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.



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Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	Good standard of general education together with good literacy and numeracy skills e.g. 5 GCSE (A*- C) including English and Maths (or equivalent)	E
	A Degree in a specialist subject	D
Knowledge & Experience	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	E
	Ability to use relevant technology, e.g. computer, video, photocopier	E
	Ability to relate well to children and adults	E
	Basic first aid knowledge as appropriate	E
	Good level of ICT skills	E
	Working knowledge of Trust and school policies and procedures	D
Skills, Qualities & Abilities	Empathy with students	E
	Ability to use ICT effectively	E
	A commitment and understanding of the use of ICT within the curriculum	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E
	Ability to apply an adaptable and flexible approach to achieving objectives, without direct supervision	E
	Willingness to participate in further training and development opportunities	E
	Ability to communicate complex material, orally and in writing, with colleagues and students so that the message is understood and acted upon	D
	Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards	D

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Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly by using the 'APPLY NOW' link.

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: Monday 18 November 2024 at 9am

Start date: ASAP

All applicants need to have the Right to Work in the UK to be considered for this role.

This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.



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