

Christ the King Catholic Academy

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Care - Courtesy - Concern

September 2022

Dear Candidate,

Thank you very much for your interest in our **one to one SSA 2 position** at Christ the King Catholic Academy. This position offers a great opportunity for both experienced support assistants and those just completing apprenticeships and similar work based qualifications to join a strong school team. The contract for this position relates directly to a child remaining on our school role and for the duration of their Education Health Care Plan [EHCP]. There are no indications at this stage that the child will leave before the end of Year 6, however there of course may be changes to circumstances over the next few years that are currently unforeseen.

I have been Executive Head teacher here now for six years having been the former Christ the King Headteacher for six years prior to that. The leaders, staff, pupils and I have worked hard over this time to move our school forward. This means that my time is split between the two schools and that I am now able to influence the practice in each setting. We formed a Catholic Multi Academy Trust in 2014 but more recently have welcomed more schools into our family. The original trust Academies were: Christ the King (Primary) and St Mary's (Secondary and 6 th Form). In more recent times we have welcomed another six schools.

Christ the King and St Mary's Catholic Academies are uniquely co-located on the same site, in new, or newly refurbished buildings, following a large capital programme. The parish church of Christ the King is also on the same site. This special partnership, along with our network with other local Catholic schools in the Blackpool area, continues to strengthen both the practice and faith development of our school.

The SSA2 position will be working with a child in Year 2 who was awarded an Education Health Care Plan for Autism. He has been in our school for two years. The successful candidate will need to work collaboratively with a number of professionals and family members to support the needs of this child.

The successful candidate will show excellent attributes towards all areas of the SEN code of practice in particular those relating to Cognition for academic support, Communication and Language for developing social interactions and Emotional barriers to learning. The successful candidate will have strong behaviour management qualities to support the child through a person centered approach and positive reinforcement to encourage learning. It is expected that as a consequence of this appointment the child will become: an independent individual who is safe, healthy and happy; able to express their emotions, thoughts and needs independently; build friendships and close bonds with others. It is also expected that the child will now make accelerated progress in order to narrow the gap between their attainment and that of their peers.

The community we serve at Christ the King Catholic Academy is a very special one. Family life for many of our children and their families, can be a struggle. Our mission here is to provide a safe place that is filled with fun, laughter, enjoyment and discovery.

We work tirelessly, alongside our families to remove any barriers to learning their child may have and ensure all pupils achieve their full potential. Governors of our school are seeking a motivated and positive person to join our staff team and someone that is fully committed to upholding the Catholic ethos of the school.

We are also highly committed in our school to raising levels of achievement and attainment. We look to the successful candidate to work in partnership with the whole staff team to support and drive this aim forward. In July 2017 our school was graded “good” by Ofsted. We are rightly very proud of these achievements but are now focused on our journey beyond these grades. Effective support within the classroom context is critical to us maintaining similar or achieving even better judgements in the future.

We believe that our school community provides an opportunity like no other! We have a friendly staff, high quality professional development opportunities and a strong collegiate ethos. These factors together make our school a great place to work.

Yours faithfully

Mrs Sarah Smith
Executive Headteacher

Role Title	Typically reports to
Teaching Assistant 2	
Information sources	Date of profile
Agreed by School Working Party	
Purpose of the role (job statement)	
To work with teachers to support teaching and learning by working with individuals or groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan ¹ .	
Responsibilities	
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses and resolving related problems as appropriate; 2. Participate in planning and evaluation of learning activities with the teacher for the session, day or week and providing feedback to the teacher on pupil progress and behaviour; 3. Support the teacher in monitoring, assessing and recording pupil progress / activities; 4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher; 5. Communicates with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary; 6. Support learning by arranging/providing resources for lessons / activities under the direction of the teacher; 7. Responsible for the careful and safe use equipment, such as play and standard ICT equipment; 8. Support pupils in social, health and emotional well-being, drawing any problems which cannot be resolved to the attention of the teacher; 9. Share information about pupils with other staff, parents / carers, as appropriate; 10. Understand and support independent learning and inclusion of all pupils as required; 11. Maintain confidentiality and adhere to safeguarding procedures; 12. Demonstrate and adhere to the schools health and safety policies and procedures. <p>Teaching Assistants in this role may also:</p> <ol style="list-style-type: none"> 1. Assist in the development of individual development plans for pupils (such as Individual Educational Plans); 2. Support the work of volunteers and other teaching assistants in the classroom; 3. Support the use of ICT in the curriculum; 4. Assist with break-time supervision including facilitating games and activities; 5. Invigilate exams and tests; 6. Assist in escorting and supervising pupils on educational visits and out of school activities; 7. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays; 8. Support children's learning through play; 9. Support pupils in developing and implementing their own personal and social development; 10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence; 11. Demonstrate own duties to new or less experienced staff. 	
Indicative knowledge, skills and experience	
<ul style="list-style-type: none"> • Level 3 NVQ and Level 3 certificate in supporting teaching and learning on the Qualification and Credit Framework; • Knowledge and compliance with policies and procedures relevant to child protection and health and safety. 	

¹Roles at this level do not deliver "specified work" as defined in the guidance to Section 133 of the Education Act 2002.

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		✓