

The logo consists of several concentric, semi-circular red lines of varying thicknesses, with a small solid red circle at the top center.

ST. JOSEPH'S
CATHOLIC COLLEGE

Apprentice Teaching Assistant

Candidate Information Pack



Dear Applicant,

Thank you for your interest in the Apprentice Teaching Assistant post currently being advertised at St. Joseph's Catholic College. I thought it might be useful to provide you with a context for our College to help you decide whether or not ours is a community in which you could be happy and contribute to the success of our young people.

The College has made remarkable progress over recent years and has an excellent reputation locally and beyond. This was acknowledged in our Ofsted report published in November 2014.

- “A culture of working together exists to ensure that students receive a highly effective educational experience”
- Our students are “polite ... exhibiting good attitudes to learning”
- “Positive working relationships exist between teachers and students ”

We have wonderful students who are proud to be part of our community, a committed, talented staff and excellent facilities. I firmly believe that this is a great time to join the College.

If you are excited by the prospect of playing a role in helping us achieve excellence and have a core belief that all students can achieve regardless of ability or background then we would very much like to hear from you. If you would like to come for an informal visit you are most welcome to do so by contacting our HR department. We do not require staff to be people of any faith for this post but we do ask that applicants respect the Christian ethos of the College.

Yours sincerely,



Paul Hughes,
Principal



Job Description

Post Title	Apprentice TA
Scale	Apprentice Pay Rate
Hours per week	29.25
Working weeks per yr	39
Line Manager	Curriculum Support Leader

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose

To assist and support the Teaching and Learning within the Department both inside and outside the classroom

Main Tasks

1. To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the students to be supported.
2. Taking into account the learning support involved, to aid the student/s to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions
 - Motivating and encouraging the student as required
 - Assisting in weaker areas e.g. language, behaviour, reading, spelling, etc
 - Helping students to concentrate on and finish work set
 - Meeting physical needs as required whilst encouraging independence
 - Helping to promote/develop student's self esteem
 - Developing appropriate resources to support the students
3. To establish a supportive relationship with the student/s concerned.
4. To encourage acceptance and inclusion of the student with special needs.
5. To liaise, advise and consult with other members of the team supporting the student/s when asked to do so.
6. To attend relevant in-service training.
7. To be aware of school procedures.
8. To be aware of confidential issues linked to home/student/teacher/school word and to keep confidences appropriately.
9. To accompany the student/s on school trips to give support as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Safeguarding children

To promote and safeguard the welfare of all children and young people that you are responsible for, or come into contact with.

Staff must work in accordance with the South West Child Protection procedures and Child Protection/Safeguarding Policy and understand their role within that Policy.

Team Working

To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the school policies and procedures relating to health and safety and equality of opportunity.

To work co-operatively with colleagues to achieve the aims and objectives of the post and the College.

To participate positively in the implementation of new working methods and practices as required.

To undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.

Personal Development

To work positively and constructively with the line manager to identify strengths and agree an action plan in relation to development needs, to set these out in a personal development plan which will be reviewed regularly with the line manager

To be aware of the current national and local issues relating to Education insofar that they affect the post.

It is a requirement, in accord with the guidance of the Catholic Education Council, that staff in Catholic Schools should "have regard to the Roman Catholic character of the school and not do anything in any way detrimental or prejudicial to the interests of the same"

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

May 13



Person Specification

Apprentice Teaching Assistant	Essential	Desirable
Qualifications and professional development		
Good Literacy and Numeracy skills		Y
Experience		
Previous experience of working/volunteering with children		Y
Knowledge, Skills and abilities		
Good organisational skills		Y
Good communication and interpersonal skills	Y	
IT-literate	Y	
Capacity to work and communicate with all levels of staff		Y
Ability to work under pressure and meet deadlines	Y	
Personal Outlook		
Willingness to explore/ embrace new ideas.	Y	
A person with 'potential' looking to develop themselves	Y	
A strong and lively personality	Y	
Flexibility and responsiveness to demands	Y	
Desire to work as part of a team	Y	
Vision and Ethos		
Appreciation of, personal comfort with and contribution to the Christian ideals of the College.	Y	
Demonstrable commitment to College ethos	Y	
Safeguarding Children		
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Y	
Sound attitudes to the use of authority and maintaining discipline	Y	

St. Joseph's Catholic College

Our History

In 1958 St. Joseph's Secondary School was opened for pupils aged 11 to 15. Built close to the centre of Swindon, the school soon made its mark, recognised as one which achieved academically, in sport, and where moral values were unashamedly promoted.

Today St. Joseph's Catholic College is an 11-18 secondary school with just over 1200 students, of which 90% in Key Stages 3 and 4 are Catholic. The College moved to state of the art buildings in 2006 and has excellent facilities across music, drama, sports, science, art and technology.

Our Purpose

The College believes that every student is unique, with infinite potential to grow and develop. We aim to work in partnership with home, the parish and the wider community to prepare every child for a future in which they are able to make a positive contribution to society. For every student at the College we aim to offer them a secure foundation of learning, promoting aspiration and achievement. We are a fully inclusive, multicultural College committed to the individual, yet still determined to meet the needs and interests of all.

Our Vision

The College offers an education with a solid foundation of Christian values. We expect the very best from each and every student and seek to be a community where all are valued and where the life of the College and the relationships between all in it are defined by Gospel values. Our Gospel values underpin all the relationships in the College, between students and teachers, teachers and staff, and student to student. They are:

- Love of God and love of others
- Tolerance toward others
- Forgiveness of wrong doing
- Justice for the oppressed
- Concern for the causes of suffering
- Compassion for those who suffer
- Service to others

www.stjosephscollege.net

