



LABORA CUM AMORE

# St Simon Stock Catholic School

## SEN TEACHING ASSISTANT—Fixed Term APPLICATION PACK

[Letter from Headteacher](#)

[About St Simon Stock Catholic School](#)

[Role description](#)

[Job description](#)

[Person specification](#)

[Application process](#)

Kent  
Catholic  
Schools'  
Partnership



'Academies in Christ'  
Part of the Archdiocese of Southwark



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

# *Letter from the Headteacher*

## **Dear Candidate**

Thank you for your interest in this exciting role within our ambitious and supportive school, which is part 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.

St Simon Stock Catholic School are part of the Education Staff Wellbeing Charter. This signifies our commitment to ensuring that the wellbeing of our staff is fully supported, and commits to placing wellbeing and mental health at the heart of our decision making. We prioritise staff mental health by ensuring all staff have access to tools and resources which may be needed to support them and others.

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.

**Andrea Denny**

**Headteacher - St Simon Stock Catholic School**



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# About St Simon Stock Catholic School

## Welcome to St Simon Stock Catholic School

Located in the heart of Maidstone, Kent, St Simon Stock Catholic School is a vibrant and high-achieving secondary school, proud to be part of the **Kent Catholic Schools' Partnership (KCSP)**—a multi-academy trust of 30 schools dedicated to excellence in Catholic education.

As an **oversubscribed, co-educational school** with a long-standing tradition of academic success, we are home to over **1,100 students**, including a thriving **Sixth Form of 200+ students**, supported by a dedicated team of around 130 staff.

At St Simon Stock, we celebrate the rich diversity of our students, valuing the unique cultures and experiences they bring. Our ethos is built on respect, service, and a commitment to helping every student achieve their full potential. Through a strong work ethic, personal responsibility, and service to others—both within the school and the wider community—our students develop the confidence and ambition to succeed in an ever-changing world.

We are proud to be rated **'Good' by Ofsted** and **'Outstanding' in our most recent denominational inspection**, reflecting our unwavering dedication to academic excellence, personal growth, and spiritual development.



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# ***Role description — Teacher of Science***

## **SEN Teaching Assistant — 1 Year Fixed Term — *Start Date: September 2025***

### **Join Our Team at St Simon Stock Catholic School – Make a Real Difference!**

Are you passionate about supporting young people with special educational needs? Do you bring energy, creativity and dedication to everything you do? We are looking for an innovative, enthusiastic, and highly motivated SEN Teaching Assistant to become a valued member of our supportive and high-performing team.

This is a term-time only position (**30 hours per week, 38 weeks per year**) offered on a fixed-term contract until August 2026.

At St Simon Stock Catholic School, our SEN department is a hub of experience and expertise, delivering consistently strong outcomes at both GCSE and A Level. You'll be joining a dynamic team that is passionate about making a difference and constantly strives to improve the quality of support we offer our students.

We're looking for someone exceptional – someone who can help us continue to raise the bar and ensure every student achieves their full potential.

If you're ready to be part of something meaningful, we'd love to hear from you.

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

- A supportive and caring working environment for staff and students.
- Dedicated and bespoke CPD time for all staff and personal development opportunities.
- Staff laptop provided.
- Kent Rewards Scheme.
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources.

#### **Our Offer:**

At St Simon Stock Catholic School, we believe staff who thrive help students flourish. We foster a supportive, caring environment where our team feels valued and inspired, creating the best outcomes for our young people.

We're known for our commitment to professional development and staff wellbeing. As proud members of the Education Staff Wellbeing Charter, we prioritise mental health, ensuring all staff have access to the tools and support they need to thrive—both personally and professionally.



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# Job description

**Job Title:** SEN Teaching Assistant

**Salary Grade:** Kent Scheme B (£25,126) (approx. £17,303 per annum pro rata)

**Hours:** 30 hours per week, 38 weeks per year (fixed term contract to August 2026)

## 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.
- Know and support student's 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.

### 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 eg: school trips, placements.
- Ensure that students have full access to all areas of the school environment eg: by pushing wheelchairs or operating the school lifts.
- Tend to students' personal care or physical needs as necessary eg: toileting, changing.



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# Job description

## General

- Follow the School's child protection procedures in cases where there is concern over the safety or emotional welling 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.

## Administration

- 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.





# 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 pupils	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



# Application process

You are welcome to contact HR at [HR@ssscs.co.uk](mailto:HR@ssscs.co.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.

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

**Closing date for applications: Monday 18 August 2025 at 9am**

**Interviews to be held: Wednesday 20 August 2025**

**Start date: 2 September 2025**

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 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.*

*Candidates will be subject to an online search if shortlisted. The search will not form part of the shortlisting process itself and shortlisted candidates will have the chance to address any issues of concern that come up during the search at interview.*



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