



St. Margaret Ward Catholic Academy Recruitment Pack

SEN Support Assistant

Closing Date: Friday 9th October 2026 (noon)

Interviews: TBA

A Message from the Catholic Senior Executive Leader

Dear Applicant,

Thank you for your interest in the position of SEN Support Assistant at St Margaret Ward Catholic Academy which forms part of the St. Gabriel the Archangel CMAT. I am delighted to have this opportunity to introduce myself, to give some details about our Trust and to describe the kind of candidate we hope to appoint to this position.

St Gabriel the Archangel CMAT encompasses 64 schools across multiple local authority areas, with a mission to provide an outstanding educational experience, whilst ensuring long-term sustainability and growth aligned with Catholic educational values.

We are ambitious and seek to secure the very best outcomes for all our learners, developing pathways from Early Years to Post 16 and beyond. Our Catholic ethos is based around nurture and the ambition to drive outstanding achievement – this applies both to our students and our staff who strive to live their lives in the values of our Faith. Through excellent and effective professional development and an extensive pastoral programme, we create an environment which enables staff to enhance their practice and develop professionally.

Parents and stakeholders in our Catholic communities are at the heart of our learning partnerships. Our Directors and Governors are both supportive and challenging and all our staff are committed and dedicated to providing the highest standards of education for all of the children and young people in our academies.

We are looking for a dedicated and enthusiastic professional to join our highly skilled staff and to be integral in delivering outstanding educational experiences to all the young people.

I look forward to receiving your application and meeting you soon.

Yours faithfully,



Ian Beardmore
Catholic Senior Executive Leader



Our Academy



St Margaret Ward Catholic Academy

Our aim is to provide children, from all abilities and backgrounds, with the best possible opportunities for success. We aspire for all students to succeed through excellent teaching, uncompromising standards of behaviour and persistent unconditional care. Through the inspiration we find in the words and example of our three patrons, St Margaret Ward, Saint John Henry Newman and St John Baptiste De La Salle, we aspire to provide an education that produces responsible, compassionate, tolerant, courageous, and non-judgmental young people who live their lives with integrity.

As an Associate Lasallian school, the five core values of a Lasallian education are central to us; Faith in the Presence of God, Respect for all persons, Quality education, Inclusive community and Concern for the poor and Social justice. Inspired by these words of John Baptiste De la Salle; 'Teaching minds, touching hearts, transforming lives', we have developed a challenging knowledge centered academic 'Teaching minds' curriculum and a thorough 'Touching Hearts' curriculum that supports the holistic formation of each child in order to transform lives. Our mission therefore, is to educate their mind and heart and deliver an education for all our young people which will provide them with a broad range of choices and opportunities in the future. We proudly celebrate the high standards our students achieve in examination results, in the arts and in sport.

Academy Location

St Margaret Ward Catholic Academy - Little Chell Lane, Tunstall, Stoke on Trent. ST6 6LZ



SEN Support Assistant Job Description

Responsible To: SENCO

Statement of Purpose

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing specialist assistance to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

Key Tasks / Responsibilities

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils with SEN
2. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
3. Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional
4. Monitor, assess, record and report on development, progress and attainment, as agreed with the teacher, drawing any problems which cannot be resolved to the attention of the teacher
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities
6. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
7. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters.
8. Be part of the induction of pupils into specialist units, main stream classes or schools for pupils with special educational needs
9. Monitor pupils' conduct and behaviour throughout the learning process and intervene to resolve complex, difficult or very challenging issues
10. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
11. Work with pupils not working to normal timetable
12. Establish and maintain relationships with families and carers and other adults, e.g. speech therapists
13. Advise and assist pupils in the proper use and deployment of complex personal and learning aides and equipment
14. Escort and supervise pupils on educational and out of school activities and reporting issues to the teacher as appropriate
15. Be responsible for the preparation, maintenance and control of stocks of materials and resources
16. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
17. Any other duties appropriate to the post.

Experience of supporting pupils with visual/hearing impairment, behavioural, emotional and social difficulties, physical disabilities and/or English as an additional language would be beneficial.

The candidate must, ideally, have experience in delivering intervention programmes in areas such as:

- Literacy
- Numeracy
- Speech language and communication
- Social, emotional and mental health difficulties



How to Apply

If you decide to apply for this post, please complete an application form via My New Term. **CVs will not be accepted.** Your formal letter of application (supporting statement) should be **no more than 1,300 words** and should address:

- Why the post attracts you
- How your experiences and achievements match the job description and person specification.

St. Margaret Ward Catholic Academy will contact all candidates regarding their application and feedback will be given to all unsuccessful shortlisted applicants.

Key Dates

Closing Date: Friday 9th October 2026 (noon)

Interviews: TBC

As part of our shortlisting process, St. Margaret Ward Catholic Academy will carry out online searches of shortlisted candidates. This will help us to identify anything in a candidate's online activity that would not be in line with our Trust's Ethos. Candidates should be prepared to talk about this at interview.

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Additional Information

Ofsted Reports: www.ofsted.gov.uk

Information about Staffordshire County Council: www.staffordshire.gov.uk

Information about Stoke City council: www.stoke.gov.uk

A copy of the most recent inspection report, and copies of the Safeguarding and Safer Recruitment Policies can be found on the Academy website: <https://stmargaretward.co.uk/>



Benefits of Joining the St Gabriel the Archangel Catholic Multi-Academy Trust

- Great employer pension scheme (Teachers' Pension Scheme and Local Government Pension Scheme)
- CMAT recognition of national terms and conditions for teaching and support staff
- Valuable access to EAP
- Family friendly policies, including the opportunity to request flexible working, occupational maternity and paternity pay
- Free flu jabs
- A firm commitment to the Education Wellbeing Charter in all our schools

