

Saint Bernard's



Catholic  
High School

# Recruitment Pack



## St Bernard's Catholic High School

### Contact us:

- 01709 828183
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- Herringthorpe Valley Road, Rotherham, S65 3BE

### About us:

At St Bernard's we believe that all persons are created by God, unique and equal. We strive to create a caring Christian community in which we provide education based on Gospel values where all people reach their full potential.

We aim to develop positive relationships with every individual and family, the parishes and wider community.



St Bernard's Catholic High School is a member of the St Francis Catholic Multi Academy Trust



**Job Title:** Student Support Assistant  
**Salary/Grade:** DHSF2 Band C £24,796 - £25,185  
**Actual Salary Range:** £16,018 - £16,629  
**Hours:** 27.5  
**Contract Type:** Permanent  
**Working Weeks:** Term Time Only  
**Closing Date:** 13/07/2026  
**Interview Date:** W/C 13/07/2026  
**Start Date:** 01/09/2026

St Francis Catholic Multi Academy Trust was established in September 2022 as part of the Bishop of Hallam's vision for education. Today the St Francis family embraces 14 schools, 12 Primary Schools and 2 High School across the Local Authorities of Doncaster, Nottinghamshire and Rotherham. We are set to grow to 24 schools at capacity.

We serve our children and families through being committed to providing the highest standard of education, where academia and personal growth are our priorities rooted in our Catholic faith.

Our schools are unique, serving wide ranging communities, we celebrate this individuality and support our schools to meet the needs of the children and families in their care. As individual schools we are joined together in our Catholic faith, delivering education which is rooted in Gospel Teachings. This creates our community which comes together to share excellence, learn from each other and champion our children.

We believe that education, along with the community that we have grown, is the most powerful tool we have to shape the future for our children.

We are looking for an inspirational teacher who can motivate our pupils in Performing Arts and work with the Curriculum Leader to develop new and innovative ideas that lead to academic excellence in this subject area. The candidate will support with the delivery of the popular productions that are performed to pupils, parents and the wider community.

## Main purpose of the job

As a Student Support Assistant at St Francis, you will play a vital role in our vibrant community by working alongside our dedicated teaching team and SEND Co-ordinator to ensure every student can access, enjoy, and thrive in their learning. In this rewarding position, you will help manage dynamic classrooms, champion full inclusion, and empower students to build independence, confidence, and strong social skills. By supporting the delivery of key curriculum areas like literacy, numeracy, and ICT, you will directly contribute to our school's positive ethos while maintaining a safe, nurturing, and supportive environment where all students can reach their full potential.





## Job Description

### Duties & Responsibilities

#### Support for students

- Supervise and support students, ensuring their safety and access to learning
- Establish good relationships with students, acting as a role model and responding appropriately to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Encourage students to act independently as appropriate

#### Support for the Teacher

- Be aware of student problems/progress/achievements and report to the Teacher/Curriculum Leader/SEND Co-ordinator
- Undertake student record keeping as requested
- Work co-operatively to deliver materials to identified students

#### Support for the Curriculum

- Support students to understand instructions
- Support students in respect of local and national learning strategies, e.g. literacy, numeracy, KS3 and KS4 as directed by the Teacher
- Support students in using basic ICT as directed
- Assist at lunchtime Homework Club/student social support sessions as necessary

#### 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
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/aims of the school
- Support the role of other professionals
- Attend relevant meetings as required
- Assist with the supervision of students at lunchtimes
- Accompany teaching staff and students on visits, trips and out of school activities as required
- Participate in training and other learning activities and performance development as required
- Keep a CPD file





## Person Specification

Criteria	Essential/Desirable
<b>Qualifications and Training</b>	
Willingness to undertake any training, deemed necessary and appropriate for the post	Essential
Basic ICT skills to include knowledge/use of internet	Essential
A degree	Desirable
First Aid Trained	Desirable
<b>Experience</b>	
Support for the Catholic ethos of the school	Essential
Demonstrate experience of working with 11-16 year olds	Essential
Understanding of job requirements	Essential
Demonstrate experience of working as part of a team	Desirable
<b>Skills and Knowledge</b>	
Good written skills	Essential
Good oral skills	Essential
Good interpersonal skills	Essential
Good organisational skills	Essential
Ability to keep records	Essential
Ability to work on own initiative as well as part of a team	Essential
<b>Personal Qualities</b>	
An understanding of and commitment to equal opportunities issues both within the workplace and the community in general	Essential
Conscientious, honest and reliable	Essential
Good timekeeper	Essential
Ability to be flexible within the working environment	Essential
Patient, good humored and approachable	Essential
<b>Safeguarding</b>	
Commitment to safeguarding and promoting the welfare of children and young people	Essential
A disclosure and barring service check at enhanced level	Essential

## Interested in applying?

To arrange a visit to school please contact school via the email [jobs@sbch.org.uk](mailto:jobs@sbch.org.uk)

Applications close at 9am on Monday 13<sup>th</sup> July 2026 and should be submitted online via [Teaching Vacancies online](#)

