



Saint Pius X
Catholic High School

Recruitment Pack



*'Love one
another
as I have
loved you.'*
John 13

Contact us:



01709 767900



www.saintpiusx.school



info@saintpiusx.school



Wath Wood Road, Wath upon Dearne,
Rotherham, South Yorkshire S63 7PQ

About us:

Saint Pius X Catholic High School is a Catholic school in which the Gospel message of the Kingdom of God is revealed through our work and through the relationships we establish with our brothers and sisters in Christ.



St Pius Catholic High School is a member
of the St Francis Catholic Multi Academy Trust



Job Title: Higher Level Teaching Assistant (HLTA)
Salary/Grade: DHSF2 Band F £29,542 - £32,046
Actual Salary Range: £25,678 - £27,854
Hours: 37
Contract Type: Permanent
Working Weeks: Term Time Only (Includes 2 INSET Days)
Closing Date: 9am on Monday 28th September 2026
Interview Date: W/C 20th September 2026
Start Date: As soon as possible

We are delighted that you are considering applying for the role of Higher Level Teaching Assistant (HLTA) at Saint Pius X Catholic High School.

St Francis Catholic Multi Academy Trust was established in September 2022 as part of the Bishop of Hallam's vision for education. Today the St Francis family embraces 14 schools, 12 Primary Schools and 2 High School across the Local Authorities of Doncaster, Nottinghamshire and Rotherham. We are set to grow to 24 schools at capacity.

We serve our children and families through being committed to providing the highest standard of education, where academia and personal growth are our priorities rooted in our Catholic faith.

Our schools are unique serving wide range of communities; we celebrate this individuality and support our schools to meet the needs of the children and families in their care. As individual schools we are joined together in our Catholic faith, delivering education which is rooted in Gospel Teachings. This creates our community which comes together to share excellence, learn from each other and champion our children.

We believe that education, along with the community that we have grown, is the most powerful tool we have to shape the future for our children.

About the of the Role

We are looking for a High Level Teaching Assistant who:

- Will be fully supportive of the Catholic ethos of our school
- Will work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually, in groups and classes so they can access the curriculum, take part in learning and experience a sense of achievement
- Is well organised with excellent communication and interpersonal skills
- Is enthusiastic and works well as part of a team
- Is committed to children's welfare and safeguarding



Job Description

Main Purpose

The HLTA will:

- Work with pupils, including vulnerable learners and those with SEND, SEMH and communication needs, to support their academic, social and emotional development
- Promote pupils' independence, self-esteem, emotional regulation and social inclusion
- Support pupils, individually and in groups, so they can access learning, engage positively with school life and experience success
- Deliver high-quality targeted intervention and learning support under the direction of teaching staff
- Promote inclusive, adaptive and relational approaches which support engagement, wellbeing and progress for all pupils

Duties & Responsibilities

Teaching & Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour regulation and relational approaches consistently in line with school policies and procedures to promote a calm, safe and purposeful learning environment
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching spaces and resources to help maintain a stimulating and safe learning environment
- Observe, monitor and record pupil engagement, progress, wellbeing and behaviour, and communicate this effectively to relevant staff
- Lead targeted interventions and support for individuals and groups of pupils
- Deliver planned learning activities and targeted interventions to individuals, small groups and, where appropriate, whole classes under the direction of teaching staff
- Support pupils with a range of SEND, SEMH, communication and interaction needs using adaptive and relational approaches
- Support pupils to develop independence, emotional regulation, resilience and engagement in learning
- Contribute to the implementation of provision plans, support plans and EHCP outcomes where appropriate
- Support reintegration and inclusion for pupils experiencing barriers to engagement, attendance or learning
- Use ICT skills to advance pupils' learning
- Undertake other duties commensurate with the grade and nature of the role, as directed by the headteacher or line manager



Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in learning activities
- Prepare the classroom environment for lessons
- Contribute to the planning, preparation and evaluation of targeted provision and intervention programmes

Working with Staff, Parents/Carers and Relevant Professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of their line manager
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals so that informed decision-making can take place regarding intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Work collaboratively with teaching staff, pastoral teams, SEND staff and external professionals to support pupil wellbeing and progress
- Model positive professional relationships and inclusive practice
- Contribute to multi-agency discussions and review processes where appropriate

Health & Safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and the school's child protection policy
- Support pupils with personal, intimate care and medical needs where appropriate and in accordance with individual care plans, risk assessments, training and school procedures
- Recognise and respond appropriately to signs of dysregulation, vulnerability, safeguarding concerns and unmet need

Professional Development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications and/or experience needed for the role, with support from the school
- Take part in the school's professional development procedures



- Engage in professional development relating to SEND, adaptive practice, relational approaches, safeguarding and inclusion

Safeguarding

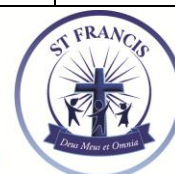
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education and Prevent) and the school's safeguarding and child protection policies
- Promote the safeguarding and wellbeing of all pupils in the school

The HLTA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The postholder may be required to undertake other duties commensurate with the grade and nature of the role, as directed by the headteacher or line manager.

Person Specification

Experience	Essential / Desirable
Experience working in a school environment or other educational setting	Essential
Experience working with children/young people	Essential
Experience planning and delivering learning activities	Essential
Experience of planning and leading teaching and learning activities (under supervision)	Essential
Experience supporting pupils with SEND, SEMH or communication and interaction needs	Essential
Experience delivering targeted interventions	Essential
Experience working collaboratively with families and external professionals	Desirable
Experience supporting pupils with behaviour, regulation or attendance barriers	Desirable
Qualifications & Training	
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths	Essential
Higher Level Teaching Assistant Qualification (achieved or working towards)	Essential
Skills & Knowledge	
Good literacy and numeracy skills	Essential
Good organisational skills	Essential
Ability to build effective working relationships with pupils and adults	Essential
Skills and expertise in understanding the needs of all pupils	Essential
Knowledge of how to help adapt and deliver support to meet individual needs	Essential
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	Essential



Excellent verbal communication skills	Essential
Active listening skills	Essential
The ability to remain calm in stressful situations	Essential
Knowledge of guidance and requirements around safeguarding children	Essential
Good IT skills, particularly using IT to support learning	Essential
Understanding of roles and responsibilities within the classroom and whole school context	Essential
Understanding of adaptive teaching and inclusive practice	Essential
Understanding of relational approaches and emotional regulation support	Essential
Understanding of safeguarding, dignity and professional boundaries relating to intimate care	Essential
Knowledge of SEND graduated response processes	Desirable
Knowledge of autism, ADHD, SEMH and communication needs	Desirable
Personal Qualities	
Enjoyment of working with children	Essential
Sensitivity and understanding, to help build good relationships with pupils	Essential
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	Essential
Commitment to maintaining confidentiality at all times	Essential
Commitment to safeguarding pupil's wellbeing and equality	Essential
Resilient, positive, forward looking and enthusiastic about making a difference	Essential
Capacity to inspire, motivate and challenge children and young people	Essential
Commitment to inclusive practice and positive relationships	Essential
Ability to remain reflective, solution-focused and adaptable	Essential

Think this is the role for you?

If you are interested in this post, informal visits to our school are very warmly welcomed; just contact us to arrange an appointment to come and meet with the Headteacher.

Applications close at 9am on Friday 10th July 2026 application forms and supporting documentation should be returned to sgraham@saintpiusx.school

