



# St Simon Stock Catholic School

LABORA CUM AMORE

## Higher Level Teaching Assistant – Maths Support

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Kent  
Catholic  
Schools'  
Partnership



'Academies in Christ'  
Part of the Archdiocese of Southwark

Ofsted  
Good  
Provider

*Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551*

# *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 in the SEND Team, we would love to hear from you.

**Mike Wilson**

**Executive Principal - St Gregory's Catholic School & St Simon Stock Catholic School**



*Labora cum Amore ~ Work with Love*

# *About St Simon Stock Catholic School*

St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 25 academies (20 primary and 5 secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



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# Role description

An excellent opportunity has arisen for an HTLA with the experience of delivering Primary and Secondary Maths to join our dedicated and supportive team. If you are interested and are passionate about the subject, creative and prepared to go that extra mile, then we would love to hear from you. Good levels of literacy and numeracy are essential. The right candidate would plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities to advance students' learning in maths and numeracy as necessary. Also providing additional maths support in our school's homework club. You will need to demonstrate good communication skills and a clear understanding of the expectations of a higher-level teaching assistant and their role in teaching children.

## **Benefits of working at St Simon Stock:**

Well behaved students who are keen to learn.

A supportive and caring working environment for staff and students.

Dedicated and bespoke CPD time for all staff.

Access to Kent Rewards Scheme.

Employee Assistance Programme.

Generous Pension Scheme.

**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.



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# Job description

<b>Job Title:</b>	<b>HLTA - Maths</b>
<b>Salary Grade:</b>	Kent Range KR6 (£21,801 - £23,262 FTE) (pro rata to £14,880 to £15,877)
<b>Hours/week:</b>	30 hours per week
<b>Weeks/year:</b>	38

## Overall Responsibility

- Work with class teachers to raise the learning and attainment of students
- Promote students' independence, self-esteem and social inclusion
- Give support to students, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- At times, this may also include small contributions at a wider school level, as part of the over-arching expectations of support staff within our school.



*Labora cum Amore ~ Work with Love*

# Job description

## Duties/Responsibilities

### Teaching and learning

- › Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- › Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- › Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- › Use effective behaviour management strategies consistently in line with the school's policy and procedures
- › Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- › Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- › Observe pupil performance and pass observations on to the class teacher
- › Supervise a class if the teacher is temporarily unavailable
- › Use ICT skills to advance pupils' learning
- › Undertake any other relevant duties given by the class teacher
- › To cover and lead class teaching (under supervision) as and when appropriate
- › Direct the work, where relevant, of other adults in supporting learning
- › To plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities to advance pupils' learning in maths and numeracy as necessary within agreed systems of supervision;
- › To provide additional maths support in our school's homework club.
- › To assess, record and report on development, progress and attainment and use this knowledge and understanding to extend and challenge pupil's learning in maths and numeracy;
- › Assess the needs of pupils and use detailed knowledge and specialist skills to support and advance pupils' learning in maths using baseline assessments and dyscalculia screeners (training will be given);
- › Work collaboratively with the SENCo, Maths Department and other relevant professionals and provide information about pupils as appropriate;
- › Plan and implement a range of resources, which can be used to support students with maths anxiety, dyscalculia and SEND to make good academic progress.
- › To support the SENCO in managing the implementation of an inclusive curriculum, within the framework of the school's aims and policies and ethos of "Working with Love".
- › To contribute to the development of Provision Plans, by agreeing appropriate and relevant maths targets for students in receipt of Education, Health and Care Plans
- › To input and use data effectively to identify pupils who are seriously underachieving in maths and where necessary create and implement effective plans of action to support those pupils.

# Job description

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### Teaching and learning

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- Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at students achieving their full potential in all areas of learning
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- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment



# Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	Good general standard of education preferably to at least NVQ3 or equivalent.	E
	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths	
	An HLTA or equivalent qualification or the willingness to undertake training to gain Level 4 HLTA status.	D
	First-aid training, or willingness to complete it	D
	Experience of delivering Primary & Secondary maths and/or	D
	Functional Skills maths from Entry Level to Level 2	D
Experience	Experience working in a school environment or other educational setting	E
	Experience working with children / young people	E
	Experience planning and delivering learning activities	E
	Experience of planning and leading teaching and learning activities (under supervision)	E
	Ability to build effective working relationships with students and adult	E
	Good level of ICT skills	E
	Good literacy and numeracy skills	E
	Good organisational skills	E
	Skills and expertise in understanding the needs of all pupil	E
	Knowledge of how to help adapt and deliver support to meet individual needs	E
	Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and students	E
	Excellent verbal communication skills	E
	Active listening skills	E
	The ability to remain calm in stressful situations	E
	Knowledge of guidance and requirements around safeguarding children	E
	Good ICT skills, particularly using ICT to support learning	E
	Understanding of roles and responsibilities within the classroom and whole school context	E
	Understanding of effective teaching methods	E
	Knowledge of how to successfully lead learning activities for a group or class of children	E
	Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support	E
Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice	E	
Working knowledge of Trust and school policies and procedures	D	



# Person specification

Skills, Qualities, Abilities and Knowledge	Criteria	Essential / Desirable
Skills, Qualities, Abilities and Knowledge	Empathy with students	E
	Ability to use ICT effectively	E
	Previous experience of SIMs	D
	A commitment and understanding of the use of ICT within the curriculum.	E
	Competent in use of Word, PowerPoint, Excel, Outlook	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E
	Ability to apply an adaptable and flexible approach to achieving objectives, without direct supervision	E
	Willingness to participate in further training and development opportunities	E
	Willingness to expand the capabilities and possibilities of the technician job role, and use empowerment from Subject Leader to have initiative in developing the role	E
	Flexibility with working expectations and responsibilities when reasonable adjustments are needed (e.g., staff absences).	E
	Ability to communicate complex material, orally and in writing, with colleagues and students so that the message is understood and acted upon	D
	Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards	D
	Awareness and understanding of Health and Safety regulations	E
	Knowledge of Safeguarding children and young people and Child Protection	E
	Experience of working with confidential information	E
Health and Safety	Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy	E
	Look after children who are upset or have had accidents	E
Personal qualities	Enjoyment of working with children	E
	Sensitivity and understanding, to help build good relationships with students	E
	A commitment to getting the best outcomes for all students, and promoting the ethos and values of the school	E
	Commitment to maintaining confidentiality at all times	E
	Commitment to safeguarding pupil's wellbeing and equality	E
	Resilient, positive, forward looking and enthusiastic about making a difference	E
	Capacity to inspire, motivate and challenge children and young people	E
	Excellent record of punctuality and attendance	E
	Excellent written and verbal communication skills	E
	Able to remain calm under pressure, to prioritise work, to work effectively as part of a team and to manage change	E
	Ability to relate to students, their parents/carers and staff	E
	Exhibit flexibility, resourcefulness, initiative, adaptability, confidence	E
	Approachable and a good sense of humour	D

# *Application process*

Please contact the school at [HR@ssscs.co.uk](mailto:HR@ssscs.co.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@ssscs.co.uk](mailto:HR@ssscs.co.uk)

**Please send your application form and related documents to the HR Hub  
HR@ssscs.co.uk**

**Closing date for applications: Monday 6 February 2023**

**Date of Interview: tbc**

This vacancy will close on or before the specified closing date depending on the volume of suitable applicants. If you have not heard from us within 21 days of the closing date, please assume that you have not been shortlisted on this occasion. We wish to stress that no discourtesy is intended in following such a procedure, and you should not let this deter you from future applications.

## **Safer Recruitment**

*St Simon Stock Catholic School 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.*



***Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551***