



# ST JAMES'

CATHOLIC HIGH SCHOOL



## Teaching Assistant (Special Educational Needs)

Candidate Information | February 2020



# A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2017) located in Stockport, South of Manchester. Our school is made up of 800 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school.

St James' is a highly academic performing school:

- **Impressive positive progress 8 scores** for the previous four years
- In 2019, **84% of students achieved at least a grade 4 in English & Mathematics** while **65% of students achieved a grade 5** in these subjects
- **64 grade 9s and 134 grade 8s in 2019** demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in Mathematics, English, Open subjects and the Humanities placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is to strive for excellence whilst keeping our Catholic roots at the centre of everything we do. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, or would like to arrange a visit please contact Kaya Roddick, PA to the Headteacher on 0161 482 6900 or at [headteacherpa@stjamesheadle.co.uk](mailto:headteacherpa@stjamesheadle.co.uk)

**Anthony Pontifex**  
Headteacher



Governors seek the following appointment for February 2020

## Teaching Assistant (Special Educational Needs) fixed term for the academic year 2020/2021 27.5 hours per week, term time only pro rata (Scale 3 point 5 £18,795 pro rata salary £11,788)

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential,  
to encourage learning and development through **faith**,  
and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos.

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2017, with "Outstanding" Outcomes for Pupils

The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school

The governors of the school wish to appoint a Teaching Assistant (Special Educational Needs)

**Closing Date: Monday 3rd February 2020, 12 noon**

**Interviews: To be advised**

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



# Teaching Assistant (Special Educational Needs)

## School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

## Main responsibilities of the post

To assist in providing a learning environment that enables all pupils to access the curriculum and learn to the best of their ability.

To support and promote the development and learning of pupils with special educational needs and/or disabilities (SEND).

## General - The Teaching Assistant will:

- Work under the guidance of teaching / senior staff to implement agreed work programmes
- Assist the teacher in the planning cycle and the management & preparation of resources
- Provide support for teaching staff across the school in an appropriate learning environment
- Assist with the integration of pupils with special educational needs and/or disabilities, supporting a small group or on an individual basis within the classroom or on a withdrawal basis
- Be an integral part of the school, working in close partnership with all staff

## Pupils - The Teaching Assistant should:

- Help pupils to access learning activities through specialist support
- Provide feedback to pupils in relation to progress and achievement
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

## Staff - The Teaching Assistant should:

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use

## Specific Responsibilities of Teaching Assistant at St James' Catholic High School

- To work with the SEND department and all staff in the promoting of inclusion and young people with special educational needs and/or disabilities
- To support the learning of pupils with SEND
- To be empathetic, highly supportive and understanding of the needs of individual pupils
- To help pupils to access learning activities through specialist support
- Administer and assess routine tests and invigilate exams/ tests
- Be responsible for keeping and updating your own records in relation to your continued professional development
- To attend training and development sessions
- To work alongside the teacher to ensure that students achieve learning aims
- To provide general clerical/admin. Support e.g. administer coursework, produce worksheets for agreed activities etc.
- To support charity work within school
- To help to develop and maintain Individual Educational Plans
- To be a presence in the classroom, where required.
- To attend SEND Departmental meetings

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description



# Teaching Assistant (Special Educational Needs)

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
<b>Training and Qualification</b>				
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	✓		✓	
First Aid qualification		✓	✓	
<b>Experience</b>				
Experience of working as a Teaching Assistant		✓	✓	✓
Experience of working with young people within a school environment		✓	✓	✓
Experience of working as part of a team	✓		✓	
<b>Professional Knowledge</b>				
Demonstrate knowledge and understanding of working with young people with		✓	✓	✓
Special needs and /or disabilities	✓		✓	
Ability to relate to and inspire young people	✓		✓	
<b>Personal skills and qualities</b>				
Ability to communicate effectively both orally and in writing	✓		✓	✓
Commitment to appropriate professional development	✓			✓
Sense of humour	✓		✓	
Commitment to safeguarding and protecting the welfare of children and young people	✓		✓	✓
Willingness to accept the demands and challenges of the post and respond in a flexible and approachable manner	✓			✓
Commitment to health and safety	✓			✓
Ability to relate well to children and adults	✓			✓
Ability to work under pressure to prioritise and meet deadlines	✓		✓	✓
Have excellent professional relationships with different groups of people	✓			✓
Practising Catholic		✓		✓

# Contact

**KAYA RODDICK**

PA to the Headteacher

0161 482 6900

headteacherpa@stjamescheadle.co.uk

[www.stjamescheadle.co.uk](http://www.stjamescheadle.co.uk)

St James' Catholic High School

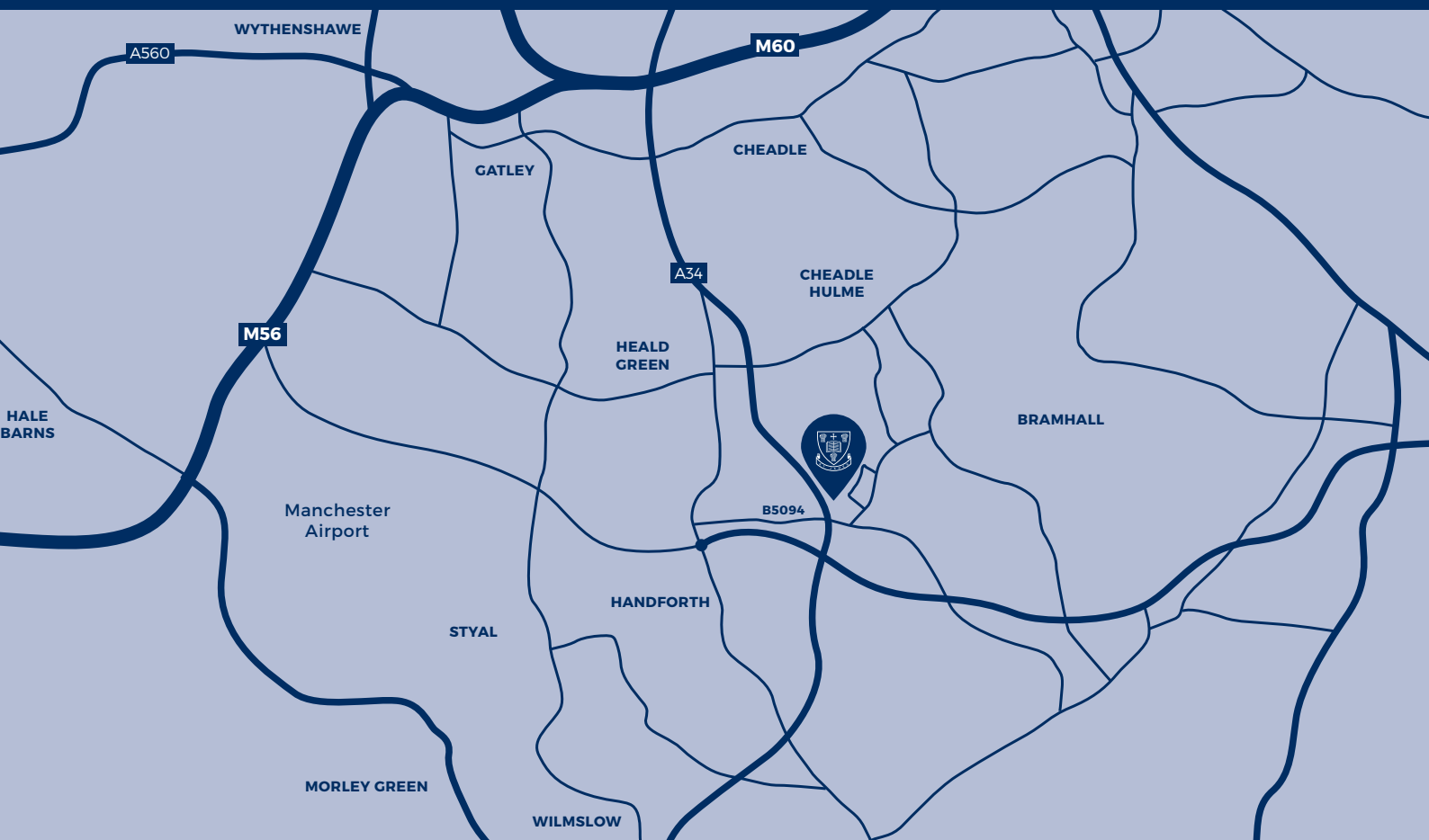
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**ST JAMES'**  
CATHOLIC HIGH SCHOOL

With God all things are possible

Matthew 19:26