

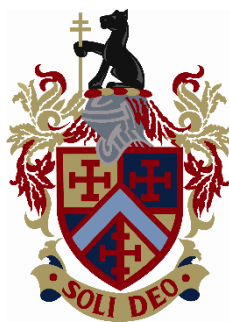
Holy Cross Catholic Multi Academy Company (MAC)



Achieving together in faith

Teaching Assistant (with BSL Level 1)

Application Pack



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1. Candidate Letter
2. Job Description and Personnel Specification

Applications must be made via the My New Term jobs portal.



Holy Cross Catholic
Multi Academy Company
Achieving Together in Faith



April 2025

Dear Candidate

On behalf of the Board of Directors for Holy Cross Catholic MAC, we would like to thank you for your interest in the post of **Teaching Assistant** at Bishop Ullathorne Catholic School within our Multi Academy Company. The school is one of the seven Catholic schools (2 secondary and 5 Primary) that are part of the Holy Cross Catholic Multi Academy Company (HCCMAC) which opened on 1 September 2019.

This letter is intended to help you complete the online application form on **My New Term**. If you have any difficulties, please contact the school. The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the post advertised. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form. Even if we already know you as a current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. We are unable to accept CVs so please do not send us your CV.

The 'Relevant skills & experience' section of the online form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - tell us everything relevant to your application and complete all the sections on the form.

The closing date for receipt of applications is by midnight on 1 June 2025.

DATA PROTECTION

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Holy Cross MAC Academy reserve the right to check the validity and accuracy of your application if successful.

EQUAL OPPORTUNITIES

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

WORK PERMITS

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS CHECKS

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

PLEASE NOTE We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time. We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.

Yours faithfully

A handwritten signature in black ink that reads "Boyle".

Mrs Sarah Boyle
Headteacher
Bishop Ullathorne Catholic School



Bishop Ullathorne Catholic School

Job Description

Job Title:	Teaching Assistant (Term time only)
Salary:	Grade 3 Point 4 - £18,480 - £19,368 (actual)
Hours:	Hours per week – 30.75 hours per week (6.15 hours per day) 8.30am – 3.15pm Monday to Friday (Term time only)
Responsible to:	SENDCo
Liaison with:	Pupils, Teaching and Support staff

To support the SENDCo with their responsibility for the development and education process in the classroom or in a group setting, by providing care, teaching and supervision to a specific young person with profound deafness and communication needs. To work alongside other young people including those who have special physical, emotional and educational needs. **It is essential that the successful candidate must possess a Level 1 in British Sign Language (BSL).**

Please note this is a rolling duration contract to support a single student. If there was a change in circumstances the contract would end with a four week notice period.

Job description

Under the direction and control of the SENDCo and sensory team:

- Supervise and support the learning activities of a young man who is profoundly deaf and has significant communication needs
- To support the student to learn British Sign Language and communicate with other staff and students
- Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of this individual student
- Monitor the individual student's progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate.
- Use strategies in liaison with professionals, to support student to achieve learning goals.
- Assist with the planning of learning activities for use in 1-1 or group activities, preparing or modifying work for the individual student.
- Create personalized resources to support student with communication and learning
- Support the young man around the school site
- Assist with the implementation of programmes designed by other professionals such as the sensory team.

- Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.

Job responsibilities and tasks may also include some of the following:

- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with the supervision of students outside of lesson times, including before and after school and during lunchtime.
- Assist with group activities within and away from the classroom/school, such as PE and educational visits.
- Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
- Attend and participate in relevant meetings, as required.
- Any other duties and responsibilities within the range of the salary grade.
- All duties and responsibilities must be carried out with due regard to the Health and Safety Policy.

Bishop Ullathorne Catholic School

Person Specification

Knowledge	<ul style="list-style-type: none"> • Understanding of relevant codes of practice and legislation. • Understanding of child development and learning. • Training in relevant learning strategies for children with profound hearing loss. 	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
Skills and abilities	<ul style="list-style-type: none"> • To support the distinctive ethos of this catholic school. • Ability to relate well to children and adults. • To work constructively as part of a team. • Ability to self-evaluate learning needs. • High levels of integrity and professionalism. • Being able to demonstrate positive attitudes, values and behaviours. • Motivated, enthusiastic and flexible. • Effective communication skills. • Excellent administrative and interpersonal skills. • Understanding of learning needs. • Patience. • Good sense of humour. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Experience	<ul style="list-style-type: none"> • Experience of working with children of relevant age and/ or with specific special needs. • Primary school experience 	<p>Essential</p> <p>Desirable</p>

Education	<ul style="list-style-type: none"> • GCSE Grade 4/C or equivalent in maths and English • British Sign Language (BSL) Level 1 – minimum • NVQ Level 2 for Teaching Assistants or equivalent qualification and experience. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
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Why work at Bishop Ullathorne?



Ofsted 2024: *“Bishop Ullathorne is a welcoming, caring school community. The values of the ‘Ullathorne way’ underpin all aspects of school life. Pupils value the school’s ethos and it contributes to why so many have very good attendance.”*

Teacher

“Our school is a community in which we all smile and support each other; we all nurture potential; we all have a voice and we take the opportunity to be our true self.”



Senior Teacher

“Staff and students have a good relationship with each other. We are all working together towards being an outstanding school. I have been here for many years and had the opportunity to change my responsibilities. It has given me different experiences and challenges.”

Year 8 Student

“I like Bishop Ullathorne because I feel valued. I know that there is always someone I can go to if I have a problem.”