

**St Bernadette**

**Catholic Secondary School**



**Higher Level**

WHO MIGHT BE INTERESTED?

**Teaching Assistant**

**Application Pack**



June 2026

Dear Applicant,

We are delighted that you are considering applying for the role of Higher Level Teaching Assistant at St Bernadette Catholic Secondary School.

At St Bernadette's, we are a school with high ambition, strong Catholic values, and a commitment to excellence. Our recent Ofsted inspection (January 2025) reaffirmed our strengths, grading us as a Good school, with inspectors praising the quality of teaching, high expectations, and a positive, supportive environment.

We hope this application pack will give you a strong picture of our school and you enjoy learning more about us. If you have any questions or are interested in a tour of the school please contact Steph Lindley the Headteacher's PA [recruitment@Stberns.bristol.sch.uk](mailto:recruitment@Stberns.bristol.sch.uk)

Best wishes,  
Edward Walker  
Headteacher





## Higher Level Teaching Assistant (SEMH Lead)

Required: September 2026  
Salary: BG9 s/p17-21 (£32,061-£34,434 pro rata)(pay rise pending)  
Location: Whitchurch, Bristol  
Contract Type: 30hrs pw 8.30am-3.15pm (45min lunch)  
Contract Term: Permanent - Term time only

**We are a large, friendly, supportive team looking for a well organised, proactive, caring and flexible Higher Level Teaching Assistants to fully support the SENCO, playing an active part in the faculty; helping support students in our classrooms and supervising the work of support staff colleagues.**

**The role will involve helping students develop self confidence and resilience, to develop a positive mindset and a greater capacity for learning. You will help the students to build friendships and to become integrated into our school community.**

### **The role will include:**

- Supporting students in class by abridging the learning, providing support strategies and helping students to develop skills to overcome barriers in learning
- Providing students with support for emotional regulation, relationships with others, building resilience and self esteem.
- Monitoring and evaluating impact of support strategies and making adjustments as necessary.
- Supporting students by ensuring they are referred for the appropriate interventions and external professional advice
- Line managing a small group within the SEN team
- Responsibility for monitoring the wellbeing of students with Social Emotional and Mental Health needs.

### **We can offer:**

- Happy, friendly and talented students
- A supportive, flexible, inclusive SEN team
- Enthusiastic, committed and friendly staff
- Strong academic results
- A school with strong care, support and guidance
- A wide range of employee benefits including employee assistance programme and counselling sessions, option to participate in the cycle to work scheme, on site free car parking, free annual flu jab

**We value our staff members and aim to develop their skills, as such there are opportunities to undertake further training and gain further experience. If you would like to discuss the role or visit the school prior to the interview please do not hesitate to get in touch.**

Contact us:

Email – [recruitment@stberns.bristol.sch.uk](mailto:recruitment@stberns.bristol.sch.uk)

Website – [www.stberns.bristol.sch.uk](http://www.stberns.bristol.sch.uk)

Application forms are available on the [website](http://www.stberns.bristol.sch.uk) or by emailing [recruitment@stberns.bristol.sch.uk](mailto:recruitment@stberns.bristol.sch.uk)

Closing date— 9am Friday 26<sup>th</sup> June 2026

Interviews— tbc



# About our School

St Bernadette's is a vibrant and successful secondary school located in Whitchurch, South Bristol. Our recent Ofsted inspection in January 2025 highlighted the strong leadership, high-quality teaching, and excellent pastoral care that characterize our school. Inspectors particularly praised the harmonious atmosphere, the positive relationships between staff and students, and the ambitious curriculum designed to meet the needs of all learners.

While our Catholic identity remains an integral part of our community, we pride ourselves on being a welcoming and inclusive school. Our mission is to support every student to achieve their potential, develop as confident and responsible individuals, and prepare for the opportunities and challenges of adult life.

## Key Features of St Bernadette's:

- Maintained the school's Good rating in all areas at the most recent Inspection (January 2025).
- Graded as an Outstanding Catholic School in 2022 S.48 inspection
- A commitment to academic excellence and personal development.
- Strong systems of care, support, and guidance for all students.
- A vibrant and inclusive community with a focus on mutual respect and collaboration.





## A community of faith

Our identity as a faith community is at the heart of all that we do. We are proud of our Catholic tradition and our partnerships with the Diocese of Clifton, our partner schools in the Aquinas Group and with St Brendan's Catholic College, which provides our Sixth Form. We celebrate each person's unique set of God-given talents and work hard to ensure pupils use them to the full. We were therefore delighted to be recognized as an outstanding Catholic school in our last Section 48 inspection.

Our faith is at the core of our daily life, our interactions with each other and our learning. As a school we come together as a faith community through assemblies, services and masses. We offer pupils opportunities for spiritual growth and development not only through Religious Education lessons but also through trips, retreats and school-based activities in our Chapel.

All curriculum areas within the school support and contribute to the faith life of the school. Each faculty has identified how it contributes to the mission of the school, as well as its contribution to Catholic Social Teaching.

Our pupils put their faith into action by helping others and each year raise thousands of pounds for a number of charities. Pupils are also involved in local community initiatives and we are always impressed by their generosity and energy in helping others.





# A community of learning

St Bernadette's is an ambitious learning community. Our approach is underpinned by a research-informed approach to teaching. Our practice is guided by Rosenshine's principles, ensuring evidence-based strategies drive high-quality instruction. We are committed to fostering scholarship, encouraging pupils to embrace academic challenge, take responsibility for their learning, and strive for excellence.

Our broad and rigorous curriculum ensures all pupils achieve their full potential, balancing the depth of traditional subjects with the innovation of new technologies. Teaching is adapted through flexible groupings, allowing every pupil to access appropriately challenging content. Progress is closely tracked against ambitious targets, ensuring high expectations for all.

Scholarship is central to our ethos, now framed by six key attributes that shape our pupils as 'St Bernadette Scholars.' These attributes are explicitly developed through lessons, our reward system, and wider school life, embedding a culture of academic excellence.

Staff development is integral to our success. Our CPD model is structured around instructional coaching, WALKTHRUs, and collaborative expertise, ensuring continual growth through evidence-based practice. By investing in our teachers, we secure the highest standards of learning and aspiration, positioning St Bernadette's as the academic choice for the Catholic community.



# Excellence at St Bernadette's

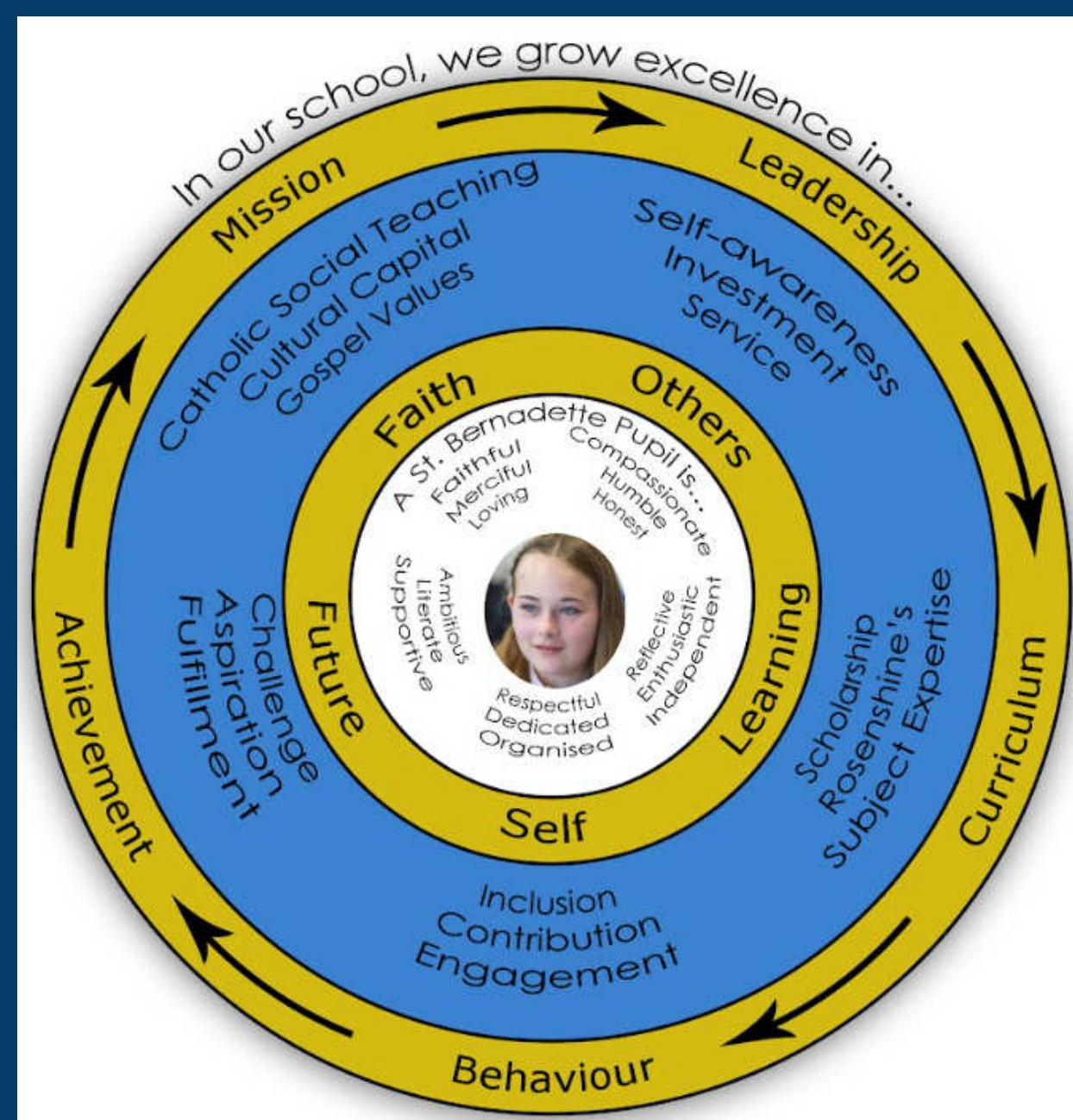


A Strong and Improving School  
Our school continues to go from strength to strength. Recent data shows:

✓ Academic Success – Progress 8 and GCSE attainment have improved significantly, with students achieving strong outcomes across a broad and ambitious curriculum. Many of our pupils progress to top post-16 providers, including St Brendan's Catholic College and Russell Group universities.

✓ Parent & Staff Confidence – Over 90% of parents consistently recommend the school, reflecting our high expectations and strong relationships with families. Staff support for leadership is consistently high, with surveys showing deep trust in our vision and direction.

✓ Outstanding Behaviour & Culture – Our centralised behaviour system is highly successful, ensuring students can learn in a calm, structured, and aspirational environment. Behaviour is consistently praised by external visitors, and attendance continues to strengthen year-on-year.





# Why work for us ?

Our 2025 Ofsted inspection highlighted

- “The safe, welcoming, and inclusive environment we create for all pupils, ensuring they feel valued and supported.
- The high expectations we set for behaviour, leading to a calm and orderly learning environment.
- Our broad and ambitious curriculum, carefully designed to help pupils build their knowledge over time.
- The strong support for pupils with SEND, ensuring they can access learning effectively.
- The impact of our careers and personal development programme, preparing pupils well for their next steps.
- The strong leadership and governance ensuring that our shared vision for the school is clearly understood and supported.”

In addition we offer:

- A strong Catholic ethos - judged “Outstanding” in our 2022 Section 48 Inspection
- Happy, friendly and talented students  
Enthusiastic, committed and friendly staff and governors
- A full package of wellbeing and health support.





# Job Description

## **Purpose of the Job**

To provide support for learning activities and the social / emotional development of children on an individual or group basis, under the general direction of the line manager.

## **Key Job Outcomes**

### **Support for Children's Learning**

- Contribution to support plans for the individual, providing SEMH interventions for individuals and groups
- The ability to devise and run a variety of interventions to support wellbeing, emotional regulation and social interaction ( THRIVE practitioner or trained ELSA desirable)
- Developing the physical, emotional development and independence of children.
- Supervising and encouraging safe and healthy behaviour of individuals and groups
- Under the supervision of the line manager, providing support and guidance to other colleagues.

### **Support for the Learning Environment**

- Develop work plans and prepare materials, topic work plans and/or assignment documents to provide an effective learning environment
- Promote the required standards of achievement and performance, including feedback through structured assessment, for individual and groups within the classroom,
- Support the development of continuous improvement in both personal performance in the job and the work of the team,
- Assist in the development, monitoring, reviewing and progression of children's learning plans,
- Support invigilation by reading and scribing in exams where necessary
- Support assessment processes, recording, keeping and retrieving accurate records and following defined procedures
- Supervise the work of support staff colleagues as required and defined by the line manager, to develop continuity and consistency in the work of the support team which achieves the attainment of standards in learning progress by the school required by the Head and Governors, the LA and the Office for Standards in Education (OFSTED).

# Job Description cont.



## Care and Support for an assigned individual

- Attend to the day to day needs of the specific individual with high needs, which requires specialist knowledge or training beyond ordinarily available provision, inside and outside the classroom, by:
- Provision of personal, social, intimate hygiene care, welfare and behaviour support,
- Safe manual handling of the individual
- Intervention to promote the progress of individual children in attaining defined goals,
- Promoting effective pastoral care for individual children and groups, following defined procedures and liaising with colleagues to create and retrieve accurate records to provide the basis for home/school liaison and contacts with other agencies,
- Reporting concerns about progress, identifying solutions, to the teacher/ SENDCO
- Assisting educational and therapeutic professionals in their delivery of specialist support programmes
- Working with external professionals regularly and delivering the agreed programme for the individual
- Carrying out specified medical care procedures and specialist care, following direct specific training by a qualified practitioner,
- Assisting with the assessment by the teacher of individual children's development through observation, creation and retrieval of records, discussion with colleagues and teachers to promote the social, emotional and behavioural standards defined by school and LA policies and procedures, to promote the social, emotional and behavioural standards defined by school and LA policies and procedures.

**This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes**

## General Accountabilities

**A. So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.**

**B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council, and its commitment to equal opportunities**

**C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards**