



## Let Your Light Shine

If we love others, we live in the light. 1 John 2:10

Inspired by our Gospel Values we have a shared responsibility to:

1. create an environment of welcome, love and respect for each member of our learning family.
2. develop the unique gifts and talents of all, striving for excellence in everything we do.
3. live out our commitment to love, service and justice in the local and global community.
4. nurture the journey of faith and discovery for all.
5. celebrate and reflect on the love of God which is at the heart of all we are.



### POST OF

SEN/Higher Level Teaching  
Assistant

Application Pack

Required ASAP

## SEN/Higher Level Teaching Assistant

32.5hpw, 39 Weeks per year term time including Insets  
8:30 to 15:30 Monday to Friday – Including 30 minute lunch

**Grade 7 – SCP 19 to SCP 25 - £32,061 TO £36,363**

Please note the salary quoted is full time equivalent, actual salary received will be paid on a pro-rata basis.

The Governors wish to appoint a dynamic, enthusiastic and skilled **SEN / Higher Level Teaching Assistant** to join our vibrant and happy school community. We are looking for a caring, adaptable, and reflective practitioner who shares our commitment to inclusion, high expectations, and nurturing the whole child.

The successful candidate will work under the direction of the SENDCo to provide **high-quality support for pupils with complex needs**, including delivering **targeted group-based reading interventions** and **individualised support** where required. This will include supporting pupils to access learning across the curriculum and promoting confidence, independence, and positive engagement with learning.

The role will involve contributing to the **development, implementation, and review of EHCPs and Individual Education Plans**, adapting resources and approaches to meet pupils' needs, and working collaboratively with staff and external professionals. Where appropriate, the postholder will undertake relevant training to develop specialist skills to support pupils' individual needs.

*"Pupils and their parents and carers describe Brownedge St Mary's as a school with a 'family feel' where everyone is valued. Relationships between pupils and staff are built on genuine warmth and respect. Pupils are polite and respectful to each other and well cared for by staff."*

**OFSTED May 2025**

*"The pastoral provision is exceptional. The school is extremely welcoming, and the sense of community is palpable. ... (Gospel) values are lived out, permeate the school and are exemplified by strong positive relationships resulting in a united and joyful community. Staff have excellent relationships with students. Students are extremely respectful."*

**CSI Inspection November 2022**

**Informal discussions and visits to the school can be arranged by contacting school on 01772 339813**

**Closing Date: Sunday 1<sup>st</sup> March 2026 at Midnight**

**Proposed Interview Date: Week Commencing 9<sup>th</sup> March 2026**

We reserve the right to close this post should we receive suitable applications prior to the closing date. Therefore, we would encourage early applications.

If you do not hear anything within four weeks of the closing date, you will not have been successful on this occasion

**Further information and an application pack are available to download from the school website: [www.st-maryshigh.lancs.sch.uk](http://www.st-maryshigh.lancs.sch.uk) or by calling the school reception.**

**Please return completed application to [recruitment@st-maryshigh.lancs.sch.uk](mailto:recruitment@st-maryshigh.lancs.sch.uk) or by addressing to Mrs D Walmsley at the school.**

Brownedge St. Mary's Catholic High School is an Equal Opportunity Employer and is committed to ensuring the safety of all its children and young people. Please note that in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates. This post is subject to enhanced disclosure with the DBS. Please refer to our school website for further details on our safeguarding practices.

# BROWNEDGE ST MARY'S CATHOLIC HIGH SCHOOL

## Letter from the Headteacher

Dear Applicant

I am delighted to be writing to you as Headteacher of Brownedge St. Mary's Catholic High School. Having started my career here over 30 years ago, I have a deep understanding of our school. It is truly a warm, welcoming and vibrant place to be, where we work as a family to support, challenge and care for one another, striving continuously for excellence and to be the best that we can be.

Here, at Brownedge St Mary's, we place Christ at the centre of our pupils' lives: a place to encounter the living God in all that we are and do. Christ becomes alive by integrating Gospel values into every aspect of teaching, learning and the totality of school life both inside and outside the classroom. As a school we challenge every member of our community to "Let Your Light Shine" and to develop their God-given talents to their full potential. By doing this we ensure that our pupils' journeys into adulthood are also journeys of faith from which grow values, aspirations and morals that inform their actions and choices as unique individuals.

Our school is an environment where pupils feel safe, cared for and confident to express themselves. As a result, excellent relationships are formed, based on mutual respect and care for one another. I am extremely proud of our hard working and dedicated staff who go beyond high quality teaching and pastoral care and offer a rich extracurricular provision that ensures daily enrichment for all.

This is an exciting time for our school as it moves forward in the next phase of its journey to becoming an outstanding Catholic school. As an inspirational SEN/Higher Level Teaching Assistant, you will be working in a team that is passionate and committed to delivering the absolute best for all our students. If you are someone who has energy, determination and drive and are collaborative and build strong relationships then Brownedge is the community for you.

I hope you are the person we are seeking. Should you decide to apply please read the job description and person specification carefully as it is important that, in your letter of application, you can demonstrate how your current experience, skills and qualities meet the job profile, and in particular, how you meet the requirements of the person specification.

You are reminded that the closing date for applications is **Sunday 1<sup>st</sup> March 2026 at Midnight**.

Brownedge St Mary's Catholic High School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful candidate will be subject to satisfactory Enhanced DBS clearance and all pre-employment checks to include satisfactory references.

If you join our team, you will enjoy a full and purposeful career where you are valued, supported to develop and your hard work is recognised. I hope that having read all the necessary information about our school you are excited about applying for this position.

I look forward to receiving your completed application and reading what you have to offer our School.

Warm regards,



Mrs Nicola Oddie  
Headteacher

# BROWNEDGE ST MARY'S CATHOLIC HIGH SCHOOL

## School Context



We are an 11-16 Mixed Catholic Voluntary Aided High School in Bamber Bridge in the Diocese of Salford. There are currently 771 pupils on roll. This has increased year on year, and we are now oversubscribed in Years 7 to 10. In May 2022 we went through an extensive refurbishment and added a new school entrance, new toilet facilities and developed new ICT suites, RE classroom, staffroom, music room and school dining facility for pupils.

The Mission Statement of Brownedge St Mary's expresses our intention to ensure that all pupils are given the opportunity to fulfil their potential using their unique talents gifted to them by God. Our inclusive ethos and high aspirations for our pupils commits us to providing opportunities that allow all pupils to develop as independent, confident and successful learners who enjoy learning and make good progress.

Through our Mission, we develop pupils' personal and moral values based on our Catholic ethos, teaching them respect for other cultures, religions and ways of life (including British Values) and ensuring that all know how to make a constructive contribution to the local, national and worldwide community.

Our curriculum is responsive to our local context and the profile of our cohort entry. Building on knowledge of pupils' prior learning, we ensure that pupils are challenged from day one through new and engaging learning. We ensure that our broad and balanced curriculum, delivered by specialist staff, equips our learners to transition into appropriate progression routes and ensures that pupils gain secure knowledge, transferrable skills and values which will allow them to lead successful and fulfilling lives.

Our curriculum has been designed and developed to ensure there is no cap on expectations and ambitions and meets the needs of different groups. It has been designed to be ambitious and to give all pupils, particularly disadvantaged pupils and pupils with SEND, the knowledge and cultural capital they need to succeed in life. We plan and sequence our learning such that all groups make good progress. Challenging concepts are revisited so that pupils can make sustained gains in new knowledge.

In May 2025, we were visited by OFSTED who recognized that we are a continuously **GOOD** school.

In November 2022, we were visited by the Catholic Schools Inspectorate who recognized that we are **OUTSTANDING** in terms of our Catholic Life and Mission and Collective Worship and our RE Faculty were **GOOD** in terms of curriculum provision, outcomes and leadership.

## Job Description

### SEN/Higher Level Teaching Assistant

## Brownedge St Mary`s Catholic High School

<b>Post title:</b>	SEN/Higher Level Teaching Assistant
<b>Salary/Grade:</b>	Grade 7 – SCP 19-25
<b>Responsible to:</b>	The post will initially report to the SENDCO and is accountable to the Headteacher, Deputy Headteacher and SENDCO.
<b>Additional Purpose</b>	Part or all of any other equivalent or lesser graded profile undertaken for a minority of the post holders contractual time.
Under an agreed system of supervision and direction of the SENDCo and classroom teacher as part of a professional team, plan their role in lessons, preparing, delivering, assessing, reporting and marking learning activities for individuals/groups or short term for whole classes. The HLTA will contribute to a range of teaching, learning and pastoral activities in areas where they have expertise. To advise and support staff in specialist areas within the school and co-ordinate the work, management and development of other Teaching Assistants.	

<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• To assess the needs of pupils and to differentiate curriculum content to support pupils' learning.</li> <li>• To develop and implement pupil's Individual Educational Plans.</li> <li>• To support pupils as part of a planned inclusion programme.</li> <li>• To develop positive relationships with pupils and staff to assist pupil progress and attainment.</li> <li>• To monitor and evaluate pupil responses to learning activities.</li> <li>• Within an agreed system of supervision, to plan challenging teaching and learning objectives.</li> <li>• To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour.</li> <li>• To undertake classroom administrative tasks.</li> <li>• To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement.</li> <li>• To produce lesson plans and worksheet plans</li> <li>• To administer pupil work experience where necessary.</li> <li>• To undertake marking of pupils work and record achievement.</li> <li>• To administer/mark tests and invigilate examinations.</li> <li>• To assist in the specific medical/care needs of pupils when specific training has been undertaken. This may include complex medical needs.</li> </ul>
<b>Supporting for the School</b>	<ul style="list-style-type: none"> <li>• To organise and manage a purposeful, orderly and supportive environment for learning.</li> <li>• To support the promotion of positive relationships with parents and outside agencies.</li> <li>• To contribute/lead meetings, on an individual basis, with parents to provide feedback on pupil progress/achievement.</li> <li>• To utilise own strengths and areas of specialist expertise to advise and support other school staff in specialist areas.</li> <li>• To support the provision of out of school learning activities within guidelines established by the school.</li> </ul>



	<ul style="list-style-type: none"> <li>• To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.</li> <li>• To support the aims, values and policies of the school and participate in a team approach to all aspects of school life, promoting and modelling the Catholic ethos of the school;</li> <li>• To attend staff training as appropriate.</li> <li>• To take care of their own and other people's health and safety.</li> <li>• To co-ordinate and supervise the work of Teaching Assistants and hold team meetings as appropriate.</li> <li>• To ensure appropriate induction arrangements for all new Teaching Assistants including monitoring arrangements and operation of probationary arrangements.</li> <li>• To undertake training/mentoring for other teaching assistants.</li> <li>• To assist in the identification and delivery of development needs.</li> <li>• To ensure effective communication arrangements.</li> <li>• To co-ordinate the utilisation of volunteer helpers.</li> <li>• To be aware of the confidential nature of issues related to home/pupil/teacher/school work.</li> </ul>
<b>Support for the Curriculum</b>	<ul style="list-style-type: none"> <li>• To deliver learning activities including literacy and numeracy programmes, to pupils within an agreed system of supervision, adjusting activities in accordance with pupil needs.</li> <li>• To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.</li> <li>• To support the use of ICT in learning activities.</li> </ul>
<b>OTHER DUTIES</b>	<p>The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.</p> <p>At Brownedge St Mary's Catholic High School all staff work together to ensure that all children receive the very best care and support for their academic, social, emotional, physical and spiritual wellbeing.</p>
<p>All staff at Brownedge St Mary's Catholic High School are expected to contribute to the wider life of the school. Safeguarding of children is the responsibility of all staff, attendance at all relevant training events is expected and will form part of the job role.</p>	

#### **Note**

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Signature of post holder:**

**Date:**        /        /

**Signature of Head Teacher:**

**Date:**        /        /

## Person Specification

### SEN/Higher Level Teaching Assistant

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
<b>Qualifications</b>	E/D	A/I/R
Recognised and relevant NVQ Level 3 qualification or equivalent.	E	A
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	D	A
NVQ level 4 qualification or equivalent	E	A
HLTA status	D	A
First Aid	D	A, I
Prior training in specialist approaches to working with pupils with complex needs	D	A, L, I
<b>Experience</b>		
Experience of working with children with SEN	E	A, I
Experience of working in a classroom environment at KS2/KS3	E	A, I
Experience of Administrative work	E	A, I
Staff management experience	D	A, I
<b>Knowledge/skills/abilities</b>		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard	E	A, I
Ability to relate well to children	E	A, I
Ability to work as part of a team	E	A, I
Good communication skills	E	A, I
Ability to relate well to parents/carers	E	A, I
Ability to supervise and assist pupils	E	A, I
Time management skills	E	A, I
Organisational skills	E	A, I
Knowledge of classroom roles and responsibilities	E	A, I
Knowledge of the concept of confidentiality	E	A, I
Knowledge of Foundation Stage/National curriculum	D	A, I
Knowledge of numeracy and literacy strategies	E	A, I
Ability to make effective use of ICT	E	A, I
Ability to assess children's development	E	A, I
Ability to plan and deliver work programmes	E	A, I
Ability to organise, lead and motivate a team	E	A, I
Flexible attitude to work	E	A, I
<b>Other</b>		
Commitment to undertake in-service development	E	A
Commitment to safeguarding and protecting the welfare of children and young people	E	A, I
Satisfactory attendance record/commitment to regular attendance at work	E	R

## THE APPLICATION PROCESS

Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role.

The letter of application should be a maximum of 2 sides of A4, Arial Font size 12, with normal margin settings.

The letter of application should be

- Be accurate and legible
- Be underpinned by an overall philosophy and understanding of Catholic education and how you will support the distinctive ethos of the school
- Be clear and concise, outlining how your experience has prepared you for the post
- Outline a clear educational philosophy and link this with the requirements of the post including your future professional aspirations

Please return all completed application forms and supporting documentation to

[recruitment@st-maryshigh.lancs.sch.uk](mailto:recruitment@st-maryshigh.lancs.sch.uk)



## ***Extracts from our recent inspection reports***

**Ofsted confirmed our school continues to be a GOOD school. (May 2025)**

### **A FEW EXTRACTS FROM THE REPORT:**

*“Pupils and their parents and carers describe Brownedge St Mary’s as a school with a ‘family feel’ where everyone is valued.” - A testament to our warm, nurturing culture and strong community ethos.*

*“Pupils are united in their praise for the school’s inclusive ethos. One pupil reflected the views of many, saying, ‘You don’t have to be afraid to be yourself here.’” – A powerful tribute to our school’s support for individuality and emotional safety.*

*“Pupils, especially those with special educational needs and/or disabilities (SEND), achieve well and typically move on to ambitious next steps in further education.” – Highlights our school’s effectiveness in supporting all learners to achieve and aspire.*

*“The school’s work on pupils’ personal development is a tangible strength. A meticulously designed programme of spiritual, moral and cultural opportunities is at the heart of school life.” “The school’s extensive programme of extra-curricular activities is noteworthy.” – Underscores the richness and intentionality of our wider curriculum.*

*“Pupils leave the school as confident individuals, more than ready for their next steps in life.” – A compelling summary of our ultimate impact on our pupils.*

**Catholic Schools Inspection confirmed our school to be GOOD, with outstanding judgements in Catholic Life and Mission and Collective Worship. (November 2022)**

### **KEY STRENGTHS OF THE SCHOOL INCLUDE:**

*“The pastoral provision is exceptional”*

*“The school is extremely welcoming, and the sense of community is palpable”*

*“(Gospel) values are lived out, permeate the school and are exemplified by strong positive relationships resulting in a united*

*and joyful community”*

*“There is exceptional readiness to take on roles of leadership, responsibility and service resulting in a strong community that reflects the diversity of St Mary’s”*

*“Students are extremely respectful”*

*“Student leadership opportunities are varied and extensive”*

*“Students clearly understand they are part of a Catholic family whose core values come from Jesus. They embrace this, value it highly and actively contribute... In essence, students find the school’s ethos inspiring.”*