

## Christ the King Catholic Academy

Rodwell Walk,  
Blackpool FY3 7NJ  
01253 395985

[www.ckacademy.co.uk](http://www.ckacademy.co.uk)

**Number on roll: 195**



## St.Cuthbert's Catholic Academy

Lightwood Ave,  
Blackpool FY4 2AU  
01253 403232

[www.stcuthbertsacademy.co.uk](http://www.stcuthbertsacademy.co.uk)

**Number on roll: 200**



October 2021

Dear Colleague,

Thank you very much for your interest in the permanent Speech and Language Support Assistant; Level 3 position at St Cuthbert's Catholic Academy. This position offers a great opportunity for those that are qualified in speech and language or have similar work based experience.

The Directors are looking to appoint a skilled and energetic support assistant who is ambitious for the educational development of pupils with Speech and Language difficulties at St Cuthbert's Catholic Academy. The post provides an excellent opportunity for a well-motivated, reflective practitioner to join our talented and supportive staff team, committed to ensuring we provide the best possible education for the children and families we serve.

The successful candidate will receive support and guidance from the school's SENDCO. Our trust operates with two primary schools and offers the opportunity for mentoring from their partner speech and language colleague at Christ the King Catholic Academy.

We are seeking a skilled Speech and Language therapist to work across the whole school offering support to children and professionals. The successful candidate will work with parents in engaging them in the child's learning and supporting their child's access to school life. They will also have a role offering group intervention, one to one support as well as promoting and celebrating the cultural differences within our school.

Our goal at St Cuthbert's is to create, with our pupils, a loving Catholic learning community in which all are able to thrive and reach their potential, growing into confident, thoughtful and happy young people. This is the heart of our Catholic identity and is the basis of our children's spiritual and moral education. We encourage pupils to show "care, courtesy and concern" in all that they do, to work hard, make the best of their talents and develop their appreciation of the gifts of others.

We have a friendly staff, high quality professional development opportunities and a strong collegiate ethos. These factors together make our Trust a great place to work. If you feel that this is the post for you, we very much look forward to hearing from you; visits to our schools are warmly welcomed. Applications should demonstrate how your experience, skills and knowledge enable you to meet the requirements of the person specification.

I believe that our school communities, working as part of the BEBCMAT Trust, provide an opportunity like no other. Should you wish to look around the school or learn more about the role please contact me by email on [ssm@ckacademy.co.uk](mailto:ssm@ckacademy.co.uk) or ring St Cuthbert's to leave a message.

Yours faithfully,

Sarah Smith  
Executive Head Teacher

<b>Role Title</b>	<b>Typically reports to</b>
<b>Teaching Assistant 3</b>	SENDCO
<b>Information sources</b>	<b>Date of profile</b>
Agreed by School Working Party	September 2018
<b>Purpose of the role (job statement)</b>	
To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.	
<b>Responsibilities</b>	
<p>Key duties:</p> <ol style="list-style-type: none"> <li>1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils;</li> <li>2. Assess, record and report on development, progress and attainment as agreed with the teacher;</li> <li>3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher;</li> <li>4. Contribute to planning learning activities with the teacher, writing evaluations as required;</li> <li>5. Communication with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary;</li> <li>6. Select and adapt appropriate resources / methods to facilitate agreed learning activities;</li> <li>7. Responsible for the careful and safe use equipment, such as play and standard ICT equipment;</li> <li>8. Support pupils in social, health and emotional well-being, reporting problems to the teacher as appropriate;</li> <li>9. Teaching Assistants in this role are expected to undertake at least one of the following: <ol style="list-style-type: none"> <li>a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties;</li> <li>b. Provide specialist support to pupils where English is not their first language;</li> <li>c. Provide specialist support to gifted and talented pupils;</li> <li>d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).</li> </ol> </li> <li>10. Maintain confidentiality and adhere to safeguarding procedures;</li> <li>11. Demonstrate and adhere to the schools health and safety policies and procedures.</li> </ol> <p>Teaching Assistants in this role may also:</p> <ol style="list-style-type: none"> <li>1. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists;</li> <li>2. Provide short term cover supervision of classes<sup>1</sup>;</li> <li>3. Assist with break-time supervision including facilitating games and activities;</li> <li>4. Be responsible for the preparation of materials and resources;</li> <li>5. Invigilate exams and tests;</li> <li>6. Escort and supervise pupils on educational and out of school activities;</li> <li>7. Guide and support pupils in their personal, emotional and social development;</li> <li>8. Prepare and present displays;</li> <li>9. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas;</li> <li>10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;</li> <li>11. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews;</li> <li>12. Work with pupils not working to the normal timetable;</li> <li>13. Demonstrate own duties to new or less experienced staff.</li> </ol>	

<sup>1</sup> Roles at this level may provide cover supervision in line with the Workforce Agreement Modelling Group (WAMG) Note 22.

**Indicative knowledge, skills and experience**

- Level 3 NVQ or relevant Level 3 diploma in specialist support for teaching and learning on the Qualification and Credit Framework;
- Demonstrate specialist skills relevant to their role in 9 (a-d) above;
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

# APPOINTMENT OF SUPPORT ASSISTANT

## PERSON SPECIFICATION/SELECTION CRITERIA

### [A] QUALIFICATIONS, TRAINING AND EXPERIENCE

	Essential	Desirable
Recognised qualification in child care or education - NVQ Level 2 or above	✓	
Evidence of appropriate professional development for the role of support assistant	✓	
Recent experience of working in a school		✓
Recent experience of working with a child on a one to one basis		✓

### [B] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the role within Christ the King Catholic Academy:

	Essential	Desirable
High expectations for all young people and adults	✓	
Communicate effectively both verbally and in writing with young people and adults	✓	
Have a clear understanding of pupils' educational development	✓	
Demonstrate effective use of teaching and learning strategies in use within the role	✓	
Demonstrate an understanding and application of the learning and hygiene needs of pupils in their care	✓	
Be efficient and organised	✓	
Knowledge of safeguarding procedures within a school/academy	✓	

### [C] INTERPERSONAL SKILLS AND PERSONAL QUALITIES

Applicants should be able to demonstrate from their experience and ability and desire to:

	Essential	Desirable
Effectively inspire learners and enable outstanding learning	✓	
Establish effective working relationships with staff, parents and the wider community	✓	
Work with colleagues to improve own practice	✓	
Prioritise, plan, organise and manage time	✓	
Be committed to own personal development and training	✓	
Be curious, positive and resilient and show initiative in supporting school improvement	✓	
Act as a role model for pupils and other staff by setting high personal and professional standards	✓	
Deal sensitively with pupils and support them to resolve their conflicts	✓	
Have a passion to work at Christ the King Catholic Academy part of the Blessed Edward Bamber Multi Academy Trust	✓	

## [D] EXPERIENCE AND KNOWLEDGE OF THE TEACHING ASSISTANT ROLE

	Essential	Desirable
Recent teaching assistant experience within the primary phase		✓
Recent experience of working with a child on a one to one basis		✓

## [E] PROFESSIONAL ATTRIBUTES

	Essential	Desirable
Excellent written and verbal communication skills	✓	
Ability to demonstrate engagement and care of pupils	✓	
Fully ICT competent	✓	
Ability to deliver quality learning opportunities for pupils	✓	

## [F] APPLICATIONS, CONFIDENTIAL REFERENCES AND REPORTS

	Essential	Desirable
Written reference(s) only	✓	
Letters should address the criteria identified in the person specification	✓	
Application forms should be completed in full	✓	
Letters should be clear and concise and no longer than ONE side of A4	✓	
Two supportive references confirming professional & personal knowledge, skills & abilities referred to above.	✓	
Positive and supportive faith reference		✓