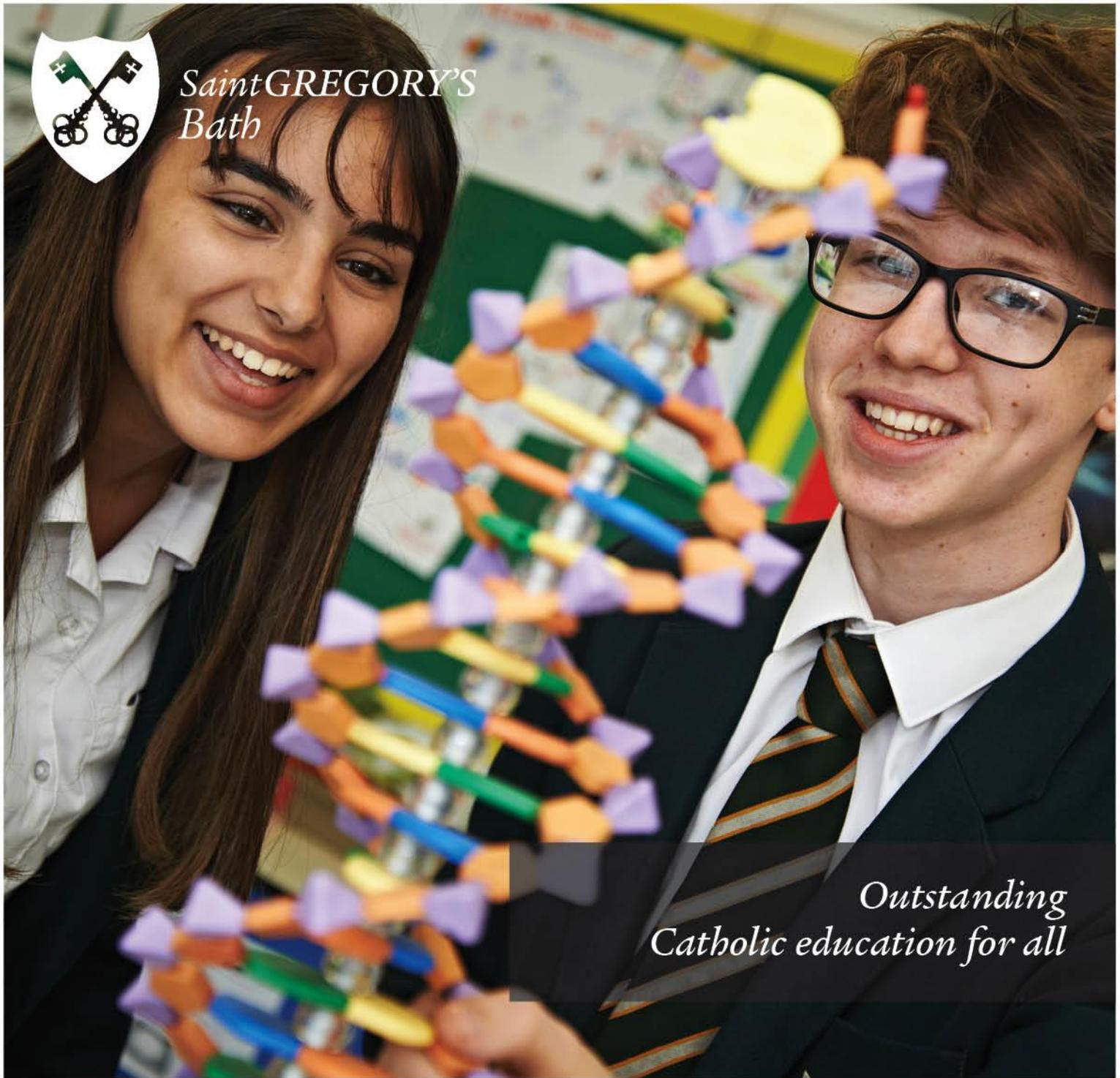




Saint GREGORY'S
Bath



*Outstanding
Catholic education for all*

Application pack for the post of:

Learning Support Assistants

Closing date:

Wednesday 25 November 2020

Interviews:

Friday 4 December 2020

“In Christ we flourish”



*Saint***GREGORY'S**
Bath

Welcome to Saint Gregory's

Dear Prospective Applicant,

Thank you for your enquiry regarding the post of Learning Support Assistant at Saint Gregory's, Bath to start as soon as possible.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our most recent Ofsted and Diocesan inspections rated us as outstanding and we are committed to maintaining and developing that high standard. We are an inclusive school that places the student at the heart of everything we do. Whilst we are extremely proud of our reputation for academic excellence, we place equal value on ensuring that all of our students grow and develop a love of learning, participate fully in the life of the school and embrace many of the opportunities on offer.

We are seeking talented Learning Support Assistants with the drive and enthusiasm to support our students on their learning journey and who will provide our school community with the highest standards of service. If you are successful you will be joining an established, successful and highly skilled team.

As a Catholic school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions. The pastoral care at Saint Gregory's ensures that our students grow into well-rounded, reflective, caring and thoughtful young people, ready to take their place in society.

We are an inclusive school that places the student at the heart of everything we do. As a Catholic school our values are explicitly Christian, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. Teamwork is at the heart of everything we do and by working together we aim to provide the very best opportunities for all our students and staff.

If you possess the necessary skills and experience and would like to apply for this post, please submit your application by midnight on **Wednesday 25 November 2020**. Interviews will be held remotely online **on Friday 4 December 2020**. If you have any further questions please do not hesitate to contact our SEND Manager, Mrs Stack, by email at stackk@st-gregorys.org.uk.

Yours faithfully

Ms A Cusack
Headmistress

"In Christ we flourish"



“This is an outstanding school.”

Ofsted



Saint GREGORY'S
Bath

About this role

Post:	Learning Support Assistants
Contract type:	Up to 30.83 hours per week, Term Time Only plus all INSET days Monday to Friday 8.45am- 3.15pm. Fixed term contract until 31.08.2021. Flexible working requests will be considered outside the hours stated.
Start date:	As soon as possible
Salary:	Grade 3 SCP 5 - 6 £19,312 - £19,698 Full-time All Year Round Salary; £13,763 - £14,038 (Actual Salary)
Closing date:	Midnight Wednesday 25 November. Interviews: Friday 4 December 2020

We are recruiting for a number of talented Learning Support Assistants to join our supportive and friendly team. Continued investment and development of our SEND provision means that we have a number of flexible posts to fill and would welcome applications from candidates looking to join a forward-thinking and innovative team for their next career move.

The successful candidates will work flexibly within the Student Support Department to meet a range of student needs and to assist the SENDCO, SEND Manager and teaching staff in the support and integration of students with special educational needs and disabilities. This is a highly rewarding and valued role within our school community that sits at the heart of our provision for pastoral and academic care.

Applicants must have a minimum of five GCSE (or equivalent) passes at Grade C or above including English and Mathematics and have the flexibility to contribute to in-class support, small group work and one to one support of students with SEND. Equally as important, however, are the 'softer' skills needed to engage, inspire and encourage our young people to achieve their very best.

Applications are invited from individuals who are currently either working as Learning Support Assistants/Teaching Assistants or exceptional candidates seeking the next step in their career. Applications are particularly welcomed from those considering a career in teaching and who are seeking to gain hands-on experience or who are currently studying for a career in teaching but require flexible, part-time hours to fit in around their studies. As an equal opportunities employer, we welcome flexible working requests and will consider alternative arrangements of working hours other than those stated above.

In return, the successful candidates can expect:

- Outstanding professional support;
- Comprehensive training opportunities;
- A vibrant and dynamic student body that deserves the very best in teaching and support;
- Free on-site parking;
- Access to the Local Government Pension Scheme.

For an open conversation about the role please contact the SEND Manager, Mrs Stack by email stackk@st-gregorys.org.uk to arrange a suitable time.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check prior of employment. Details of our Child Protection Policy can be found on our website at www.st-gregorys.org.uk/useful-information/key-documents.



*Saint*GREGORY'S
Bath

About Saint Gregory's

Saint Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. It is a medium-sized popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

The New Sixth is an exciting collaboration between Saint Gregory's Catholic College and St Mark's Church of England School. The New Sixth provides a unique post-16 experience in the state sector in Bath and North East Somerset; a high-quality sixth form education with outstanding pastoral support and a wide range of enrichment activities, inspired by Christian values.

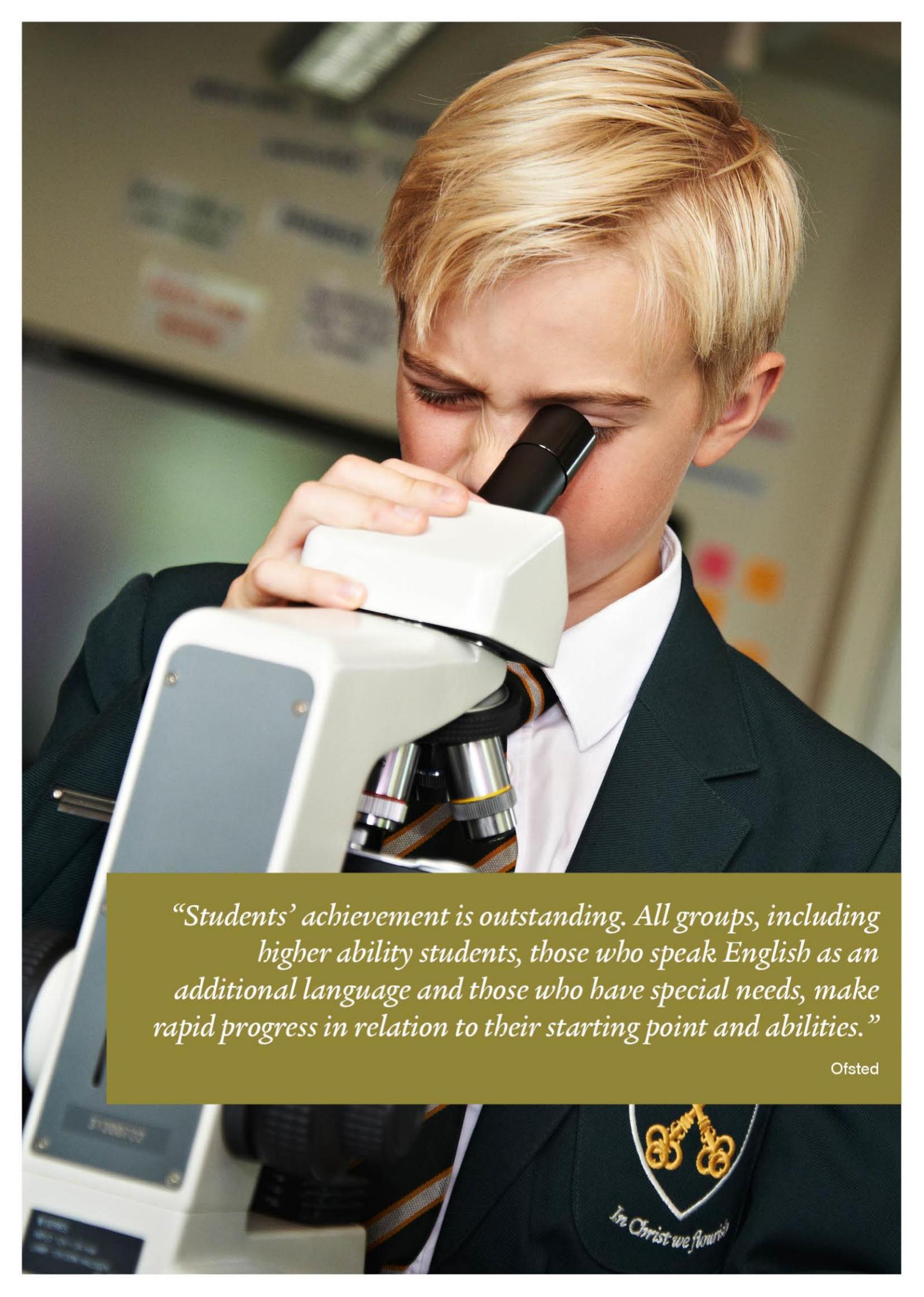
Saint Gregory's has maintained its Outstanding judgement in its most recent Ofsted and Diocesan inspections.

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In 2017 Bath was named as the safest place to live in the UK. It is also a regular feature of the Sunday Times and Telegraph lists for best places to live in the UK, offering a very high quality of life. In 2018, it was named as the best UK city to raise a family by MoneySuperMarket.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

A young boy with blonde hair, wearing a dark blue school blazer, white shirt, and striped tie, is looking through a white and blue microscope. The background is a blurred classroom setting with a whiteboard and colorful sticky notes. A dark green banner with white text is overlaid on the bottom half of the image.

“Students’ achievement is outstanding. All groups, including higher ability students, those who speak English as an additional language and those who have special needs, make rapid progress in relation to their starting point and abilities.”

Ofsted

In Christ we flourish



Job Description

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

Key Areas of Responsibility

1. Core Purpose

- 1.1 To work flexibly within the Student Support Department to meet a range of student needs and to assist SENDCO, SEND Manager and teaching staff in the support and integration of students with special educational needs and disabilities.

2. Key Duties and Responsibilities

- 2.1 To develop an understanding of the specific needs of the students concerned and develop interventions to support them.
- 2.2 To be responsible for supporting the education of students with SEND.
- 2.3 To aid the students to learn as effectively as possible, both in group situations and on their own as required, for example by:
- Assisting teaching staff in devising appropriate interventions and support materials.
 - Clarifying and explaining instructions.
 - Ensuring the student is able to use equipment and materials provided.
 - Motivating and encouraging the student as required.
 - Assisting in targeted areas, e.g. language, reading, spelling, handwriting, literacy, presentation, numeracy, sequencing, and appropriate behaviours.
 - Helping the student to concentrate on and finish work set.
 - Meeting the physical needs as required whilst encouraging independence.
 - Liaising with the subject teacher to devise complementary learning activities.
 - Assisting students during examinations as required.
- 2.4 To establish a supportive relationship with the students concerned.
- 2.5 To encourage acceptance and integration of the students with special needs.
- 2.6 To work on a one-to-one and small group basis outside of the classroom when required.
- 2.7 To assist the SENDCO, SEND Manager, teacher (and other professionals as appropriate) in the development of a suitable programme of support for students with SEND.
- 2.8 In conjunction with the SENDCO, SEND Manager, teacher and/or other professionals to develop a system of recording and monitoring the progress of students.
- 2.9 To liaise with outside agencies and ensure strategies to support learning are in place for young people with communication and sensory needs.
- 2.10 To contribute to the maintenance of the students' progress records.
- 2.11 To participate in the evaluation of the support programme.
- 2.12 To provide regular feedback about the students to the teacher.
- 2.13 To liaise, advise and consult with other members of the team supporting the students when asked to do so.
- 2.14 To contribute to reviews of the students' progress.
- 2.15 To attend SEND meetings and other school meetings as required.



- 2.16 To attend relevant in-service training including all INSET days.
- 2.17 To provide administrative support as required, ensuring that accurate records are maintained of all students with SEND.
- 2.18 To put up displays as required.
- 2.19 To assist with activities, including the supervision of students visiting places outside school.
- 2.20 To be aware of and ensure the effective implementation of all School policies.
- 2.21 To supervise the Student Reception as required.
- 2.22 Such other duties as reasonably requested by the SENDCO or SEND Manager to meet the needs of the students and the circumstances of the school and are commensurate with the grade of the post including breaktime and lunchtime supervision and clubs within the allocated hours of the post.

3. Post Dimensions

- 3.1 Number of staff managed - None
- 3.2 Departmental budget - None
- 3.3 Section budget – None

4. Physical Effort and Working Environment

- 4.1 The postholder may be expected to undertake bending, lifting and stretching in the course of their duties assisting students during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.
- 4.2 The postholder will not be exposed to excessive dirt and dust in the course of their duties.

5. Supervision Received

- 5.1 Supervision received from the SEND Manager and SENDCO.

6. Contacts

- 6.1 Appropriate staff within the school; parents and carers; the Local Authority and outside agencies as and when necessary.

7. Professional Development

- 7.1 The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.

8. Additional Responsibilities

- 8.1 This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
- 8.2 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.



9. Safeguarding

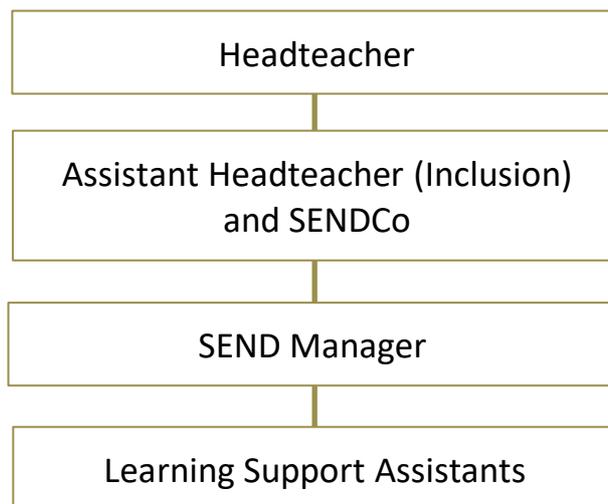
9.1 The Governors of St Gregory's Catholic School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

10. Special Notes and Conditions

10.1 All employees of Saint Gregory's Catholic College are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.

11. Organisational Management Chart

This job description will be reviewed annually or more frequently if necessary by the Headmistress in consultation with the post holder.





“Saint Gregory’s is a truly nurturing environment for children, allowing them to grow and flourish into wonderful human beings.”

Parent



Person Specification

Learning Support Assistants	Essential	Desirable
Qualifications and professional development		
Minimum of five GCSE passes at Grade C or equivalent including literacy and numeracy	✓	
Relevant professional qualification or equivalent		✓
Professional Specification		
Experience of individual work or group work with children, young people and families	✓	
An understanding of child and family dynamics	✓	
Understanding of child development	✓	
Computer literate	✓	
Experience of working in a school setting		✓
Experience of working with vulnerable children		✓
Experience of using a range of learning strategies and/or interventions whilst working with children with various needs		✓
General understanding of national curriculum and other learning Programmes and strategies to support vulnerable learners		✓
An understanding of the principles of the SEND code of Practice (2014)		✓
Personal Specification		
Ability to relate well to both children and adults	✓	
Able to work as part of a team	✓	
Able to prioritise own workload and self-motivate	✓	
Excellent communication skills	✓	
Child centred approach to working	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities		✓
Knowledge of effective interventions		✓
A positive role model for students and staff	✓	
Supportive of Christian ethos of school	✓	
Emotionally intelligent	✓	
Motivated	✓	



Saint GREGORY'S
Bath

Person Specification

Learning Support Assistants	Essential	Desirable
Personal Attributes		
Enthusiastic and positive	✓	
Calm under pressure	✓	
Organised and punctual	✓	
Willing to contribute to the wider life of the school		✓
Safeguarding Children		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline.	✓	



“Sporting, artistic and dramatic opportunities are outstanding and all students take full advantage of the range of opportunities to develop clear, personal values and to make an impact on school life.”

Ofsted



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How to apply

Closing date for applications: Midnight Wednesday 25 November 2020
Interviews will be held on: Friday 4 December 2020

Applicants are asked to submit their application to:

The HR Department by email to hr@st-gregorys.org.uk or online at www.TES.com

We are not currently able to accept postal applications at this time.

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

If you have any questions please do not hesitate to contact Mrs Stack, SEND Manager via email to stacks@st-gregorys.org.uk.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. Details of our CP Policy can be found on our website at www.st-gregorys.org.uk/useful-information/key-documents.



Saint GREGORY'S
Bath

Saint Gregory's, Bath

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