



*Saint Joseph's*

CATHOLIC SCHOOL

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Teaching & Learning  
Support Assistant  
(English/EAL focus)

“With God’s love and inspiration, we aspire and  
achieve excellence”

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CANDIDATE INFORMATION



## Welcome from the Headmaster

Dear Candidate,

The Governors and I welcome your interest in the position of Teaching & Learning Support Assistant (English / EAL) at St Joseph's Catholic School.

We are seeking to appoint an enthusiastic, dedicated, and compassionate Teaching & Learning Support Assistant to join our vibrant and inclusive Catholic secondary school from September 2026. The successful candidate will have experience of working with children or young people, ideally supporting pupils with SEND and/or English as an Additional Language and will demonstrate high expectations alongside the ability to motivate and engage pupils across a range of abilities, particularly in English and language development.

St Joseph's is a secondary comprehensive school with approximately 550 pupils on roll. We work as part of the Clifton Diocese and in partnership with other local catholic primary and secondary schools. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and improving our pupil's life chances.

This is an invaluable opportunity to make a significant impact in our pupil's lives and amongst our school community. If successful, you would become part of a dynamic team seeking to achieve the very best education for the young people that we serve.

### **Dates**

Closing Date: Friday 10<sup>th</sup> July 2026

Interview Date: To be confirmed

Start Date: 1<sup>st</sup> September 2026

If you believe that this is a challenge that you would like to be a part of, we invite you to visit the school and see for yourself the opportunity we are offering.

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.

**Mr M Higgins**  
Headmaster

## Key Information

Post:	<b>Teaching &amp; Learning Support Assistant (English / EAL focus)</b>
Salary Range:	<b>Grade E (pro rata)</b>
Responsible To:	<b>SENCo</b>
Contract Type:	<b>Permanent, 32.5 hours per week, 38 weeks per year</b>

## Dates

Application Deadline:	<b>10<sup>th</sup> July 2026</b>
Interview Date:	<b>To be confirmed</b>
Start Date:	<b>1<sup>st</sup> September 2026</b>



Pupils feel welcome and included at St Joseph's. Kindness, tolerance and respect permeate all aspects of school life. Pupils know that they are valued as individuals, whatever their faith or background."

*Ofsted 2024*



## Senior Leadership Team Structure

Headmaster  
Mr M Higgins

Deputy Head  
(Pastoral)  
Mr K McGuinness

Deputy Head  
(Academic)  
Mr R Rooney

Operations &  
Strategic Director  
Mrs K Snell

Assistant Head  
(Inclusion)  
Mrs F Nobis

Assistant Head  
(Digital Strategy)  
Mr O Ford



## Key Responsibilities for Teaching & Learning Support Assistant (English / EAL focus)

This role involves supporting pupils' learning in English, either in the classroom, through small groups or 1:1 intervention, particularly for those with English as an Additional Language (EAL).

### **Main duties may include:**

- Supporting the development of literacy, communication, and language acquisition skills, alongside numeracy and social development.
- Adapting and differentiating English-based learning activities to meet pupils' individual needs and language abilities.
- Using knowledge of pupils' EAL and SEND needs to suggest appropriate adjustments to lesson delivery and resources.
- Supporting pupils to access English texts, vocabulary, and written work while promoting independence.
- Working under the guidance of teachers and the SENCO to support pupils in understanding lesson content and staying engaged, particularly in English lessons.
- Developing and adapting language-rich resources to support EAL pupils across the curriculum.
- Contributing to the planning and delivery of targeted English and language intervention programmes.
- Monitoring and evaluating pupils' progress in English and language development as part of the SEND Assess, Plan, Do, Review cycle.
- Supporting the use of online learning platforms to reinforce English and literacy skills.
- Supporting pupils within Inclusion / Pastoral areas, with a focus on language development and engagement.

### **Supporting Pupils' Self-Esteem, Inclusion and Behaviour**

- Promoting the inclusion of all pupils, particularly those with EAL, ensuring equal access to English learning opportunities.
- Developing strategies to build pupils' confidence in speaking, listening, reading, and writing.
- Establishing positive, supportive relationships that encourage participation and language development.
- Reinforcing school expectations and modelling appropriate use of language and communication.
- Supporting pupils during educational visits and school activities, encouraging active engagement and communication.

### **Supporting the Teacher and SENCO**

- Working collaboratively with teachers and the SENCO to support pupils with SEND and EAL in accessing the English curriculum.
- Contributing to the development and review of SEND Pupil Profiles, IEPs, and statutory plans, with particular reference to language development needs.
- Providing regular feedback on pupils' progress in English, communication, and engagement to staff and external professionals.

- Attending meetings and training relevant to SEND, EAL, and English/literacy development.
- Supporting the preparation, adaptation, and evaluation of learning materials and interventions focused on English and language acquisition.
- Maintaining records, updating data, and using IT systems to track pupils' progress in literacy and EAL development.

### **Supporting the Curriculum**

- Supporting the delivery of the English curriculum, with a strong focus on literacy, vocabulary development, and language acquisition.
- Assisting pupils with EAL to access the wider curriculum by developing their understanding of subject-specific vocabulary and language.

### **Supporting the School**

- Helping to build strong links between home and school, particularly for families of EAL pupils.
- Supporting a safe and clean learning environment where pupils feel confident to communicate and learn.
- Administering minor first aid where appropriate and once full training has been completed.

**We are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown but following consultation with you, may be changed by the headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.

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“The harmonious, inclusive atmosphere is underpinned by warm relationships between pupils and staff. Pupils have trusted adults to whom they can speak if they have any worries.”

“Many parents comment positively on the strong pastoral support that helps their children to flourish.”

*Ofsted 2024*

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“Before I came to St Joseph’s I was very close to giving up on teaching as I had many knock backs in my first school... but it turns out I just hadn’t found the right school. I will be forever grateful for the support I received on a professional level, but also on a personal level when I needed it most.”

*Former Teacher of English*

“You really have been a wonderful team to work with. You are all so patient and kind which really makes a difference. You are all part of an amazing team and the pupils at this school are very lucky to have you all.”

*Former Teacher of Maths*



## Person Specification for Teaching & Learning Support Assistant (English / EAL focus)

Criteria	Essential	Desirable	Identified By
<b>Qualifications</b>			
GCSEs in Maths and English, C/5 and above	✓		Application Form
A Levels at C and above		✓	Application Form
Level 2 Teaching Assistant qualification		✓	Application Form
<b>Professional Development</b>			
Willing to complete appropriate training	✓		Application Form
A desire to become a qualified teacher		✓	Application Form
<b>Experience</b>			
Experience working with children	✓		Application Form
Experience working in a primary / secondary school		✓	Application Form
Experience of working with pupils with SEND and/or EAL		✓	Application Form
<b>Knowledge and Abilities</b>			
An understanding of schools and the education system	✓		Interview
Ability to manage a classroom independently		✓	Interview
Confident in the use of IT (e.g. Microsoft Packages)	✓		Application / Interview
Awareness of safeguarding processes		✓	Interview
Ability to support pupils effectively in small groups and on a 1:1 basis	✓		Interview
<b>Commitments</b>			
Sympathetic to Catholic values	✓		Interview
Professional and positive working relationships with staff/pupils	✓		Interview
A strong desire to support the school to become an Outstanding community in all areas	✓		Interview
An understanding of the school's priorities in line with the Development Plan and Self-Evaluation process		✓	Interview
<b>Personal Qualities</b>			
Energy and ambition	✓		Interview
Ability to work under pressure	✓		Interview
Sense of humour and positive outlook	✓		Interview
Good organisation	✓		Interview

## About St Joseph's Catholic School

*"With God's love and inspiration, we aspire and achieve excellence"*

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

### Our School Ethos

**St Joseph's Catholic School is an 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting and caring school where our Catholic ethos is at the heart of everything we do.**

Our values and ethos permeate everyday life as a community. Each child and every adult are treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our Catholic school is committed to being a centre of excellence for all faiths and abilities and we are very proud of our successes and our outstanding reputation within the local community.

### Overview of the School

**Our school encourages and guides each of its pupils to develop their own unique gifts and talents.**

By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills and attributes to achieve their true potential.

Everyone in school is here for a purpose, to learn each day, and to widen their knowledge and experience and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.





## Academic Success

St Joseph's has recently reviewed the academic life of the school. The curriculum has been reformed to; provide greater breadth & depth with new subjects introduced; increase rigour & challenge to ensure all pupils are appropriately stretched and supported; and to provide pupils with solid foundations for their chosen future pathways.

Our approach to teaching and learning ensures that teachers follow principles not prescription and have autonomy on how best to ensure the pupils in their care progress and fulfil their academic potential.

Our approach has led to an increase of 15% in 9-4 GCSE passes in the last year.

## Staff Welfare & Career Professional Learning

**As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish.**

We offer a suite of NPQ national qualifications to all those staff who show leadership potential and wish to move into leadership roles in the coming years.

Recently, we have supported many staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.

## Safeguarding & Child Protection

The school is committed to ensuring all aspects of safeguarding and child protection are of the highest standards. During the recruitment process, all candidates will be subject to the Safer Recruitment checks including but not limited to; The Disclosure and Barring Service, employment history continuity, full reference checks and social media/online presence.



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Wiltshire

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