



Application Pack

Teaching Assistant: 30 hours per week. Fixed term until August 2026

English Martyrs' Catholic School

Anstey Lane, Leicester, LE4 0FJ

0116 24248880 | office@englishmartyrs.org

Band 2 points 3-5: £24,027 pa FTE to £24790 pa FTE (Actual £16,802.67 to £17,336.25pa)

Start Date: ASAP





Dear Applicant,

Teaching Assistant – English Martyrs' Catholic School

Thank you for your interest in the above position. English Martyrs' is a highly successful school of 1200 students aged 11-19. As our students will tell you, English Martyrs' is a wonderful school. We are proud of our strong academic tradition, our rich, broad and varied curriculum – in and out of class – and our students' outstanding achievements leading to university studies, modern apprenticeships and a wide range of careers.

In our recent Ofsted Inspection (report May 2023) it was stated "This is a school where leaders and staff want the best for their pupils. It is a genuine community with a caring ethos. The values of the school are woven through every aspect of the life of the school. Pupils take pride in the school and enjoy coming here".

We have the following employee benefits including professional development, membership of MCCT, Cycle to work scheme and Pension scheme.

As a founder member of the St Thomas Aquinas Catholic Multi-Academy Trust (CMAT), English Martyrs' benefits from a wide range of support from the CMAT central team including but not limited to School Improvement, Lay Chaplaincy, HR, Finance and Business Services. In addition, our staff enjoy membership of a wide range of CMAT networks offering support, development and career enhancement.

We are proud of our commitment and investment in staff development and the appointed people can expect an induction programme suited to their needs and continuing professional development as their career progresses including the opportunity to work collaboratively across our regional multi-academy trust. Please contact my PA Maureen O'Connor (moconnor@englishmartyrs.org) to arrange a tour of the school. The deadline for applications is 9.00 am on 24th January 2025, and interviews are scheduled for w/c 27th January 2025

Thank you again for your interest in this post. I wish you every success in your application. With best wishes

Mathew Calen
Principal





Vision

English Martyrs' as a community centred in Christ strives to develop the talents of each person.



"May they all be one" John 17

School Prayer

Lord Jesus Christ

Make me a better person

Considerate towards others

Honest with myself

Faithful to you

Help me to find my true vocation in life

And so to find happiness myself

And bring happiness to others

Amen.

Aims for students

English Martyrs' Catholic School works with students to:

- deepen their knowledge, understanding and love of God and his creation
- recognise and take up opportunities to see, find and develop God given gifts and talents
- develop an understanding of gospel values and how they might be applied
- develop independent, enquiring minds and an enjoyment of learning
- cultivate a sense of responsibility for and belief in themselves
- develop the whole person, spiritually, intellectually, morally and socially appreciate and contribute positively to the school and wider community

Mission for the School

English Martyrs' Catholic School believes that each person will succeed through experiencing:

- a community based on gospel values, where each person has opportunities to explore their faith
- a stimulating learning environment where talents are fostered and students can achieve personal best standards
- an appropriate and challenging curriculum
- an environment where a person's needs, worth and qualities are appreciated
- a community which values links with home, school, parish and wider community
- professional, motivated and supportive staff who have high expectations of students opportunities for students to understand society and equip them with the skills to face the challenges they will meet

Values Statement

We demonstrate commitment to work as a learning community by:

- showing love and respect for each person made in the image of God
- encouraging valuing and celebrating achievement



Job Description

Teaching Assistant



Introduction

At English Martyrs' Catholic School, we recognise that every child is created 'in the image of God' and we are fully committed to each child's personal, social, and spiritual development as well as his/her academic achievement. As a member of staff you will be committed to nurturing the whole person as well as their academic achievement. You will work closely with children, staff, parents, governors, and all other stakeholders, in a spirit of Christian commitment, love and forgiveness.

Reporting to: SENCO / Principal

Liaising with: This post involves working with the Pupils, Parents, Principal and the wider school community

Grade/Salary: Band 2 (SCP 3-5)

Hours of work: 30 hours per week (39 Working Weeks Per Year). Fixed term until August '26.

Main Purpose:

To work under the direction of the SENCO / Principal or delegated member of the Senior Leadership Team within school, to support teaching and learning usually within the classroom to maximise the participation of pupils in the social and academic processes of the school. Working independently to encourage pupils to become more independent learners and help to raise achievement and attainment for all pupils. This may be done in the form of one-to-one support, working with small groups or the whole class, to help raise the standard of achievement for all pupils.

Duties & Responsibilities

Specific Responsibilities:

- To assist in the educational and social development of pupils under the direction and guidance of the SENCO and class teachers.
- To provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
- To support pupils during independent / group work (e.g. explaining tasks, reinforcing key objectives, concepts, vocabulary, using practical apparatus).
- To support pupils with emotional or behavioural problems and help develop their social and learning skills.
- To keep target pupils on task, motivated, engaged and interested.
- To assist in delivery of reading, spelling, communication and other programmes for small groups of pupils.
- To assist in the implementation of Individual Education Plans and help monitor student progress.
- In liaison with subject teachers / SENCO, to contribute to curriculum planning, adapt teaching programmes and materials to ensure target pupils can access the curriculum.
- To provide appropriate supervision to individual or groups of pupils.
- To exercise initiative and independence in specialist areas.
- To assist in assessment and review of student progress.
- To assist with day-to-day management of learning environment.
- To use ICT to support learning.

Specific Responsibilities continued:

- To keep accurate records and assist in administrative tasks.
- To keep records of own work as required by line manager.
- To keep records of progress of targeted pupils.
- To keep the behaviour log of targeted pupils.

Quality Assurance, Health & Safety Standards:

- To support the aims and ethos of the Academy.
- To set a good example in terms of dress, punctuality and attendance.
- To be professional when dealing with staff, students, parents and outside agencies.
- To attend team and staff meetings.
- To be proactive in matters relating to health and safety.
- To implement and promote the Academy's policies and procedures relating to all areas of employment and service deliver

Pastoral System

- To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To support implementation of strategies to manage pupil behaviour.
- To assist in the implementation of the Behaviour Management system so that effective learning can take place.
- To liaise with relevant colleagues to enhance attendance, behaviour and achievement of targeted pupils.
- To monitor and provide for general care, safety and welfare of pupils; where students have SEN with regard to personal care, provide this within Health and Safety guidelines.

Support the School By:

- Demonstrating a willingness to keep up to date with professional practices by maintaining an understanding of the requirements of the role.
- Being aware of school's policies and procedures.
- Being aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.
- Undertaking any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.
- Performing any task or duty under the reasonable direction of the SENCo / Principal or a member of the School's Senior Leadership Team.

General

The duties and responsibilities of this role have been developed with due consideration to the Supporting Teaching and Learning National Occupational Standards (STL NOS).

The standards appropriate to this role are: STL1, STL3, STL6, STL8, STL18, STL20, STL24, STL31, STL33, STL37, STL40, STL49, STL55, STL59, STL60, and STL62.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust 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.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



Person Specification

Teaching Assistant



Education & Training	Essential	Desirable
Level of numeracy and literacy sufficient to carry out the duties of the posts.	A	
Qualified to at least GCSE level or equivalent incl English and Mathematics to Grade C or above	A	
Behaviour management qualifications and/or training		A
Level 3 TA qualification is highly desirable		A
Commitment to ongoing professional development	A	
Experience	Essential	Desirable
Previous experience of working with pupils of the age with which this role is concerned	A & I	
Working and collaborating with a team		A & I
Ability to respond quickly and effectively to issues that arise	I	
Ability to use own initiative and take action accordingly	I	
Effective communication with adults and children	I	
Able to relate well to adults and children their learning difficulties and their needs	I	
Ability to build effective working relationships with colleagues	I	
Professional Knowledge and Skills	Essential	Desirable
Evidence of IT Skills (Microsoft Suite) & experience of ICT as a learning tool	A & I	
An excellent understanding of how pupils learn	I	
Good English and Maths knowledge and understanding how to support children in all areas of learning	I	
Understanding of factors likely to impact on pupils' behaviour and well being	I	
Safeguarding Policy and Procedure		A & I
Personal Attributes	Essential	Desirable
Able to manage own workload	I&T	
Able to prioritise	I&T	
Willingness to support Catholic life in schools	I	
Emotional resilience	I	
Ability to self-evaluate and reflect	I	
Ability to be respectful and promote equality of opportunity and diversity	I	
Able to show initiative	I&T	



Person Specification

Teaching Assistant



Safeguarding & Equality	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	
Able to establish clear boundaries	A&R	
Enhanced DBS Check	A	

Application (A) | Interviews (I) | References (R) Task (T)



Education & Training

Further Information

Teaching Assistant



Start date	ASAP
Salary	£24,027 pa FTE to £24790 pa FTE (Actual £16,802.67 to £17,336.25pa)
Contract	Fixed Term until August 2026.
Expenses	Work-related expenses will be paid per the relevant St Thomas Aquinas Catholic Multi-Academy Trust policies

The St Thomas Aquinas Catholic Multi-Academy Trust Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The St Thomas Aquinas Catholic Multi-Academy Trust Company is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.



Welcome to St Thomas Aquinas Catholic Multi-Academy Trust



We are a vibrant Trust of 23 schools – 19 primary and 4 secondary – serving young people, their families and parishes across Leicester, Leicestershire and Rutland. We are proud to work both with our fellow Catholic MATs across the Diocese of Nottingham, and a wide range of other schools and MATs across our city and county.

Our CMAT provides innovative ways for our schools to work together. Children benefit from the expertise of staff from across the schools, and they have increased opportunities to work with young people from other schools also. Training for our staff provides even greater quality in our classrooms, and better value for money means that more resources can be focused in those classrooms.

We are truly blessed to be a family of schools which, with Christ at the heart of all that we do, shares a common mission to prepare our young people for a wholesome, fulfilling, active life in the future. Our commitment to the parents is to care for, support and educate your child to the highest possible standards.





Our Trust Vision and Values



Our Vision

All of our young people tangibly benefit from a consistently outstanding Catholic education.

Our Mission

With Christ at the centre of all that we do, we work collaboratively, openly and honestly to provide all young people within our Catholic MAT with a world-class education that enables them to be lifelong learners and fruitful contributors to our society.

Our Goals

- **Rich Catholic life:** the formation of our young people will be based on the life and teachings of Christ. Our schools will be accepting and encouraging of people of all faiths and none.
- **Happy, safe and well:** the safety and well-being of our pupils and staff is of paramount importance in our CMAT
- **World-class education:** research-based practice will ensure educational excellence of the whole person from EYFS to Year 13.
- **Collaboration and trust:** staff, governors and directors will work together with parents/carers and parishes in a spirit of openness, honesty and ongoing development for the good of the young people in our care. We will also celebrate the distinctive nature of each of our schools.
- **Equality for all:** social justice and a strong desire for upward social mobility will underpin our work to remove all barriers to learning, progress and success. Every member of our community will be welcomed and valued; no one will be prejudged on their ethnicity, faith (or none), gender, sexuality or age.
- **Life-long learning:** our curricula will ensure that our young people are inspired and excited by learning, maintaining a thirst for education.
- **Staff development:** evidence-based, highly effective professional development at all levels will ensure both excellent progress and outcomes for our young people, and first-rate developmental career progression for all staff.

Our values are at the heart of all we do

"All that is true has its origin in the Spirit"

Christ-centred



We take our lead from the example & teachings of Christ

Ambitious



We are driven to ensure the very best outcomes for all

Together



We take decisions for the Common Good of all

Restorative



We don't give up on our young people, always believing in them

Joyful



We feel blessed to have been called to this vocation & we are a people of hope

Trust Benefits

Why work for us?



Access to First Class CPD Opportunities

The benefits of our Leicestershire and Rutland Teaching School Hub and Exemplary Leadership Programme which is based within our Trust. You could also lead CPD for the Hub, potentially as an Ambition Institute Visiting Fellow.



Opportunities for Career Progression

With 23 academies in our family and 84 academies across the Diocese, opportunities for career progression are a reality.



Employee Well-being

Well-being employees that focus on wellbeing, plus access to virtual GP, stress helplines, savings on gym & retail and much more.



Terms & Conditions

We have committed to following nationally agreed terms and conditions for pay, for both Teachers' and Support Staff.



Pension

As a teacher, you will automatically enrol into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.



After / Before School Childcare

If you have children that attend before / after school at one of the 23 schools in our Trust, as employee you will be able to access this resource for free.



Application Process How to Apply



If you wish to apply for this post, please complete the Catholic Education Service Application Form via our website www.aquinas-cmat.org/vacancies/

Please submit no later than **9.00am on 24th January 2025.**

Interviews will be held w/c 27th January

If you have any queries regarding this post, please do not hesitate to contact The Principal's PA, Mrs O'Connor: moconnor@englishmartyrs.org

The successful applicant will:

- Have a proven track record in behaviour practices.
- Be passionate about ensuring that each pupil fulfils their unique potential.
- Constantly be looking ahead, working closely with the CMAT, Governors and the SLT to develop a compelling faith centred vision for the school that acts as the focus of all activity and drives improvement.
- Be able to create successful working relationships and work collaboratively with others to achieve success.
- Have the ability to drive themselves and others.
- Be able to respond and adapt effectively to changing circumstances, maintaining high levels of performance.
- Actively listen and effectively communicate to a wide range of audiences. Place safeguarding at the heart of the school.



Working in the Diocese of Nottingham



Thank you for taking the time to find out more about the post at **English Martyrs' Catholic School**, in the Diocese of Nottingham.

The Diocese of Nottingham was established on 29 September 1850 covers a wide geographical area comprising the counties of Nottingham, Derby, Leicester, Lincoln and Rutland except the District of Bassetlaw, Nottinghamshire and the area around Chesterfield, Derbyshire which was given to create the Diocese of Hallam in 1980.

There are 84 maintained schools in the Diocese of Nottingham; 69 primary schools and 15 secondary schools. We serve around 30,000 children and young people. Each school is part of one of three Catholic Multi-Academy Trusts which were established on 1 September 2018.

Our Catholic Multi-Academy Trusts work in very close partnership with us at the Nottingham Roman Catholic Diocesan Education Service (NRCDES) particularly in terms of promoting the Catholic Life of our schools and providing a range of continuing professional development opportunities.

On behalf of Bishop Patrick McKinney, I would like to thank you once again for your interest in our schools. I do hope that you will consider applying for the post and I wish you every success.

Peter Giorgio

Director of Education

www.dioceseofnottingham.uk/education

Twitter: [@NottsDiocese](https://twitter.com/NottsDiocese)





THANK YOU

For the interest you have shown in working with our trust
For more details about our team and our schools you can visit:



www.aquinas-cmat.org



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