



# Teaching Assistant - Application Pack

**St Rose's School, St Martin's Post 19  
& St Rose's Nursery**

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Dear Candidate,

Thank you for your interest in the role of Teaching Assistant at St Rose's/St Martin's College.

I am very pleased that you are interested in working for us and hope this recruitment pack provides you with all the necessary information that you may need at this stage in the recruitment process.

We are extremely proud of what we are able to offer our students. The education, therapy and care staff work closely to ensure the best outcomes for our children and young people. Everyone at St Rose's and St Martin's strives to ensure the provision we offer gives our students a rich curriculum and learning experience tailored to suit their individual needs so that they can achieve their learning potential.

Our vision is to be an exceptional specialist school and college delivering the highest quality of education, therapy and care for children and young people to enable them to achieve their maximum independence and develop as valued members of society.

We are ambitious about equality, diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description.

St Rose's is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision. Please do not hesitate to contact Louise Harper (St. Rose's School) [louise.harper@stroses.org.uk](mailto:louise.harper@stroses.org.uk) or Mike King (St. Martin's College) [mike.king@stroses.org.uk](mailto:mike.king@stroses.org.uk) for further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



Sheila Talwar  
Principal

### **St Rose's**

St Rose's is the organisational name in which St Rose's Special School, St Martin's College and Residential Care sits within, working on the same site and sharing some facilities.

### **St Rose's School**

St Rose's offers education to children and young people in early years (ages 2–5); main school (ages 5-16) and sixth form (ages 16-19). We believe in education without barriers and, accordingly, each child/ young person follows an individual curriculum that is adapted and modified to suit their needs. This is delivered in a range of facilities, some of which are dedicated to the specific provision, and some that are shared. Students also benefit from partnerships with other providers (including mainstream schools and FE colleges).

Staff across the organisation are committed to helping every child and young person learn and achieve; they seek to provide opportunities that allow each to be challenged to develop their full potential and acquire their own sense of independence. A key aspect of St Rose's provision is the way that staff work 'seamlessly' together to refine their approach with each student. Our curriculum provision is constantly being evaluated and student progress monitored so that we can be confident that we are providing the best experience for each child/ young person. ICT (information communication technology) provides an important range of tools to support this, and staff are skilled in helping students learn to use assistive technologies to maximise their learning and progress.

Student progress and achievement is shared with parents and professionals (where appropriate) in a range of ways including Individual Plans (a document combining an Individual Education Plan and an Individual Therapy Plan); care plans; person-centred annual review meetings; parents' consultations, written reports and a home-school communication book. Parents and carers play an important part in helping their son/ daughter to achieve their potential and are encouraged to be in regular contact with staff so that the changing needs of each young person can be addressed. A parents' forum and focus group both offer important channels of communication.

### **St Martin's College**

At St Martin's our aim is to develop the skills and knowledge our students need for the future so that they can lead fulfilling lives in their long-term destinations and our personalised approach ensures our students prepare for adulthood and achieve as much independence as possible.

There is a strong focus at St Martin's on making the college experience an enjoyable one whilst enabling our students to develop life skills and independence. We want them to benefit from everything on offer and our activities are student led whenever possible.

### **Residential care**

Being away from home is a big challenge and we strive to create an environment that reassures children and young people by working closely with their families and carers prior to them staying. They are confident that their needs will be met in a family-oriented setting, where everyone is valued.

Residential students and their families have the added reassurance of 24-hour nursing support during the week and overnight at weekends.

The dedicated, caring and highly trained staff at St. Rose's and St Martin's work closely together, endeavouring to provide new activities and opportunities to inspire the children and students to achieve their optimum level of participation and independence. They are encouraged to take responsibility and be involved in their care programmes at whatever level is appropriate to them. We provide person-centred programmes where individual needs guide the specialist support the students receive.

Students are able to use the excellent onsite facilities during their residential stays. These include the hydrotherapy pool, sensory garden; use of a full-sized trampoline for rebound therapy to name but a few. The grounds are extensive and wheelchair accessible, allowing students to enjoy the outdoors whenever they want to.

## **St Rose's Vision, Mission, and Values Statement**

### **Our Vision:**

To be an exceptional Catholic specialist school and college delivering the highest quality education, therapy and care for children and young people, to enable them to achieve their maximum independence and develop as valued members of society.

### **Mission:**

Working together, to help each child and young person flourish educationally and spiritually, to reach their full potential in a Christian community and believe in their worth as children of God.

### **Values:**

Community, Compassion, Courage, Challenge, Hope, Peace, Perseverance, Respect, Inclusion and Understanding.

## **St Rose's Special School Staff Benefits**

St Rose's Special School recognises that our staff are our most important asset, and we are aware that the quality and commitment of our staff is critical to our success. We offer all our staff the following staff benefits:

- A supportive ethos and well-being of all staff
- Employee Assistance Programme through Care First
- Employer contributions to Nest Pensions or Teachers Pension Scheme
- Excellent CPD opportunities and career progression
- Free meals for care staff working evenings and weekends.
- Free parking
- Free use of our hydrotherapy swimming pool on a Monday evening (term time only)
- Non-teaching staff salaries are in line with NJC bands and NHS Bands
- Paid study support (criteria applies)
- Subsidised fees for our on-site Nursery
- Subsidised lunches
- Very generous annual leave entitlement for non-teaching staff equating to 30 days plus bank holidays (pro-rata for part time or term time only posts)

## Terms and Conditions

<b>Line Managed by:</b>	Teacher/Lead Teaching Assistant
<b>Line Management:</b>	Not Applicable
<b>Contract:</b>	Permanent
<b>Salary:</b>	<p>Salary calculated in line with NJC pay scale, Grade 4 points 7 to 10 - £26,403 - £27,694 pro rata actual salary £20,483</p> <p>(starting salary and pay points will be aligned with relevant regional NJC spine on appointment)</p>
<b>Hours of Work:</b>	Full time 33hrs 10 mins – Term time only + INSET
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report
<b>Superannuation:</b>	All staff (where applicable and when they meet pension requirements) are automatically enrolled into either a NEST Pension or a Teachers Pension Scheme
<b>Holiday Entitlement:</b>	<p>The annual holiday entitlement for non-teaching staff is 30 days plus Bank Holidays for all year-round staff</p> <p>For term time only staff, six weeks holiday will be incorporated into the number of weeks you are paid in the year.</p>
<b>Probation Period:</b>	New staff are required to complete a six-month probationary period
<b>Disclosure &amp; Barring Service Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
<b>Right to Work Check:</b>	<p>This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance</p>

## Job Description

### Teaching Assistant

#### Job Purpose

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To contribute to the provision of a safe, healthy, and educationally valuable environment for students and to assist teaching staff in the provision of high-quality teaching.

#### General Duties

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To help each student to work to his or her own full intellectual, spiritual, physical, creative, social, and emotional potential by helping to provide an interesting and positive environment in which the student can feel comfortable, secure, and able to thrive.

#### Teaching and learning:

- To work as a team member, supporting students, using initiative and contributing skills, knowledge, opinions and ideas to tasks and programmes of work
- To be flexible, adaptable, and willing to work with students of all ages in all areas of St Rose's as requested by the Principal or from staff with delegated responsibility
- To look after the students' daily personal needs. This will include moving and handling and pushing wheelchairs, intimate care and assisting with eating and drinking after training
- To promote maximum independence, encouraging each student to have a positive attitude about themselves and their abilities
- Assist in the educational and social development of students under the direction and guidance of the Principal, Vice Principal, Curriculum and Assessment Lead and class teachers
- Assist in the implementation of individual Engagement Programmes for students and help monitor their progress
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities including assisting in the pool with aquatic therapy
- Work with other professionals, such as speech therapists, physiotherapists, and occupational therapists, as necessary
- Assist class teachers with maintaining student records and filing
- Support students with emotional and social problems, and help develop their life
- Provide ICT assistance as required

#### Administrative duties:

- To prepare equipment, literature, diagrams, posters and displays in order to facilitate the smooth running of lessons and activities, and to keep the classrooms clean, tidy, and safe
- Support class teachers in tasks which support teaching

#### Standards and Quality Assurance:

- To be committed to the religious ethos in St Rose's and to take part in liturgical activities
- To prepare for, and attend Staff Appraisal, In Service Training and courses related to further professional development. To attend Team and Staff meetings, taking minutes if required
- Preparing materials
- To adopt St Rose's policies and procedures including all aspects of Student/Staff/School/College confidentiality and safety
- Undertake professional duties that may be reasonably assigned by the Principal
- Be proactive in matters relating to health and safety

**Other responsibilities:**

- To adhere to St Rose's policies on Quality, Equality, Diversity & Inclusion, Health & Safety, Safeguarding, E-Safety and Acceptable Use
- To maintain data protection and confidentiality at all times
- To contribute to the overall ethos/work/aims of St Rose's and maintain good communication with all stakeholders
- Present a positive personal image, contributing to a welcoming environment and treat all users of St Rose's with courtesy and consideration
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job as required by the Principal or Vice Principal or staff with delegated responsibility

**Special notes or conditions:**

- We are committed to safeguarding and promoting the welfare of students and young people and expect all staff and volunteers to share this commitment. The post will be subject to an Enhanced DBS to satisfy safeguarding requirements
- The post holder will be required to fulfil their role adhering to St Rose's Safeguarding policy and report any concerns in line with this to the Designated Safeguarding Lead or relevant body
- To fulfil duties and use equipment safely, the post holder will need to adhere to the St Rose's Acceptable Use policy
- Strict confidentiality should always be observed in line with our Confidentiality policy

## Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	GCSE or equivalent level including at least a Grade 4 (previously C) in English and Maths  Experience working in a school environment or other educational setting  Experience working with students / young people with special educational needs (SEN)	Experience planning and delivering learning activities
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	Good literacy and numeracy skills  Good organisational skills  Ability to build effective working relationships with students and adults  Skills and expertise in understanding the needs of all students  Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and students  Excellent verbal communication skills  Ability to work as part of a team and to be flexible in their approach to daily routines  Active listening skills  The ability to remain calm in stressful situations  Knowledge of guidance and requirements around safeguarding students  Good IT skills, particularly using IT to support learning and Email	Experience of moving/handling students with SEN  Experience of medical needs

**Personal and Professional Qualities and Attributes:** In their statement of suitability and during the selection process, candidates will demonstrate the ability to: (Cont'd)

	<p>Enjoyment of working with students</p> <p>Sensitivity and understanding, to help build good relationships with students</p> <p>A commitment to getting the best outcomes for all students and promoting the ethos and values of the school</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding student's wellbeing and equality</p> <p>Resilient, positive, forward looking, and enthusiastic about making a difference</p> <p>Capacity to inspire, motivate and challenge students and young people</p>	
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**Additional Requirements:** In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:

	<p>Commitment to high standards and expectations</p> <p>Diplomatic and confident</p> <p>Self-motivated and ability to use initiative</p> <p>A flexible approach to working hours</p>	
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