

Our Lady Queen of Peace

Catholic High School



Application Pack

Student Support Assistant - Aspire

Letter to Applicants

Dear Applicant

Thank you for your interest in the position of Student Support Assistant within ASPIRE, a vital provision at Our Lady Queen of Peace Catholic High School.

Located in Skelmersdale, Our Lady Queen of Peace is a fully inclusive Catholic school that embraces students of all abilities, backgrounds, and beliefs. Our mission is grounded in compassion and respect, and the unwavering belief that every student deserves the opportunity to thrive.

In February 2024, we proudly launched the ASPIRE Centre - a dedicated, nurturing space designed to support a small group of students who benefit from a more personalised, small-group learning environment. ASPIRE offers a calm, structured and supportive setting where students with additional needs can engage meaningfully with their education and grow in both confidence and independence - academically, socially and emotionally.

We are enthusiastic about the future of ASPIRE and warmly invite you to join us on this rewarding journey.

Our Mission Statement 'In Christ We Grow' recognises that gospel values are at the centre of every aspect of school life. Our expectations are high for every young person, and we expect everyone in our community to strive for excellence through caring, sharing and achieving their very best.

Our Lady Queen of Peace is looking for a Student Support Assistant who:

- Embraces the Catholic Mission and Ethos of the school
- Is passionate about working with young people
- Will support the education, personal and social development of pupils
- Will work collaboratively with class teachers
- Is a good communicator
- Is ambitious and highly aspirational for students
- Wants to forge strong relationships with students of all abilities and backgrounds
- Will inspire students to work hard and achieve their best despite any personal difficulties they may be experiencing
- Cares deeply for the vulnerable and disadvantaged
- Has high standards and expectations
- Wants to make a huge difference to the lives of our young people

The school is on a journey of rapid improvement and has an exciting future. It will provide the training and support needed and the opportunity for you to develop your skills successfully as a Student Support Assistant. You will be a valued member of the staff team and we look forward to receiving your application.

If you wish to visit the school in advance, please contact the HR Manager Mrs N. Barber via email: n.barber@olqp.lancs.sch.uk. You will be very welcome.

The closing date for the return of completed application forms is **9.00am** on **Monday 21st September 2026**. Only shortlisted applicants will be contacted. **Please note, interviews will take place on Thursday 26th September 2026**. The post is subject to relevant safeguarding checks which include a satisfactory enhanced DBS clearance.

Kind regards

Mrs. M Henshaw
Headteacher

Our Lady Queen of Peace

Catholic High School

Student Support Assistant

Job Description

Mission Statement

In Christ We Grow

Striving for excellence through caring, sharing and achieving.

'I am the vine; you are the branches. Those who abide in me and I in them bear much fruit'
[John 15: 5]

Salary	Grade 4, point 4-6, £25,185 - £25,989 (pro rata) (Actual salary £16,350 - £16,872)
Required	As soon as possible
Contract	Permanent
Hours of Work	28 hours and 20 minutes per week, Term Time Only 8.30am – 3:00pm Monday - Friday <i>(A degree of flexibility in working hours may occasionally be required by negotiation between the hours of 7:30 a.m. and 5.30 p.m.)</i>

DUTIES

Support for Students

- Assist with the 'soft landing' process each morning, supporting students in a calm, welcoming start to the day and providing breakfast.
- Support students with social, emotional and mental health needs, including assistance with self-regulation strategies.
- Facilitate structured learning activities, supporting individuals or small groups to complete tasks effectively.
- Build positive, trusting relationships with students to encourage progress, engagement and attainment.
- Contribute to the development of individual student targets and support the ongoing monitoring and review of progress.
- Assist in delivering planned inclusion programmes, helping students integrate successfully into wider school life where appropriate.
- Support the development of key skills that underpin learning, including communication, independence and resilience.
- Where relevant training has been provided, assist with medical or care needs of individual students.
- Provide focused support to students with ADHD, Autism Spectrum Disorder (ASD) or autism, helping them access the curriculum and thrive in the ASPIRE environment.

Support for the Teacher

- Assist in the monitoring and recording of student progress and developmental needs to inform future planning and support.
- Contribute to the creation of tailored learning resources that support student engagement and understanding.
- Undertake routine administrative tasks within the classroom, including maintaining accurate records and documentation.
- Support the supervision of students and assist in the positive management of behaviour, following school policies and individual plans.
- Provide relevant information and observations to the class teacher to help in the planning and adaptation of learning programmes.
- Liaise with the school's designated attendance officer or nominated person regarding student absences.
- Support the organisation of off-site learning activities, including the coordination and administration of work experience placements.
- Provide general clerical and administrative support, such as collecting and recording payments (e.g. for trips or activities).
- Administer routine assessments, assist with exam invigilation and support basic marking of student work as directed.
- Assist with the supervision of students during educational visits or school trips, ensuring their safety and well-being.

Support for the School

- Help provide a purposeful, orderly and supportive learning environment, conducive to student progress and well-being.
- Support the development of positive relationships with parent/carers and external agencies to enhance student support.
- Work in line with all school policies, procedures and safeguarding protocols.
- Attend relevant staff training sessions, meetings and professional development opportunities as required.
- Take responsibility for maintaining health and safety standards, ensuring the welfare of both students and colleagues.
- Liaise with the designated school contact regarding the ordering of supplies and educational equipment for the ASPIRE Centre.
- Where appropriate, monitor and manage stock and resources, maintain inventories and conduct audits within an agreed budget.
- Respect and uphold confidentiality concerning matters related to students, families and school operations.
- Support, supervise, or contribute to the training and development of colleagues, when appropriate.
- Complete first aid training and undertake first aid duties as requested.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities.
- Any other duties appropriate to the grade at the request of the Headteacher and SLT.

Note: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified and other duties, at no higher a responsibility level, may be interchanged with/added to this list at any time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
Training and Experience	NVQ level 2 or above qualification – appropriate to the post (or equivalent) 4 GCSEs or equivalent including Maths and English Experience of working with or caring for children of relevant age First Aid Training (or willingness to undertake training)	Experience of working in a relevant classroom/ service environment Experience of Administrative work Experience of supporting learners with challenging behaviour	Application Form Interview
Knowledge and skills	Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard Ability to relate well to children Ability to work as part of a team Good communication skills Ability to supervise and assist learners Knowledge of the concept of confidentiality Good numeracy and literacy skills Flexible attitude to work	Time management skills Organisational skills Knowledge of classroom roles and responsibilities First Aid Certificate Administrative skills Knowledge of Foundation Stage/National Curriculum Ability to make effective use of ICT	Application Form Interview References
Personal Qualities	Commitment to undertake in-service development Enthusiasm Integrity Tact Patience Reliability		Application Form Interview References
Approach to work	Excellent attendance and punctuality record Flexibility Teamwork Initiative and ability to work independently Support for ethos of school		Application Form Interview

Appointment Process

Number on Roll : 751

Please visit our website www.olqp.org.uk for more information about the school.

Closing date for applications: 9.00am on Monday 21st September 2026

Interviews: Thursday 24th September 2026

Applicants are asked to provide a completed application form including a supporting statement detailing why you believe your experiences, skills, personal qualities, training and/or education are relevant to your suitability for the post and how you meet the person specification.

Governors prefer applications to be returned by email to Mrs Natalie Barber :

n.barber@olqp.lancs.sch.uk

Please note: Receipt of an application will be acknowledged by email. Only successful applicants will be contacted. It is our policy to take up references for shortlisted applicants from their present school. It would assist this process if you are able to provide email addresses for all referees on your application form. Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed. All appropriate safeguarding and attendance at work checks will be requested.

If you have any questions regarding the application process, please contact us via the details below:

Our Lady Queen of Peace Catholic High School
Glenburn Road
Skelmersdale
Lancashire
WN8 6JW

Tel : 01695 725635

Email : n.barber@olqp.lancs.sch.uk

Website: www.olqp.org.uk

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.

Our Lady Queen of Peace Catholic Engineering College is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The school will also be conducting an online search on any shortlisted candidates. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment.