St Gregory's Catholic School
Kent Catholic Schools' Partnership

SEN Teaching Assistant

Application Pack

'Academies in Christ'
Part of the Archdiocese of Southwark

St Gregory's Catholic School

Contents

Letter from the Executive Principal 2

Role Description 3

Application Process 3

Safer Recruitment 3

Job Description & Person Specification 4

St Gregory's Catholic School
Kent Catholic Schools' Partnership

Letter from the Executive Principal

Dear Candidate,

Thank you for your interest in this exciting role within in our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

Mike Wilson

Executive Principal

St Gregory's Catholic School & St Simon Stock Catholic School

St Gregory's Catholic School
Kent Catholic Schools' Partnership

Role Description

We wish to appoint for February 2022 an innovative, enthusiastic and well- qualified SEN Teaching Assistant to join us at St Gregory's.

The Role:

The SEN department has a wealth of experience and consistently produces excellent results at GCSE and A Level. You will be joining a skilled, energetic and committed team so we are seeking an outstanding candidate who can continue to raise the quality of provision to enable the best possible outcomes for of our students.

Benefits of working at St Gregory's:

- A supportive and caring working environment for staff and students
- A research-informed approach to curriculum design and assessment
- Fully planned and resourced schemes of work for KS3 and 4
- Opportunity to teach KS5 for the right candidate
- Dedicated and bespoke CPD time for all staff each week

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.

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.

Application Process

Please contact the school at HR@sgschool.org.uk to obtain an application form or download it from our website here.

Application Deadline: 17:00, 23rd January 2022

Interviews: Week of 1st February 2022

If you wish to visit the school before applying or require any support with your application, please contact HR@sgschool.org.uk

Safer Recruitment

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Job Description & Person Specification

Job Title:	Teaching Assistant
Salary Grade:	Kent Range 4/5 (Depending on skills and experience)
Line Manager:	SENCO

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:

1	SEND	
1.1	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.
1.2	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.
1.3	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.

2	General & Administration	
2.1	General	Follow the School's child protection procedures in cases where there is concern over the safety or emotional wellbeing of a student.
		Maintain strict confidentiality with regard to both the staff and students within the outside school.
		Work effectively as a team member.
		Provide a positive role-model in terms of timekeeping, dress code and work ethos.
		Support the management of health and safety in accordance with the health and safety policy.
		Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.
2.2	Administration	Provide clerical/admin support e.g. photocopying, printing, displays etc.
		Contribute to the implementation and review of EHCPs and/or Provision Maps as directed by the SENCO
		Monitor the progress and performance of individual students and keep records relating to students supported.
		Assist in gathering information to inform the SEND audit

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.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role.

Sign and date below to confirm that both parties have reviewed this job description, agreed any amendments and confirm that it reflects the current responsibilities expected of the postholder.

Subject Leader	Date	Post Holder	Date
	Click or tap to enter a date.		Click or tap to enter a date.

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	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 pupils	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