

# St Gregory's

## CATHOLIC SCHOOL



## Teaching Assistant - SEN

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Kent  
Catholic  
Schools'  
Partnership



'Academies in Christ'  
Part of the Archdiocese of Southwark



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# *Letter from the Executive Principal*

**Dear Candidate,**

Thank you for your interest in this exciting role within in our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

**Mike Wilson**

**Executive Principal**

**St Gregory's Catholic School &  
St Simon Stock Catholic School**



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# *School vision and values*

## **Our Vision**

**We provide the students in our care with a world-class Catholic education. We guide our students to understand their own unique value and dignity. Inspired by the life of St Gregory, we empower our students to approach, with vigour, the opportunities of their education; to recognise and realise their potential as servant leaders and use their discernment to choose how they will make the world a better place.**

## **Our Aims**

With Christ's **love** at the centre of all that we do, students;

- **live** life to the full
- **learn** all they can about their world in order to
- **lead** lives which change it for the better

## **Students accomplish this because our curriculum:**

- is appropriately ambitious for all our students, including SEND and Disadvantaged students
- is progressive, interleaved and sequenced to develop knowledge and understanding
- provides opportunities to develop and strengthen literacy across all curriculum areas
- provides opportunities for reading
- promotes opportunities for the development of strong relationships, healthy lifestyles and good wellbeing
- challenges students to apply their knowledge and make informed decisions
- teaches our students how to learn and develop scholarly habits so that they become confident, independent learners
- promotes a learning environment in which students discover and develop new talents helping them to become well-rounded individuals
- provides world class opportunities in our schools' four pillars enabling students to gain a strong understanding of how to achieve success through balance in their lives

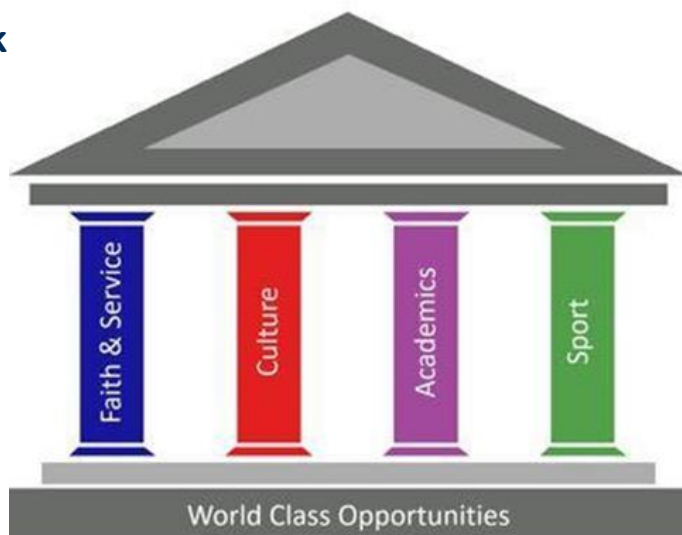
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# *School vision and values*

**These pillars provide a framework to focus students as they set ambitious goals for their future.**

**Our aim, through our curriculum is to develop young people:**

- who are happy and feel fulfilled
- who have the confidence, resilience and knowledge to build relationships, pursue active and healthy lifestyles and stay mentally healthy
- who are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- who know how to learn and evaluate their own strengths to make progress
- who can make and articulate informed decisions and are aware of their rights and responsibilities in a global society
- who demonstrate respect, compassion and empathy towards the beliefs and values of others
- who possess the cultural capital they need so that they are not disadvantaged by the social context in which they live



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# About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 24 academies of which 19 are primary schools and five are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



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# *Role description*

We wish to appoint two innovative, enthusiastic and well- qualified SEN Teaching Assistants to join us at St Gregory's. This is a term time only position [37 hours per week, term time plus 5 non-pupil days (39 weeks per year)].

The SEN department has a wealth of experience and consistently produces excellent results at GCSE and A Level. You will be joining a skilled, energetic and committed team so we are seeking an outstanding candidate who can continue to raise the quality of provision to enable the best possible outcomes for of our students.

- Benefits of working at St Gregory's:
- A supportive and caring working environment for staff and students
- A research-informed approach to curriculum design and assessment
- Fully planned and resourced schemes of work for KS3 and 4
- Opportunity to teach KS5 for the right candidate
- Dedicated and bespoke CPD time for all staff each week

Our Offer: We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.

If you wish to visit the school before applying or require any support with your application, please contact [HR@sgschool.org.uk](mailto:HR@sgschool.org.uk)

Please click [here](#) to download an application form and all of the related documents.



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# Job description

<b>Job Title:</b>	<b>Teaching Assistant (SEN)</b>
<b>Salary Grade:</b>	Kent Range 4/5 (Depending on skills and experience)
<b>TTO:</b>	This is a term time only position [37 hours per week, term time plus 5 non-pupil days (39 weeks per year)].
<b>Line Manager:</b>	SENCO

## Purpose of Job:

Support the class teacher in the teaching and welfare of students to ensure they attain the targets set under their individual educational programmes.

## **Key duties and responsibilities**

### **Classroom Support**

Liaise with teachers regarding planning and differentiation of work for students with SEND.

Support the provision plans of students with EHCP's, in particular those students with High Needs Funding.

Liaise with teachers regarding planning and differentiation of work for students with SEND.

Know and support students' targets.

Facilitate students' access to the curriculum by clarifying and explaining tasks and instructions, developing understanding through questioning, providing differentiated resources, helping with personal organisation and planning of work whilst also encouraging independent learning skills.

Prepare and develop materials/resources for students' lessons in different formats (using ICT equipment if necessary)

Promote positive standards of behaviour e.g. by keeping students on task, developing positive relationships, modelling good behaviour, supporting school behaviour policy.

Support students in small groups under the direction of the class teacher.



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# Job description

## Intervention

Under direction, support the implementation and delivery of specific programmes e.g. speech and language, physiotherapy, occupational therapy etc.

Under direction, deliver interventions to support student progress e.g. reading, comprehension, spelling, handwriting groups etc.

Administer routine tests and undertake routine marking of students' work.

Provide additional support for students who have alternative access arrangements including acting as invigilator, scribe, reader etc. for internal and external exams.

## Support outside of lessons

Undertake support activities outside of lessons e.g. break/lunch time supervision, homework /breakfast club.

Accompany students on off-site activities and external provisions e.g. school trips, placements.

Ensure that students have full access to all areas of the school environment e.g. by pushing wheelchairs or operating the school lifts.

Tend to students' personal care or physical needs as necessary e.g. toileting, changing.



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# *Job description*

## **General & Administration**

Follow the School's child protection procedures in cases where there is concern over the safety or emotional wellbeing of a student.

Maintain strict confidentiality with regard to both the staff and students within the outside school.

Work effectively as a team member.

Provide a positive role-model in terms of timekeeping, dress code and work ethos.

Support the management of health and safety in accordance with the health and safety policy.

Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.

Provide clerical/admin support e.g. photocopying, printing, displays etc.

Contribute to the implementation and review of EHCPs and/or Provision Maps as directed by the SENCO

Monitor the progress and performance of individual students and keep records relating to students supported.

Assist in gathering information to inform the SEND audit

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role.

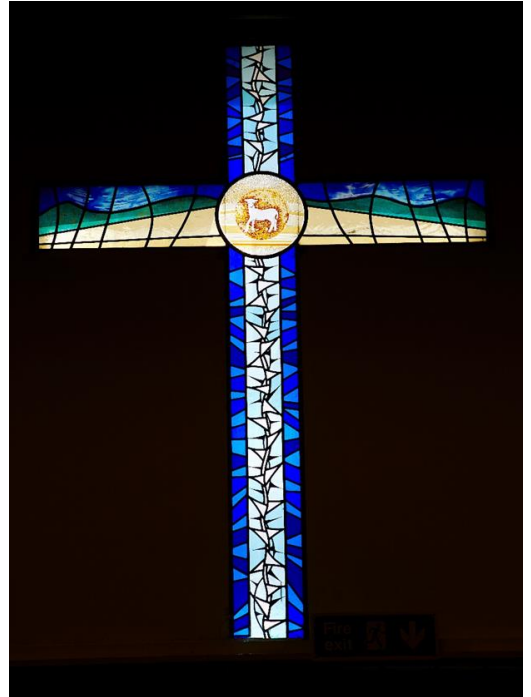


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# Person specification

## Essential Criteria

- ❖ Good standard of general education together with good literacy and numeracy skills e.g. 5 GCSE (A\*- C) including English and Maths (or equivalent)
- ❖ Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- ❖ Ability to use relevant technology, e.g. computer, video, photocopier
- ❖ Basic first aid knowledge as appropriate
- ❖ Good level of ICT skills
- ❖ Empathy with pupils
- ❖ Ability to use ICT effectively
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- ❖ Ability to use ICT effectively
- ❖ A commitment and understanding of the use of ICT within the curriculum
- ❖ Excellent communication skills
- ❖ Excellent interpersonal skills
- ❖ Excellent organisation skills
- ❖ Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- ❖ Ability to remain positive and enthusiastic when working under pressure
- ❖ Ability to organise work, prioritise tasks, make decisions and manage time effectively
- ❖ Ability to apply an adaptable and flexible approach to achieving objectives, without direct supervision
- ❖ Willingness to participate in further training and development opportunities



# *Person specification*

## Desirable Criteria

- ❖ Understanding of the distinctive nature of a faith school
- ❖ A practising Catholic
- ❖ A Degree in a specialist subject
- ❖ Working knowledge of Trust and school policies and procedures
- ❖ Ability to communicate complex material, orally and in writing, with colleagues and students so that the message is understood and acted upon
- ❖ Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards



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# *Application process*

Please contact the school at [HR@sgschool.org.uk](mailto:HR@sgschool.org.uk) to obtain an application form or download it from our website [here](#).

If you wish to visit the school before applying or require any support with your application, please contact [HR@sgschool.org.uk](mailto:HR@sgschool.org.uk)

**Please send your application form and related documents to the HR Hub  
[HR@sgschool.org.uk](mailto:HR@sgschool.org.uk)**

**Closing date for applications: 9<sup>th</sup> of October, 2022  
Interviews to be held on: Week of 10<sup>th</sup> of October 2022**

*St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.*



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