



Recruitment Pack

Teaching Assistant
Level Two



St. Peter's Catholic High School

*'A learning and serving community enriched through
friendship and Christian faith'*

Contents

Headteacher's welcome

About Our School

Working at St Peter's

Working Collaboratively

with the Archdiocese

What the School Can Offer

Departmental Profile

Job Description

How To Apply and

Further Information

"A learning and serving community
enriched through friendship and Christian faith"



Headteacher's Welcome



Dear Applicant,

Thank you for your interest in this post at St. Peter's Catholic High School. I hope that the information in this pack provides you with a good sense of our school to form the basis to make an application.

I am sure that you will be impressed by what we have to offer as a friendly, supportive Christian community committed to high standards of Catholic Education.

I would also encourage you to look at the school's website for further information.

We welcome visits ahead of making an application – to arrange to visit school please contact Angela Shacklady - Headteacher's PA at ashacklady@saintpetershigh.wigan.sch.uk Please make this request with sufficient time before the deadline to make the necessary arrangements.

Governors are keen to appoint a talented, hardworking and committed candidate to join our strong staff team. Applications should be made on the CES application form which can be found using the link below:

[CES Teaching Assistant Application Form](#)

This should be supported by your statement / letter of application of no more than 2 sides of A4.

Please submit these to Angela Shacklady at the address above by the advertised deadline.

I very much look forward to reading your application and to recruiting the next member of the St. Peter's Staff team.

Yours sincerely,

A handwritten signature in black ink, which appears to read 'A. McGlown', is written on the page.

Mr. A. McGlown

Headteacher

About Our School

St. Peter's is a successful and oversubscribed 11-16 Catholic Secondary School of approximately 1040 pupils. We primarily serve the children of our partner parishes across a wide area in Wigan, Lancashire and St. Helens. We pride ourselves on living out our mission statement to be a 'Learning and serving community enriched through friendship and Christian faith.' We are committed to both high standards of learning and personal conduct and to being a warm inclusive school where every child can succeed.

The vast majority of our pupils achieve expected or above expected standards at the end of KS2 and this leads to challenging targets at GCSE level. Through our clear expectations and nurturing environment, we create a calm focused learning environment where teachers can teach and the needs of all of our pupils can be met.

The curriculum offer at St. Peter's is a wide and varied one with a very strong academic core and a diverse offer of Arts, Technical and practical courses. I would encourage you to explore this offer on the [school website](#).

Our staff team is a strong mix of very experienced and more recently qualified colleagues and they are very well supported at all levels by our Professional Development Programme. Staff wellbeing is at the heart of our philosophy and we have embraced a number of strategies to promote this including staff wellbeing cafes, wellbeing buddies and the opportunity to work from home where practicable. Staff Development is supported through an ambitious CPD offer and the St. Peter's 'Talent Ladder' of development opportunities.

Our Catholic ethos is at the centre of our school. We welcome colleagues from all faith backgrounds and none who are happy to support and promote this ethos. Our pastoral system is designed to support the development of each young person to become the unique human being they are called to be. Our pupils are encouraged to be their true authentic selves and to respect difference of all kinds. Pupils at St. Peter's show a deep level of care and respect for each other and for the adults who support them.

Working at St. Peter's is challenging because we want to provide the very best for our young people, and it is rewarding because this is undertaken as part of a supportive and caring team who help each other to achieve this.



Working at St Peter's

We strongly believe that St Peter's is a special place to work. However, rather than explain ourselves as to why we feel this is the case we have included comments taken from a variety of people;

Staff who have left us in recent years via our exit questionnaires.

A range of our current staff in different roles throughout school employed within the last three years.

Current staff who have been at the school for longer than 5 years

Supply staff via agency's.

Comments taken from Staff Exit Questionnaires

"Anyone who has the opportunity to work at St Peter's in my opinion is extremely privileged. It is the kind of workplace that has a noticeable impact on your life in terms of your work-life balance, well-being, inner sense of positivity, and the desire to be the best you can be at whatever you are there to do. Working at St Peter's makes you happier. There is a sense of belonging and the staff and students carry this with them so much so that it is impossible not to be blown away by it. Everyone works together and has the same determination to do the best for the students in all aspects of their school life. I am so grateful I had this opportunity and wish all staff and students every success in the future".

"The overarching vision of trying to ensure a community where students are enriched through faith and friendship is something that is evident from the top down at St Peters. It is not just a mission statement it is a way of life for the staff and students. There is an overwhelming feeling of being part of something amazing and the students benefit hugely from this and the way the staff convey it. The students are encouraged to think about themselves beyond the day to day and envisage their futures and what they can achieve if they put their minds to it and reach for their full potential. They get the absolute best education from teachers, whilst developing themselves as individuals who are grounded in strong moral values, kindness, and love for one another"

"SLT have fostered a culture whereby they are at the heart of what is really going to make a difference. From what I have seen they have open and honest conversations with staff about how school can develop, and they listen to what the staff and students have to say. Therefore, every action is linked to an outcome that helps both the school and students develop".



Working at St Peter's

We asked current staff who had recently joined us what do they enjoy about St Peter's and what if anything makes us different from other schools that they have worked in?

From the moment I came for interview I have been made to feel very welcome at St Peter's. The atmosphere is so supportive and friendly from both staff and students. I know should I ever have any issues there are countless members of staff I could turn to for help and advice. I love that I have the opportunity and support to develop my skills further both in and out of the classroom.

(Main Scale Teacher)

I joined the teaching staff at St Peters in September 2019, and I have never looked back. I worked at my previous school for nearly 10 years and, understandably, it was a very difficult decision to leave, but absolutely the right one for my career. St Peter's has very high expectations of both students and staff and this enables optimal learning to occur. Our students feel very safe and secure, with respect being a quality that is highly promoted and a fundamental aspect of our Catholic community. There is a clear sense of purpose and the school nurtures this quality in our students. I love the sense of direction and determination our students and staff have to do well for themselves but also a wish to see their peers do well. The students and parents are invested in learning, the school has strong Christian values and we listen to each other's point of view intently. The SLT corridor is always open and I have had plenty of opportunities to improve my own professional development. I have been involved in the 'Promoting Excellence Middle Leadership' course, which has enabled me to reflect on my own leadership qualities.

It is a great pleasure to be involved in such an encouraging and welcoming environment.

(TLR Holder)



Working Collaboratively with the Archdiocese



Our school works as part of the Liverpool Archdiocese Secondary School Improvement Trust (ALSSIT). We work collaboratively with colleagues across the 32 secondary schools and sixth form colleges. The Trust's Partnership director and School Improvement Lead promote a wealth of CPD and Professional Development opportunities as well as the sharing of best practice and resources.

I would urge you to look at the work of ALSSIT by following this [link](#)

East Cluster Schools



All Hallows Catholic High School



Holy Cross Catholic High School



Our Lady Queen of Peace Catholic Engineering College



St Bede's Catholic High School



St Edmund Arrowsmith Catholic High School



St Gregory's Catholic High School



St John Fisher Catholic High School



St John Rigby Sixth Form College



St Mary's Catholic High School



Leyland St Mary's Catholic High School



St Peter's Catholic High School



Saints Peter and Paul Catholic High School

What the school can offer

- A caring and supportive learning community.
- Access to a high quality CPD offer as part of a Talent Development ladder. Please click to see our [Talent Development](#).
- An approach that prioritises staff well being and work life balance, including the ability to work from home where practicable.
- A well ordered and enthusiastic pupil community where teachers can teach and all can learn.





Departmental Profile

The SEND Department at St. Peter's is a large, hardworking and successful team.

Staffing

The SEND department consists of the SENCO, 5 HLTAs, 12 TAs and 1 Admin support.

Accommodation/Resources

We have a nurture room, classroom and intervention room. This is due to be remodelled this year to include an additional larger nurture room due to the increase in numbers of young people with SEND attending St Peter's.

Trips and Visits

The department runs Nurture trips to support young people with additional needs throughout the year.



Job Description

JOB TITLE: TEACHING ASSISTANT LEVEL 2

JOB PURPOSE: To work under the instruction/guidance of teaching/senior staff, to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

RESPONSIBLE TO: Special Needs Co-ordinator (SENCO) and the Headteacher

HOURS: 30h per week (Mondays to Fridays). These times allow for a 30 min unpaid lunch.

POST GRADE: Grade 3, pro rata. Term Time only + 1 week.
(£10.78 ph as at January 2023—NJC Pay Rates applicable)

MAIN DUTIES AND RESPONSIBILITIES:

- Supervise and provide particular support for pupils with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the displays of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as



St. Peter's Catholic High School

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- Provide detailed and regular feedback to teachers on pupils' achievement, progress and problems.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.

Administer routine tests and invigilate exams and undertake routine marking of pupils' work.

- Provide clerical/admin support, for example, photocopying, basic typing, filing, money, administer coursework.
- Deliver structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Deliver programmes linked to local and national strategies, for example, literacy, numeracy and KS3 recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

Prepare, maintain and use those resources required to meet the relevant learning activity 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 concerned 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 overall Catholic ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as may be reasonably directed.
- Participate in training, other learning activities and performance management as may be reasonably directed.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as may be reasonably directed.

Accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.

Experience

Working with or caring for children of a relevant age and/or learning need.



St. Peter's Catholic High School

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Qualifications/Training

- NVQ 2 or equivalent qualification or experience in teaching assistance.
 - Training in the relevant learning strategies, e.g. literacy
 - Requirement of complete DfES Teaching Assistant Induction Programme
- Basic First Aid training/training in specific medical procedures.

Knowledge Skills

- Good numeracy and literacy skills
- Effective use of ICT to support learning.
- Use of relevant equipment/resources.
- General understanding of the national/foundation stage curriculum and other basic learning programmes/strategies.
- Basic understanding of child development and learning.
- Understanding of relevant policies, codes of practice and awareness of relevant legislation.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.

Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

This job description is current at the date shown, but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to, the job commensurate with the grade.

Date:

Postholder Signature:

Date:



Person Specification / Selection Criteria Teaching Assistant Level 2

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working and interacting with children of	E		A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 2 or equivalent qualification or an compara-	E		A, I
Basic level of literacy & numeracy	E		A, I
Willingness to undertake further relevant teacher		D	I
Willingness to undertake basic first aid		D	A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.



D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to communicate with and relate well to pupils	E		A, I
Ability to work under supervision and as a team mem-	E		A, I
Ability to work in accordance with the schools health	E		A, I
Ability to deal with minor injuries		D	A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

How To Apply and Further Information



Thank you for your interest in this position at our school. We hope to have provided you with all the necessary information for you to decide that you would like to join the team at St Peter's. If you wish to apply, please complete the following forms.

[Application Form Link](#)

[Disclosure Form Link](#)

[Recruitment Monitoring Form Link](#)

Please read the following;

[Privacy Notice](#)

[Reasonable Adjustment Statement.](#)

The following link will provide you with notes to help you complete the application form.

[Notes to applicants](#)

Should you have any further questions or would like any further information , please contact Mrs A Shacklady (Headteacher's PA) on 01942 760119 or email: ashacklady@saintpetershigh.wigan.sch.uk

Interview expenses:

Where a candidate is attending a job interview at the School and is travelling from outside a 40-mile radius of Wigan, the school will normally reimburse reasonable travel and, if applicable, accommodation costs. Please ask us for a copy of our interview expenses policy .

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