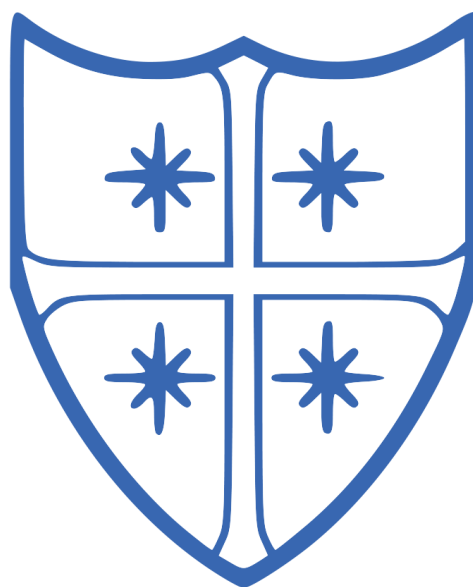


**Specialist  
Support  
Assistant 1:1  
Application  
Pack**

# ST CUTHBERT'S CATHOLIC ACADEMY

SCCA



*In kindness and faith we belong*

Closing date:  
Wednesday 7<sup>th</sup> January 2026 –  
midday

Shortlisting Date:  
Friday 9<sup>th</sup> January 2026

Interview Date:  
Wednesday 14<sup>th</sup> January 2025



Diocese of Lancaster  
**Education Service**  
Euntes in mundum



# Welcome to St Cuthbert's Catholic Academy

We are advertising a number of 121 vacancies across our two schools following successful application for educational health care plans, for children in our schools. They each offer an exciting opportunity for colleagues looking to join one of our two establishments as well as securing a role to make a difference to the lives of our young people.

Each position will allow successful candidates to combine a passion for SEND whilst working within a school that offers love and compassion for the children and young people in their care.

Each role is advertised for the "child's time at our primary school" or for 'the life of the EHCP'. These roles are therefore fixed term contracts. For the roles advertised we expect, these children with the support recommended, will leave our schools in Year 6 but can't guarantee that.

The roles advertised require each successful candidate to show a strong knowledge and understanding of the SEN code of practice. Some of the roles require specialisms in cognition and learning for academic support, some with communication and language for developing social interactions and some emotional regulation. All of the positions advertised are unique to a particular child, year group and location.

Each of the roles require the successful candidate to mix support, engagement and interaction with the child in one to one, small and large group settings, both inside and outside of the classroom. The roles are not simply about focussing on the development of one child, but include care for the wider class group and the whole school community.

The successful candidate will have strong behaviour management qualities to support the child through a person centre approach, positive reinforcement and restorative practice to encourage learning. Being computer literate, an excellent communicator and having a passion for high quality Special Educational Needs provision within a primary school are essential.

Experience of working within such settings would be an advantage (although a desirable criteria). It is not essential to be a person of faith to apply for any of these positions. Although we are a Catholic school and proud to be so, we welcome applications from all faith and non-faith backgrounds.

Our school offers a range of professional development opportunities for the successful candidates. If you are at the start of your career working with young people, looking for a position to supplement other incomes or an established SSA ready for a change we would welcome an application.

I have been Executive Headteacher across our two primary school sites for nine years and prior to that I was the Headteacher at Christ the King. The leaders, staff, pupils and I have worked hard over this time to move our schools forward. Our schools are two of the three founding members of the only Catholic Multi Academy Trust in the area, the other was St Mary's Catholic Academy. Over the last few years we have expanded our trust to include many more schools and it remains an exciting time to join our family of schools.

A little background into the schools that we serve. The first, Christ the King is uniquely colocated with our feeder secondary, St Mary's Catholic Academy. We were built adjacent to the secondary school. Our building is just over ten years old and was created thanks to a large capital programme in 2014. The parish church of Christ the King is also on the same site. The school also has a specialist provision on site called "The Meadow" which supports, in collaboration with the local authority, a learning space for high needs EYFS and Year 1 pupils.

St Cuthbert's is just over two miles down the road, in South Shore. Our staff group work closely and we share as a staff team a number of key events and processes to increase our efficiency. This special partnership, along with our network with other local Catholic schools in the Blackpool area and now the trust leadership group, continues to strengthen both the practice and faith development of our school.

# Welcome to St Cuthbert's Catholic Academy

Let us share a little about our two schools; first St Cuthbert's

Our goal at St Cuthbert's is to create, with our pupils, a loving Catholic learning community in which they 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. Our recently revised mission statement is, "In kindness and faith we belong!"

Our school is described as a "highly inclusive school which offers an excellent level of care to vulnerable pupils and families. Our children feel safe and know they are loved." (Diocesan Inspection March 2025)

Pupils at St Cuthbert's Catholic Academy, "care strongly about each other and their school. Pupils live up to the school's ethos to 'be safe, respectful and responsible' in their school life, pupils to feel safe (and) happy at school." (Ofsted Inspection March 2023)

And now Christ the King: our motto here is "Believe, Belong, Become." Staff embrace this vision for our pupils and school wholeheartedly. We work hard to engage our pupils to believe in the words Jesus taught us, belong to our community in faith and strive to become the best that they can be.

Leaders have developed an ambitious curriculum that engages all pupils. Pupils achieve well. The school is well led and managed. Staff feel appreciated and there is a keen sense of teamwork. Teachers value the steps leaders have taken to prioritise their well-being and workload. (Ofsted Inspection December 2022)

"Staff go above and beyond to ensure the wellbeing of pupils, who know they are loved and cared for. The school has thoughtfully planned how to engage parents so that everyone feels welcomed." (Diocesan Inspection October 2025)

The communities we serve at both schools are very special. Family life for many of our children and their families, is a struggle. Our mission here is to provide a safe place that is filled with fun, laughter, enjoyment and discovery. We work alongside families to remove barriers to learning and ensure all pupils achieve their full potential. We are highly committed in our school to raising levels of achievement and attainment. A strong SEN offer is a significant part of that journey.

Visits to our schools are warmly welcomed to meet our SENDCO and other members of our school SEN team.

It is rather difficult to sum up the joy of our school without meeting our staff and pupils, however if a visit to our schools is not possible, please do take the time to look at our websites or email me with any questions, however small.

Yours sincerely,



Mrs Sarah Smith  
Executive Headteacher





**'In Kindness And Faith We Belong'**

# CEO Welcome

Dear Applicant,

Thank you for your interest in the roles of Specialist Support Assistant at St. Cuthbert's Catholic Academy. St. Cuthbert's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

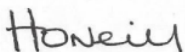
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely,



Helen O'Neill  
Chief Executive Officer



# Trust Schools



Christ the King  
Catholic Academy



Holy Family Catholic  
Primary School,  
Blackpool



Holy Family Catholic  
Primary School,  
Warton



Our Lady of the  
Assumption Catholic  
Primary School



Sacred Heart  
Catholic Primary  
School



St Bernadette's  
Catholic Primary  
School



St Cuthbert's  
Catholic Academy



St John Vianney  
Catholic Primary  
School



St Joseph's Catholic  
Primary School



St Kentigern's  
Catholic Primary  
School



St Mary's Catholic  
Academy, Blackpool



St Mary's Catholic  
Primary School,  
Fleetwood



St Mary's Catholic  
Primary School,  
Great Eccleston



St Teresa's Catholic  
Primary School



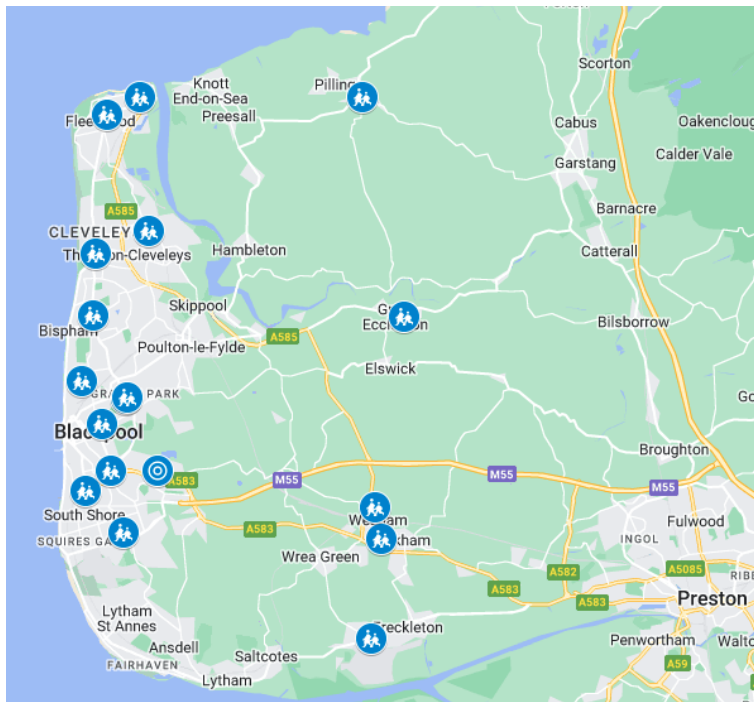
St William's Catholic  
Primary School



St Wulstan's &  
St Edmund's Catholic  
Primary School



The Willows Catholic  
Primary School



# What we offer - Benefits

## Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

## Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.  
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

## Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

## Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

## Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

## Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

# How to apply

## Prior to applying

If you are unclear about any aspect of the application process or you would like any additional information about the school or the role, please contact Sarah Smith, Executive Headteacher:

Telephone - 01253 395985

or

Email - [ssm@ctkacademy.co.uk](mailto:ssm@ctkacademy.co.uk)

## Application process

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/school/St-Cuthbert's-Catholic-Academy/141115>

Closing date for applications: **Wednesday 7th January 2026 – midday**

Shortlisting date: **Wednesday 7th January 2026**

Interview dates: **Wednesday 14th January 2025**

## Post Details:

### Role 1:

**Child Current Year Group:** Year 3

**Hours:** 20 per week, Term Time only

**Contract:** Fixed term for the life of the EHCP or whilst the child remains on roll in the school

**Grade:** NJC pay Grade C, scale points range 5 - 6

**Salary:** £25,583.00 to £25,989.00 (pro rata)

**Required:** As soon as possible

### Role 2:

**Child Current Year Group:** Year 3

**Hours:** 20 per week, Term Time only

**Contract:** Fixed term for the life of the EHCP or whilst the child remains on roll in the school

**Grade:** NJC pay Grade C, scale points range 5 - 6

**Salary:** £25,583.00 to £25,989.00 (pro rata)

**Required:** As soon as possible

### Role 3:

**Child Current Year Group:** Year 4

**Hours:** 20 per week, Term Time only

**Contract:** Fixed term for the life of the EHCP or whilst the child remains on roll in the school

**Grade:** NJC pay Grade C, scale points range 5 - 6

**Salary:** £25,583.00 to £25,989.00 (pro rata)

**Required:** As soon as possible



# Job Description

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 <sup>1</sup> .	
Responsibilities	
<p>Key duties:</p> <ol style="list-style-type: none"> <li>1. Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses and resolving related problems as appropriate;</li> <li>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;</li> <li>3. Support the teacher in monitoring, assessing and recording pupil progress / activities;</li> <li>4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;</li> <li>5. Communicates with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary;</li> <li>6. Support learning by arranging/providing resources for lessons / activities under the direction of the teacher;</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, drawing any problems which cannot be resolved to the attention of the teacher;</li> <li>9. Share information about pupils with other staff, parents / carers, as appropriate;</li> <li>10. Understand and support independent learning and inclusion of all pupils as required;</li> <li>11. Maintain confidentiality and adhere to safeguarding procedures;</li> <li>12. 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. Assist in the development of individual development plans for pupils (such as Individual Educational Plans);</li> <li>2. Support the work of volunteers and other teaching assistants in the classroom;</li> <li>3. Support the use of ICT in the curriculum;</li> <li>4. Assist with break-time supervision including facilitating games and activities;</li> <li>5. Invigilate exams and tests;</li> <li>6. Assist in escorting and supervising pupils on educational visits and out of school activities;</li> <li>7. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays;</li> <li>8. Support children's learning through play;</li> <li>9. Support pupils in developing and implementing their own personal and social development;</li> <li>10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;</li> <li>11. Demonstrate own duties to new or less experienced staff.</li> </ol>	
Indicative knowledge, skills and experience	
<ul style="list-style-type: none"> <li>• Level 3 NVQ and Level 3 certificate in supporting teaching and learning on the Qualification and Credit Framework;</li> <li>• Knowledge and compliance with policies and procedures relevant to child protection and health and safety.</li> </ul>	

# Person Specification

## [A] QUALIFICATIONS, TRAINING AND EXPERIENCE

	Essential	Desirable
Recognised qualification in childcare or education SSA 2- NVQ Level 2 or above SSA 3 - NVQ Level 3 or above (including Maths and English GCSE)	✓	
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	✓	

# Person Specification

## [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		✓

# Safeguarding Information

## Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

## Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

## Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

## Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

## Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

## Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

## Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

## General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.



