

Teaching Assistant Level 2

Recruitment Pack

Dear Applicant

Thank you for considering this post at All Saints Catholic High School, part of the St Clare Catholic Multi Academy Trust.

All Saints Catholic High School is a mixed 11-18 Catholic Academy serving the City of Sheffield. As a Catholic School, our values are fundamental to everything that we offer as a place of education. These are captured by the acronym RUAH:



All Saints is a welcoming faith community living by the values of :

- **R**espect for ourselves, others and our environment.
- **U**nderstanding, accepting and celebrating the uniqueness and diversity of our All Saints' family.
- **A**ffection for all members of our school and wider community in every situation.
- **H**umour in our interactions with each other, showing loving kindness to all.

Our school community demonstrates excellence through :


- Every member of the All Saints' community valuing, respecting, including and loving one another. Together, we engage positively with each other and our wider community, including our hardest to reach.
- Recruiting, developing and retaining a quality, highly skilled and diverse workforce who value learning, are committed to continuous self-development and create a safe and secure school environment.
- A challenging, engaging and wholly inclusive curriculum that fosters high aspirations and inspires joy. Student achievement significantly exceeds national averages.

This post offers an opportunity to join a committed and well qualified staff body who engage with a diverse student population, drawn from across the city. The school is oversubscribed each year at Year 7 and is popular with students for post 16 Level 3 courses.

The school values professional development for all staff at every career stage. In addition, we currently support teacher training and those in the Early Career Framework. We expect our staff to have the highest expectations of both themselves and those whom they teach or support. As cited in the Report from our recent OFSTED Inspection in October 2023. *"A strong ethos of warmth and respect pervades this school. Opportunities are taken to reinforce this throughout all aspects of school life."* Our Inclusion Team delivers excellent care and challenge, working with the teams of form tutors. Together we all work to make a difference to the lives of our young people.

I hope that you will consider that you have the skills and experience to make an application for a role in our school.

Yours sincerely


S P Pender
Headteacher

Teaching Assistant, Level 2

Closing Date : Thursday 14 May 2026 (noon)

Interviews: Thursday 21 May

Hours	33.5 hours per week
Contract	Permanent. 39 Weeks per year
Salary	Sheffield NJC Grade 3, Scale points 5-6. Actual Salary: £19,954 - £22,239
Start Date	As soon as possible .

All Saints is a highly successful, oversubscribed, 11-18 Catholic Voluntary Academy within the St Clare CMAT. At the last OFSTED inspection in October 2023 the school remained Good. As a wholly inclusive school community we share a clear and ambitious vision for high quality education for all. Staff at all career stages are supported to access innovative and research led CPD and there is a culture of continuous development.

We wish to appoint a suitably qualified and experienced person to work with the Special Educational Needs Team within the Learning Support Department, providing support for the learning, personal care, communication and physical needs of students.

The ability to support access to the curriculum in a secondary school, both within the mainstream classroom and with individual programmes of study, is essential. Candidates will have experience of working with pupils with different learning and behavioural needs and will be able to use their initiative and work as part of a team.

We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.

We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone. Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.

A Catholic Education Service application form, supplementary forms and further details are available on the school website: www.allsaints.sheffield.sch.uk/vacancies.

If you have any queries, please contact Miss Herridge, PA to the Headteacher, by email to : c.herridge@allsaints.sheffield.sch.uk

Job Description

All Saints Catholic High School

Title of Post	Teaching Assistant Level 2
Responsible To	Intervention co-ordinator
Grade	Grade 3. Points 5 - 6 pro rata
Purpose of the job	To provide significant support for students with complex learning and behaviour needs.

Key Outcomes Identified

To ensure identified pupils gain full access to the learning opportunities at All Saints Catholic High School.

Key Tasks to Achieve Outcomes

Support for Pupils

- Support pupils with learning, behaviour, communication needs
- Promote pupils' social and emotional development
- Support for pupils with sensory and/or physical impairment
- Help pupils to develop literacy/numeracy skills

Support for the Teacher

- Contribute to the management of pupil behaviour
- Observe and report on pupil performance
- Contribute to the maintenance of pupil records
- Contribute to the planning and evaluation of learning activities
- Contribute to the development and monitoring of EHCPs and Support Plans

Support for the Curriculum

- Help pupils access the curriculum
- Support the use of ICT in the classroom
- Prepare and maintain resources and equipment as directed and assist pupils in their use

Key Tasks to Achieve Outcomes

Support for the School

- To contribute to the overall ethos and aims of the school
- To comply with the policies and procedures of the school
- To attend relevant meetings as required
- Accompany teaching staff and pupils on visits, trips, out of school activities as required
- Any other related duties as they may arise
- Liaison with parents as required

Qualifications and Experience

- Experience of working with children with learning and behaviour needs is essential
- Ongoing training will be provided as necessary



Person Specification

All Saints Catholic High School

Title of Post	Teaching Assistant, Level 2
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Professional Competences	Indicators of Performance	Assessment Methods
Qualifications	NVQ2 for Teaching Assistants or equivalent qualification/experience Level 2 qualifications in English and Maths (GCSE A*-C or 9-4)	A R
Contribution to the Catholic ethos of the school	Build relationships with staff and students reflecting Catholic values Create an inclusive environment which encourages students to work to achieve their full potential Create and exploit opportunities within and beyond the curriculum which enhance the development of the whole person	I R A I A I
Personal attributes	The successful candidate should possess and be able to demonstrate the qualities of:- <ul style="list-style-type: none"> • Sensitivity to meeting individual needs • Physically fit and able to manage moving and handling techniques • Adaptability and perseverance • Energy, vigour and self confidence • Reliability, integrity and commitment • Problem solving • Teamwork • An ability to fulfil all spoken aspects of the role with confidence through the medium of English. 	I R
Experience and Key Skills	The successful candidate should possess and be able to demonstrate the following skills:- <ul style="list-style-type: none"> • Effective use of ICT • Adequate knowledge to support students across the secondary curriculum • High level interpersonal and communication skills • Moving and handling (training can be given) • Awareness of strategies to support and develop effective learning and progression • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • Appropriate and significant experience of working with children with special educational needs 	A I R

Key	
A	Application Form
I	Interview
R	Reference

About All Saints Catholic High School

Telephone	(0114) 2724851
Email	enquiries@allsaints.sheffield.sch.uk
Website	www.allsaints.sheffield.sch.uk
Chair of Governors Headteacher	Mr C Farragher Mr S Pender
School Population	Year 7 – Year 11 : 1033 Year 12 – Year 13 : 360
Group Size	Group 7

All Saints Catholic High School is part of St Clare Catholic Multi Academy Trust, one of two Catholic trusts in the Diocese of Hallam

Academic Organisation

Administered through a departmental structure, the curriculum is designed to offer a balanced range of courses to all of our pupils, irrespective of the level at which they may start. In the lower school particular emphasis is placed on the teaching of the basic skills and on helping our pupils towards a deeper understanding of the principal areas of human experience.

At present in Year 7 and Year 8 the year is split into two bands for English, Religious Education, Physical Education, Design & Technology and Mathematics. French or Spanish are taken by all students in Y7 and Y8. Science is set by ability across the whole year group after Year 7. Other subjects in this Key Stage are taught as class groups or in sets. From Year 9 students make choices of subjects to study outside the core offer.

The Integrated Resource and physical modifications to the building allow pupils with a range of special educational needs to be admitted to the school. Specialist staff work in collaboration with subject teachers to support these pupils in both mainstream lessons and withdrawal groups.

Support for Students

As one would expect in a Catholic school, the organisation of the school is tailored to ensure quality care is given to each and every pupil throughout our school. Students are organised in Year Tutor Groups. Form Tutors play an essential role in the care structure and additional input is given by a range of support services. Five Year Leaders each look after 7 forms. The school management system allows tutors to gain a comprehensive view of performance of pupils in their care. Post 16, there are 16 forms, working to a Director of Post 16 and two Assistant Heads of Post 16.

Staffing

The school seeks to employ the best teachers as a matter of policy, whilst preserving the Catholic ethos of the school. The Governors restrict some teaching posts to Catholics; most Religious Education staff are Catholic, but other jobs have no such restriction. A significant proportion of staff are non-Catholics. Currently there are 101 teaching staff and 86 Support staff.

Management Structure

The Leadership Group currently consists of the Headteacher, a Deputy Headteacher and seven Assistant Headteachers. The school has three Directors in post who have strategic responsibilities for Core curriculum areas, working with Subject and Curriculum Leaders.

Building and Facilities

The school completed a £16 million Building Schools for the Future programme in 2011, which has given it high quality teaching spaces.

There are outstanding sports facilities which include a double basketball court hall, a single basketball court hall, a Sports Science classroom, a general classroom for Physical Education teaching, a sensory room and four changing areas. Outside there are 10 multi-use synthetic pitches. The centre is used by the community and a commercial company in the evenings and at weekends.

OFSTED

The last OFSTED inspection in October 2023 judged the school to be Good. A Section 48 Inspection in 2023 judged the school's provision to be Good, with some outstanding features.

Initial Teacher Training

The school is actively involved with two local universities in the training of student teachers in a number of subject areas. It also works in partnership with two providers for School Direct and SCITT places. Approximately 20 students have substantial placements each year and a larger number work with the school on short-term projects. There is a developing research culture within the school, with all departments engaged in development work.

Community Links

The school has developed strong relationships with parents, parishes and the local community in general. Contact with our local parishes is close and our priests regularly come into school to celebrate Mass. The Chaplaincy Co-ordinator works in close co-operation with the Religious Education Department and the Year Teams to develop the Christian ethos of our community.

Co-location

All Saints is co-located with Seven Hills School, an Outstanding Local Authority school for children with learning difficulties, on the same site; this shares some facilities with All Saints' students.

Safeguarding

All Saints is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

All Saints Catholic High School School Prayer

Lord Jesus Christ, we rejoice that we are part of this School.
Help us to realise our calling, our vocation, our service of you.
Wherever we are, wherever we go, may we be a constant sign of the joy of the resurrection, a witness to your Gospel, a bringer of Peace.
May we always be guided and helped by the intercession of all the Saints of heaven.
May we, as they, give our lives in your service and the service of your creation.
We ask this through the same Christ Our Lord

Amen



All Saints Catholic High School

Vision Statement

Our school community demonstrates excellence through :

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Mission Statement

We are a Catholic community whose mission is to fully prepare our students for the wider world and to send them into it equipped for life and for the service of others. We come together from diverse backgrounds, united by Christ, by the highest aspirations and by a thirst for excellence to instil in our students a respect for themselves, for others and for their environment. We take our inspiration from Jesus' commandment to "love one another".

Values Statement

All Saints is a welcoming faith community living by the value of :

- Respect for ourselves, others and our environment.
- Understanding, accepting and celebrating the uniqueness and diversity of our All Saints' family.
- Affection for all members of our school and wider community in every situation.
- Humour in our interactions with each other, showing loving kindness to all.

