



Therefore,  
choose

# St Michael's Church of England High School A Church of England Academy

Growing in Body, Mind and Spirit

## Teaching Assistant Level 2b



## Candidate Information

Thank you for your interest in the positions of Teaching Assistant Level 2b currently being advertised at St Michael's CE High School, a Church of England Academy.

St Michael's is a special place to learn and work with a strong Christian identity. Our mission statement is:

*As a vibrant learning community  
we choose to serve God  
pursue excellence  
and  
celebrate the uniqueness of each individual*

We aim to achieve this mission through a Christian learning experience which focuses on opportunities for growth in body, mind and spirit:-

*Body*

Where the safety, happiness and wellbeing of pupils are paramount. Where every child matters and more crucially, know that they matter.

*Mind*

High expectations and aspirations in all areas of school life create a disciplined and ordered learning environment where creativity, passion and enthusiasm help to engender a life-long love of learning and secure excellent pupil outcomes.

*Spirit*

Where pupils are supported to find for themselves the person that God wants them to be and really experience the joy and hope of 'life in all its fullness'.

As a thriving, oversubscribed Church of England Academy within the Diocese of Blackburn, our values are rooted in the Christian faith. Serving God, pursuing excellence and celebrating the uniqueness of each individual are at the heart of our distinctive ethos as we strive to 'be the best that we can be'. We create and sustain our caring Christian community by encouraging positive supporting relationships based on Christian values and striking a genuine balance between the highest academic standards and opportunities for personal growth.

Worship is at the centre of our school life and is led by various staff, the Christian Youth Worker and/or pupils, with occasional support from local clergy or visitors. The school Chapel Choir (Hughes Tutorial) and Worship Band help to create a contemporary vibrant experience. Each day begins with a year group worship, assemblies and school prayers. In addition, we hold Eucharist services in the school chapel throughout the year both at the

start of the day and at lunchtimes. These services are led by various members of the local clergy who are always willing to support the school.

The chapel in the magnificent Armstrong Centre is also used for staff prayers and reflections. We hope that the school's distinctive Christian ethos shines through in all aspects of our life and work here. We have numerous student leadership roles within school and an active charities committee. Each year group within school is linked to a particular charity.

All staff take responsibility for behaviour and wellbeing around school on a day to day basis and model the qualities and Christian values we believe are important for self- worth, respect, responsibility and stewardship.

We are a high achieving school that seeks to provide opportunities for all pupils to grow in body, mind and spirit. We are committed to the pursuit of academic excellence, with 87.5% of pupils achieving 5 or more standard passes (9-4) including English and Mathematics and 67.4% at grade 9-5 including English and Mathematics in 2023. (Attainment 8: 57.8 and Progress 8 0.50).

We want all at St Michael's to flourish and experience the hope and joy of life in all its fullness. We are confident that our pupils are provided with a rigorous and productive learning environment where they are both challenged and supported. We have talented, dedicated, caring and dynamic staff who are willing to develop innovative approaches to learning and teaching for our young people, provide outstanding care and guidance and support our distinctive Christian ethos. The support staff are an essential part of 'Team St Michael's' in helping to secure our vision and high expectations.

I hope the information provided on our website gives you a clear flavour of our ethos, of what to expect at St Michael's and also helps you to prepare for the application process.

I look forward to receiving your application.

Yours sincerely

*Jayne Jenks*

Mrs Jayne Jenks  
Headteacher



## Information about the Learning Support Department

The Learning Support Department currently comprises of the SENDCO together with a team of 7 Teaching Assistants, a SEND Support Lead and our PLC Manager. As well as supporting lessons during the day and supporting pupils at break, lunchtimes and after school as appropriate, most Teaching Assistants are also trained in scribing, reading, access arrangements and supervision of examinations. There are currently 18 pupils with an EHCP on roll and 1116 on the SEN support register. There is a dedicated teaching area and office which is used throughout the day to support pupils who have additional needs or provide a safe space to vulnerable pupils.

During period one pupils come to the Learning Support Department for intervention or additional support. Working in small groups and with individuals helps to boost confidence and encourage independence.

The Learning Support team work closely with colleagues throughout the school to ensure that all pupils can flourish. At St Michael's, it is not just 'every child matters' but every child *knowing* that they matter.

*Teresa Wilson*

Mrs Teresa Wilson  
SENCO

## Letter from the Governors



Thank you for requesting details for the post of Teaching Assistant Level 2b at St Michael's Church of England High School.

Most of the information you will need is displayed on the school website. However, the governors are proud to emphasise the 'excellent' SIAMS inspection in November 2018, our super Ofsted report, November 2022 and our Holocaust Beacon School status. (These were achieved by a whole school community approach of teachers, support staff, pupils, parents, carers and governors working together.)

The strong academic, sport, and performing arts record is supported by the active Christian ethos apparent throughout the school; providing the opportunity for pupils to grow in body, mind and spirit. Staff focus on continually raising attainment, encouraged by inspiring, forward-thinking leadership and management.

The governors will expect the successful applicant to become a full and active member of 'Team St Michael's' and to support our distinctive Christian ethos.

Thank you for your interest and I look forward to hearing from you.

Yours sincerely

*Mr C M Metcalfe*  
Chair of Governors



## Head Girl and Head Boy Letter of Welcome

We appreciate your interest in the role of Teaching Assistant Level 2b at St Michael's Church of England High School. St Michael's is an excellent school with exceptionally high standards, allowing pupils to develop both academically, physically, spiritually and socially.

'Team St Michael's' is a significant phrase used within our school life. The 'team' encompasses parents, pupils, staff and governors, who all work closely together allowing pupils to, "be the best that they can be". This 'team' helps create a strong pupil teacher relationship which is necessary to create mutual respect and a sense of community. Exceptional examination results already demonstrate that this is in place.

Christianity is at the heart of all that happens at St Michael's. 'Growing in body, mind and spirit' is the school's philosophy and this can be seen throughout school. At St Michael's, pupils' faith in Christianity is developed and encouraged. Each year group has a weekly worship, tutorial worship and prayers every morning and Christian values are embedded within lessons, helping to produce a compassionate environment.

St Michael's Church of England High School really is a fantastic place to learn. Pupils experience engaging and productive lessons, which challenge and support us.

'Celebrating the uniqueness of each individual' is another key focus, which is already well integrated into school life. We hope the member of staff appointed will be passionate and enthusiastic and willing to go the extra mile to support us in all that we do.

Yours sincerely  
Megan and Archie  
(Head Girl and Head Boy 2023-24)



**Teaching Assistant Level 2b (2 posts)**  
**Required for September 2024**

- 1. 1 permanent post**
- 2. 1 fixed term post for a period of 12 months**

**Term time only plus one week (INSET) (30 hours per week)**

**Level 2b:** Grade 5 spine point 6 to spine point 11 £23,893 to £25,979  
Pro rata: £16,811 - £18,279

**Applicants are asked to provide a fully completed application form and a supporting letter (no longer than 2 sides of A4 in length in Arial point 12) that clearly sets out how your experience to date prepares you for the advertised post (with reference to the enclosed person specification and job description).**

Applications should be returned by email to:

[vacancies@saint-michaels.lancs.sch.uk](mailto:vacancies@saint-michaels.lancs.sch.uk) by 9am on Monday 17 June 2024

**Interviews will take place on Friday 21 June 2024**

Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed. All appropriate safeguarding and attendance at work checks will be requested.







## Teaching Assistant Level 2b - Person Specification/Selection Criteria

***The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the trust deed.***

**Note:** Candidates failing to meet any of the essential criteria will automatically be excluded

### Section A Qualifications, Experience and Professional Development

<b>Training and Qualifications</b>		
5 GCSEs at C or above or equivalent (eg Level 2 qualification), including Maths and English	E	A
Educated to GCE A level or equivalent	D	A
Qualification in relevant children's services e.g. Diploma in Social Work, Level 4 NVQ, Teaching or Youth Work	D	A
Educated to Degree level or equivalent	D	A
<b>Professional Development and Experience</b>		
Experience of working with children/young people of relevant age	E	A/I
Experience of working in a relevant classroom/service environment	D	A/I
Experience of working with children/young people with special educational / emotional needs	D	A/I
Experience of working with vulnerable/challenging young people	D	A/I

### Section B Professional Knowledge, Skills and Understanding

Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	A/I
Ability to relate well to pupils and work as part of a team	E	A/I
Good communication skills	E	A/I
Ability to supervise and assist pupils	E	A/I
Time management and organisational skills	E	A/I
Knowledge of classroom roles and responsibilities	E	A/I
Knowledge of the concept of confidentiality	E	A/I
Administrative skills	E	A/I
Ability to use relevant technology	E	A/I
Flexible attitude to work	E	A/I
Commitment to undertake in-service training	E	A/I
Commitment to safeguarding and protecting the welfare of children and young people		
Ability to demonstrate a commitment to the Equal Opportunities policies in practical terms in the context of service delivery, employment issues and commitment to customer care practices	E	I

### Section C Personal Skills and Attributes

Fully supportive of the Christian ethos of the school	E	A/I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Enhanced DBS Disclosure will be required	E	A/I
Ability to maintain confidentiality and discretion at all times.	E	A/I

Driving licence and car	D	A
Smart appearance in accordance with the school dress code	E	I

### Section D Confidential References and Reports

Positive and supportive faith reference from the priest/minister where the applicant regularly worships	D	R
Positive recommendation from all referees, including current employer	E	R

#### KEY

- E = Essential
- D = Desirable
- A = Application
- I = Interview
- R = References

The successful candidates will work at times under the direction of the SENCO using their excellent interpersonal skills to support vulnerable or challenging pupils. They will be joining a highly dedicated, committed and effective team in providing excellent learning support for pupils, to help us continue to raise standards, achievement and enhance wellbeing. The ability to deal with sensitive and confidential issues and to relate well to young people, parents and carers and staff are essential for this role.

The role and responsibilities may evolve over time in accordance with the grade of the post. As a vibrant and successful school there are many demands on time, so flexibility and the ability to work under pressure are essential skills for this post; although you will benefit from working alongside supportive colleagues in a well-established associate staff team.

This post will involve occasional evening work in support of school events/meetings such as Parent Consultation Evenings, Open Evening, School Improvement meetings, Pupil Manager meetings.



## Teaching Assistant Level 2b Job Description

**Responsible to:** SENDCo

Our mission statement:

*As a vibrant learning community we choose to  
Serve God  
Pursue Excellence  
and  
Celebrate the uniqueness of each individual*

**We aim to achieve this mission by:**

- providing a learning experience which enables our pupils to flourish and grow in body, mind and spirit
- providing a learning environment which is ordered and disciplined
- encouraging and recognising positive progress, attainment and behaviour both within and beyond the curriculum
- having high aspirations and high expectations from all, confident that everyone can experience success

Responsibilities for this post:

**Support for Pupils**

- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils
- To undertake activities in order to monitor the personal social and emotional needs of pupils
- To develop positive relationships with pupils to promote pupil progress and attainment
- To assist in the devising of pupil's individual targets and their monitoring and review
- Support pupils as part of a planned inclusion programme
- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas
- To assist in the development of varying skills that support pupils' learning
- To assist in the specific medical/care needs of pupils when specific training has been undertaken

**Support for Teachers**

- To monitor and record pupil progress and developmental needs
- To produce relevant classroom resources
- To undertake classroom administrative tasks including the maintenance of records
- To assist in pupil supervision and assist in the management of pupil behaviour
- To provide information to the class teacher to assist in the planning of work programmes
- To liaise with the school's nominated person in respect of pupil absence
- To provide clerical and administrative support
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work

### **Support for School**

- To work within school policies and procedures.
- To assist in providing an atmosphere in which effective learning can take place
- To support the promotion of positive relationships with parents, carers and outside agencies
- To attend staff training as appropriate
- To take care for their own and other people's health and safety
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work

**Note: In addition, other duties at the same responsibility level may be interchanged with/added to this job description by the Headteacher within the grade range of the post.**



