



SEN Teaching Assistant

APPLICATION PACK

[Letter from Headteacher](#)

[School vision and values](#)

[About St Gregory's Catholic School](#)

[Role description](#)

[Job description](#)

[Person specification](#)

[Application process](#)



'Academies in Christ'
Part of the Archdiocese of Southwark



Every child is known and loved

Letter from the Headteacher

Dear Candidate

Thank you for your interest in this exciting role within 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 can work alongside and support our students to achieve their full potential, we would love to hear from you.

Kind regards

Phil Byrne

Headteacher

St Gregory's Catholic School



Every child is known and loved

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

Every child is known and loved

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 26 academies of which 21 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.



Every child is known and loved

Role description

This is a fantastic opportunity to join our inspirational SEND department as a Teaching Assistant. The successful applicant will work with secondary school students who have special educational needs, both in a classroom setting and on a 1-1 basis. Some experience of working with students with Special Educational Needs, in particular autism, ADHD and literacy and numeracy difficulties, would be an advantage but not essential. You will be joining a great team of experienced staff and supportive leadership.

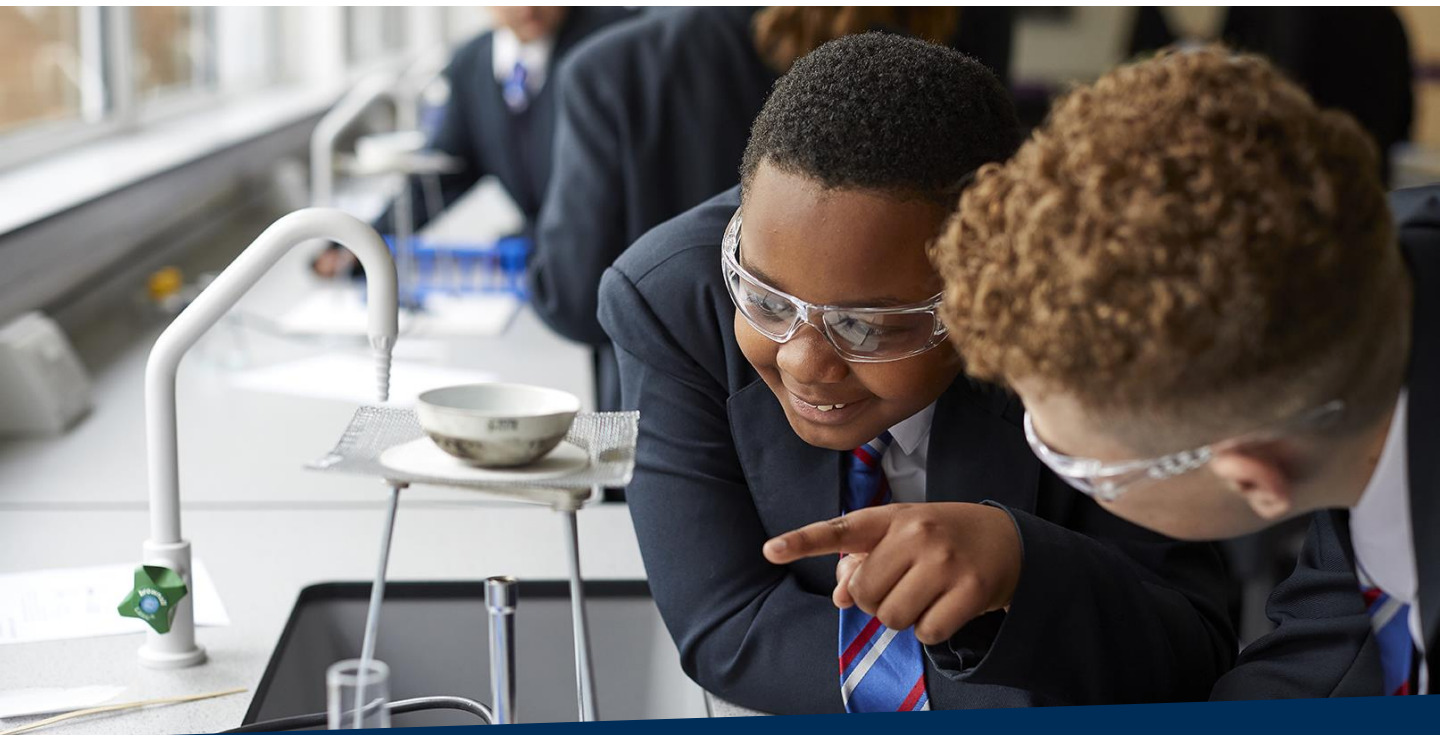
The post will be 35 Hours per week, term time plus 5 non-pupil days (39 weeks per year).

Benefits of working at St Gregory's Catholic School

- A supportive and caring working environment for staff and students
- Training opportunities are provided for all staff
- Access to our Fitness Suite
- Kent Rewards Scheme
- Generous Pension Scheme
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources

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.



Every child is known and loved

Job description

Job Title:	SEN Teaching Assistant
Salary Grade:	Kent Range 4/5 (depending on skills and experience) £21,389 to £23,693 FTE (pro rata £17,558 - £19,449)
Hours/weeks:	35 hours, Term time only plus 5 non pupils days (39 weeks per year)
Line Manager:	SENDCO

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.



Every child is known and loved

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.

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.



Every child is known and loved

Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	Good standard of general education together with good literacy and numeracy skills e.g. 5 GCSE (A*- C) including English and Maths (or equivalent)	E
	A Degree in a specialist subject	D
Knowledge & Experience	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	E
	Ability to use relevant technology, e.g. computer, video, photocopier	E
	Ability to relate well to children and adults	E
	Basic first aid knowledge as appropriate	E
	Good level of ICT skills	E
	Working knowledge of Trust and school policies and procedures	D
Skills, Qualities & Abilities	Empathy with students	E
	Ability to use ICT effectively	E
	A commitment and understanding of the use of ICT within the curriculum	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
	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

Every child is known and loved

Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach: [CLICK HERE](#)

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 30 October 2023 at 12pm

Start date: ASAP

All applicants need to have the Right to Work in the UK to be considered for this role.

This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment

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.



Every child is known and loved