 **St John Henry Newman Catholic School**

**Headteacher:** Mr John McAuley BA (Hons) MEd

**Candidate Brochure**





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 **St John Henry Newman Catholic School**

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Also included with this application pack:

* Attachments - Notes to Applicant
* Application Form – Support Staff
* Rehabilitation of Offenders Form – issued at shortlisting stage
* Self-Disclosure Form – issued at shortlisting stage
* Recruitment Monitoring Form
* Consent to Obtain Reference Form
* Overarching Safeguarding Statement
* Staff Code of Conduct Policy
* School Privacy Notice - Staff
* Equality Act Reasonable Adjustment Statement



 **St John Henry Newman Catholic School**

**Welcome from the Headteacher**

Dear Applicant

Thank you for your interest in the position of Senior Teaching Assistant at St John Henry Newman Catholic School.

We are a genuinely comprehensive school and believe that our mission is to nurture each child by placing Christ and the teaching of the Catholic Church at the centre of their lives.

We integrate Gospel values and the teachings of the Catholic Church into every aspect of learning, teaching and the totality of school life.

In the words of our patron St John Henry Newman, “To live is to change and to be perfect is to have changed often”; and so we have high expectations of our pupils; we expect them to work hard, to play hard and to take a full part in the life of the school. In return, we strive to provide the best teaching and guidance in a caring and supportive environment, where pupils are challenged and give of their best.

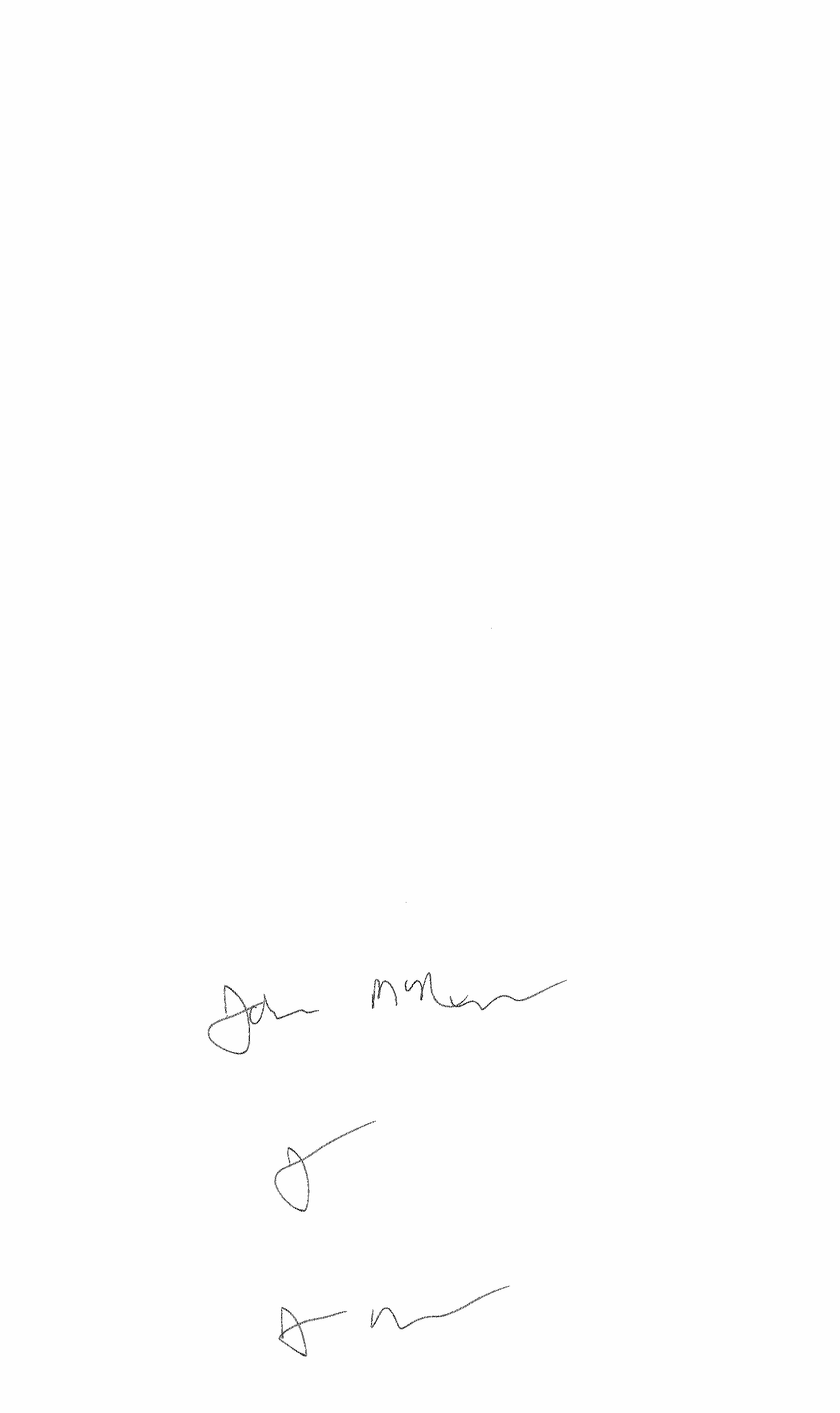
Strong pastoral care is vital to our success and creates a happy and caring atmosphere. As a smaller school, we get to know our pupils well; their well-being is our foundation. This strong pastoral care enables us to support our pupils, not only with their academic work, but also in the varied extra-curricular activities, which are hugely important as they develop into young adults.

It is an exciting time to join St John Henry Newman Catholic School. Following the flooding of our site in Carlisle we moved to a purpose-built modern school in a developing area of Carlisle in September 2020. After a turbulent time following the flood, the school is rapidly improving and was recently commended by Ofsted for the improvements being made in the quality of teaching, the progress of pupils, and for the highly effective pastoral support. Inspectors’ findings confirmed that a journey of school improvement is underway.

You will find here a wonderful and vibrant community of teachers and support staff committed to improve the life chances of all pupils and to develop a school that embraces the teachings of the Catholic Church.

We want our pupils to enjoy their education – to be happy, safe and secure and to grow in God’s love so that when they leave the school, they are equipped to change the world and make it a better place.

Yours



John McAuley

Headteacher

 **St John Henry Newman Catholic School**

**Mission Statement**

***Our mission is to educate our pupils in the wholeness of mind, body and spirit through the teachings of Jesus Christ as proclaimed by the Catholic Church by placing Him at the centre of pupils' lives.***

***Our school commits itself to the principles of Catholic education and academic excellence, leading our pupils from shadows and images to the fullness of the Truth, as envisioned by the St John Henry Newman. The school community recognises that excellence in education can best be achieved, and future leaders nurtured, within a living tradition rooted in the Love and Truth of Christ.***

***We encourage pupils to cultivate Christian virtue and an appropriate sense of social responsibility.***

***We inspire an enthusiasm for life-long learning and are committed to success for all.***

**St John Henry Newman Catholic School**

**Governors’ Strategic Vision 2018-2023**

This text sets out our aspirations for St John Henry Newman Catholic School and provides a description of the school the governors would like to see evolve as the manifestation of their ambitions.

Each year’s School Improvement Plan will take us closer to achieving these goals and will represent the practical steps required to deliver this vision.

**We will develop a school which is characterised by:**

* Christian values, where Catholic teaching is at the centre of every aspect of school life, and kindness and compassion are qualities which are shared by the whole school community
* equal respect for all members of the school community in which diversity is welcomed and celebrated
* dedicated, highly professional and committed staff who fulfil their various roles to the highest of standards and work effectively as a team
* fostering high aspirations and determination in our pupils, and driving them to be high achievers in all aspects of their learning and development
* a safe, nurturing and inclusive outlook

**As a result of our collective efforts, we expect our pupils to be:**

* well-rounded young people, independent, confident and articulate, outward facing and ready to make a positive difference in the world as responsible citizens in a tolerant and democratic society
* happy and able to fulfil all dimensions of their human potential: spiritual, academic, personal and social
* shaped by Christian values, and willing to contribute actively in their faith and secular communities, providing a positive example to others
* confident in their abilities and equipped to achieve excellence in their studies leading to success in continuing education or training and future careers
* both leaders and good team players with a strong sense of self-esteem as well as respect for others
* the best that they can be, behaving in such a way that all can be proud of them
* self-disciplined and courteous, setting an example to others

**The school will provide an environment which is:**

* an inspirational place in which to learn: spacious, light, attractive and stimulating
* suitable to meet all needs – physical, academic, personal, social and spiritual
* furnished with a distinctive and prominent working chapel open to all, at all times, with regular Masses
* supportive of learning in all domains, flexible and responsive to the changing curricular requirements of the 21st Century
* responsive to the progression routes of all pupils, including the provision of high quality post-16 programs within its own distinctive sixth form.
* an environment which brings pupils together, with communal and recreational spaces conducive to a civilised experience
* safe, secure and appropriate to the diverse needs of the pupil’s community
* well-resourced with the equipment and materials required to provide the best contemporary education possible

 **St John Henry Newman Catholic School**

**About our School**



It is an exciting time for St John Henry Newman Catholic School, as we have moved to a new build school in the “garden village” area of Carlisle. Our school is a £15million new build in a rural location on the edge of the city. The school has been designed to provide the highest standards of education for our pupils and areas have been purpose built to allow staff to teach effectively in their subject areas.

**St John Henry Newman Catholic School offers:**

* *An exciting, engaging curriculum underpinned by excellent teaching*
* *Committed and caring staff*
* *Continual Professional Development*
* *Governor support*

At St John Henry Newman Catholic School, we are committed to the high achievement of all our pupils. We cultivate success and foster the highest aspirations through excellent teaching. We are a learning community which has high expectations and actively seeks to celebrate the good in every individual. St John Henry Newman Catholic School is built on the Christian values of trust, respect and compassion.

We inspire an enthusiasm for life-long learning and are committed to success for all.

St John Henry Newman Catholic School opened in 1967 and we are very proud of the long history of achievements gained by our pupils. Our expectations are high and we continue to ‘raise the bar’.

Our small sixth form ensures that all of our pupils’ individual needs are catered for which in turn ensures we are well placed to help each individual to make their expected progress.

Supported by a strong careers programme, our pupils continue to be successful in their transition from school to employment, apprenticeships and further education and training. Pupils receive individual guidance on their next steps and we are proud to say that our school leaver statistics are above the national average with close to 100% of our pupils selecting appropriate future steps.

St John Henry Newman Catholic School seeks to provide a distinctly Catholic education in partnership with parents, families, the local Church and wider community. Everyone is encouraged to be the best person that they can be and is both nurtured and challenged in a safe and secure environment. Mutual respect is at the heart of our school community and Gospel values of peace, justice and reconciliation are of paramount importance.

 **St John Henry Newman Catholic School**

**Senior Teaching Assistant - Permanent**  
Part time (25 hours per week), term time only (38 weeks per year)

**PCD7 £15,821.48 per annum pro rata (FTE £27,711)**

St John Henry Newman Catholic School is seeking to appoint an enthusiastic and experienced Senior Teaching Assistant to join our dedicated team. This is an exciting opportunity for a committed professional who is passionate about supporting pupil’s learning and development in our popular oversubscribed school.

You will be part of a team who work collaboratively in class and provide support to a number of pupils with special educational needs. You will work under the direct instruction of teaching staff and the SENDCo, usually in the classroom with the teacher to support access to learning for pupils, as well as planning and delivering focused interventions.

The successful candidate will be:

* passionate about supporting pupils to gain an inspirational education to achieve their potential
* highly organised and able to prioritise workload, with the ability to work flexibly in a fast-moving environment
* an outstanding practitioner with high expectations of pupil’s achievement and behaviour, who is committed to providing high quality teacher and classroom support.
* an excellent communicator who can work inclusively with pupils, staff and parents
* Calm and compassionate while upholding professional standards

Our school has a distinctive caring and Christian ethos with the emphasis on the individual and supporting staff and pupils in fulfilling their full potential. St John Henry Newman Catholic School is committed to safeguarding and promoting the welfare of young people. This post will be subject to an enhanced DBS, health check and a six month probation period.

For an informal chat about the post or to request to visit our school please contact Mrs Lucinda Keelan, SENDCo by email: SENDCo@newman.cumbria.sch.uk

Application packs can be requested by emailing vacancies@newman.cumbria.sch.uk or downloaded from our website at <http://newman.cumbria.sch.uk/Vacancies/>

The closing date for applications is 12pm Monday 30th June 2025 Completed application forms can either be emailed to the address above or by post addressed to HR and Finance Department.

Short listed candidates will be contacted by telephone or email.

**Job Description and Person Specification**

**Catholic Voluntary Aided School**

Post: Senior Teaching Assistant

Responsible to: SENDCo

Grade: G7 SCP 12-14 FTE SALARY £27,711 - £28,624

Main Purpose: Within an agreed system of supervision, work with teachers to support teaching and learning, providing specialist support to maximise pupil development and achievement.

Roles at this level will be expected to carry out specified work. Senior Teaching Assistants may also supervise whole classes during the short term absence of teachers in unforeseen / unplanned circumstances

**Principal Accountabilities**

**Support for Pupils**

* Provide and deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
* Assess record and report on pupil development progress and attainment to the teacher against pre-determined learning objectives using detailed knowledge and specialist skills to support pupils learning.
* Share information about pupils with other staff, parents/carers, internal and external agencies attending and contributing to meetings, reviews and IEPs as appropriate.
* Support pupil’s social emotional and physical well-being reporting concerns to the appropriate person.
* Administer medication in accordance with an agreed plan under direction of the Headteacher and following appropriate training/healthcare plan.
* Escort and supervise pupils on out of school activities using own initiative to deal with issues that arise and maintaining good order and standards of behaviour.
* Within the context of school behaviour plans and policies, use discretion and initiative to deal with unanticipated issues and encourage pupils to take responsibility for their own behaviour.
* Provide and deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.

**Support for the Teacher**

* Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
* Be aware of pupil problems/progress/achievements and report to the teacher as agreed
* Undertake pupil record keeping as requested
* Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
* Gather/report information from/to parents/carers as directed
* Provide clerical/admin. Support e.g. photocopying, typing and filing
* Advise, support and guide the work of other staff demonstrating own duties in particular specialist areas.

**Support for the Curriculum**

* Support pupils to understand instructions
* This role will be expected to undertake at least one of the following:
* Provide specialist support to pupils with learning behavioural, communication social sensory or physical difficulties.
* Provide specialist support to pupils where English is not their first language
* Provide specialist support to gifted and talented pupils.
* Provide specialist support to all pupils in particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
* Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

**Support for the School**

* 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
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
* Accompany teaching staff and pupils on visits, trips and out of school activities as required

**Other duties:**

* Any other duties the head may direct within the conditions of service and workforce reform policy.

**Review**

This job description will be reviewed annually or sooner if required. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task will not necessarily be identified.

J D McAuley

July 2025

**Person Specification**

**Senior Teaching Assistant**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | QCF recognised relevant Level 3 | English, Maths and ICT at QCF Level 2.  Additional specialist qualification. |
| **Knowledge** | Up to date knowledge and understanding of the practices and procedures within education relating to the welfare, safety and education of children.  Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.  Understanding of principles of child development and learning processes.  Knowledge of ICT, literacy, numeracy, national curriculum subject. |  |
| **Relevant Experience** | Working with or caring for children and young people. | Experience working with children of relevant age.  Experience of working in a classroom setting.  Experience in working in another service to young people. |
| **Skills** | Ability to self-evaluate learning needs and actively seek learning opportunities.  Ability to relate well to children and adults.  Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.  Able to prioritise tasks and act on own initiative.  Able to motivate and encourage children to develop to their full potential. | Can use ICT effectively to support learning. |
| **Other** | Requirement for some out of school and/or out of term working to support specific activities or events as appropriate |  |