



**Post** SEND/ELSA Teaching Assistant 3 - 30 hours per week

**Salary** Grade 6 Scale Points 11-19

**Full Time Salary (£28,142 to £32,062 ) Pro-Rata. (pay award pending)**

The salary quoted is the full-time equivalent of the role. If successful, the salary received will be paid on a pro rata basis

**Working Pattern** Monday to Friday – 8:45am to 3:15pm

**Term Time Only**

(30 minutes lunch unpaid)

**Required** September 2026

**Responsible to:** Associate Assistant Headteacher / SENDCO

### **Purpose of the Role**

To assist in the running of the school's Eden Room provision, providing pastoral, emotional and behavioural support to pupils, particularly those with Special Educational Needs and Disabilities (SEND). The postholder will work closely with teaching staff, parents, external agencies and the wider pastoral team to ensure pupils are able to access learning, develop positive relationships and achieve their full potential.

### **Key Responsibilities**

#### **Pastoral Support**

- Support on the day-to-day operation of the Eden Room, ensuring it provides a safe, nurturing and supportive environment for pupils.
- Work closely with the Pastoral team, HOY and Unit Manager to support pupils with SEND across the school.
- Support pupils experiencing social, emotional, mental health (SEMH) or behavioural difficulties.
- Build positive and trusting relationships with pupils to promote engagement, attendance and wellbeing.
- Develop and implement individual support plans and pastoral interventions.
- Support pupils in managing emotions, regulating behaviour and developing resilience.
- Monitor and evaluate the effectiveness of pastoral support strategies and interventions.

#### **SEND Support**

- Work closely with the SENDCO to support pupils with SEND across the school.
- Contribute to the identification of barriers to learning and help develop appropriate support strategies.



- Support the implementation of Education, Health and Care Plans (EHCPs) and SEND support plans.
- Liaise with teachers to ensure reasonable adjustments and support strategies are effectively implemented.
- Maintain accurate records of pupil progress, interventions and outcomes.

### **Intervention Delivery**

- Plan, deliver and evaluate targeted interventions for individuals and small groups.
- Deliver evidence-based interventions relating to:
  - Emotional wellbeing
  - Social skills development
  - Self-esteem and confidence
  - Behaviour regulation
  - Attendance and engagement
  - Transition support
- Track pupil progress and provide reports on intervention outcomes.
- Adapt interventions to meet individual pupil needs.

### **Safeguarding and Welfare**

- Promote and safeguard the welfare of all pupils in accordance with school policies and statutory guidance.
- Report safeguarding concerns promptly through the school's safeguarding procedures.
- Support vulnerable pupils and contribute to risk assessments where required.

### **Attendance and Engagement**

- Support the improvement of attendance for identified pupils.
- Conduct attendance monitoring and follow-up work with pupils and families.
- Work proactively to remove barriers to school attendance and engagement.

### **Administration and Record Keeping**

- Maintain accurate, confidential and up-to-date records.
- Produce reports and documentation as required.
- Use school systems to record interventions, behaviour, attendance and pastoral support provided.

### **General Responsibilities**

- Uphold the ethos and values of the school.
- Participate in relevant training and professional development.
- Attend meetings and contribute to whole-school improvement initiatives.
- Undertake any other duties commensurate with the grade and nature of the post.



### Person Specification

#### Essential

- Experience of working with children and young people in an educational setting.
- Experience of supporting pupils with SEND and SEMH needs.
- Experience of delivering targeted interventions.
- Excellent communication and interpersonal skills.
- Ability to build positive relationships with pupils, families and professionals.
- Good record-keeping and organisational skills.
- Ability to work independently and as part of a team.
- Commitment to safeguarding and promoting the welfare of children.

#### Desirable

- Relevant qualification in education, pastoral support, youth work, counselling or SEND.
- Experience of managing an inclusion, nurture or intervention provision.
- Knowledge of SEND Code of Practice and safeguarding procedures.
- Experience of working with external agencies and multi-agency teams.
- ELSA trained or willing to be trained

The successful candidate will be joining a thriving and oversubscribed school across all year groups, with a strong reputation for excellence, care, and community.

During our most recent Ofsted Inspection (January 2025), the school was judged Outstanding for Personal Development. Inspectors commented:

*“Pupils are polite, kind and considerate. They enjoy the positive relationships that they have with staff, who care for them well. Pupils make a strong contribution to the calm and respectful atmosphere that exists at the school. They are happy here.”*

In our Catholic Schools Inspection (November 2024), St Cecilia’s was graded Outstanding in all areas. Inspectors also recognised that:

*“The exemplary quality of relationships between all members of the community has created a family atmosphere in which every person is highly valued. The pastoral care and well-being for all students, especially those who are most vulnerable, is of a very high standard.”*

We understand the realities of workload and are proactive in supporting staff wellbeing. Our comprehensive wellbeing package includes:

- Free, confidential counselling
- Financial and wellbeing coaching
- Menopause and nurse support
- 24/7 GP access
- Stress coaching and physiotherapy
- Monthly staff breakfasts



- Weekly staff wellbeing treats, including fresh fruit

Recent Staff Voice (January 2026) highlights include:

*“Very simply, love it. Love the school, students, colleagues, environment, faith aspect.”*

*“I feel very comfortable and supported. All staff are great and so are the students.”*

*“I enjoy working at St Cecilia’s; it is a very inclusive team who support each other.”*

*“Great – very proud of the school, feel supported and trusted in my ability to do my job.”*

*“Very fortunate.”*

St Cecilia’s is more than a workplace. It is a community built on care, professionalism, faith and mutual respect — a place where staff feel valued, supported and proud to belong.

Please take time to look at our school website [www.st-ceciliass.co.uk](http://www.st-ceciliass.co.uk)

If you would like to visit school, in fact we encourage you to visit our outstanding school, please contact Barbara Clarke, School Business Manager on 07375 324661 or via email to: [bc@st-ceciliass.lancs.sch.uk](mailto:bc@st-ceciliass.lancs.sch.uk) who will arrange a visit with the SENDCO Miss Hughes

Applications should be submitted using the Catholic Educations Services form and emailed to Mrs B Clarke, School Business Manager, to: [bc@st-ceciliass.lancs.sch.uk](mailto:bc@st-ceciliass.lancs.sch.uk)

*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.*

Please take time to look at our school website [www.st-ceciliass.co.uk](http://www.st-ceciliass.co.uk)

### **Deadlines for Applications**

**Closing date**    **Friday 10<sup>th</sup> July 2026**

**Interviews**    **Tuesday 14<sup>th</sup> July 2026**

All relevant documents are available to download from our school website.

Completed application forms using the **Catholic Education Service form only** should be returned to Mrs B Clarke, School Business Manager, St Cecilia’s RC High School, Chapel Hill, Longridge, Preston. PR3 2XA, preferably via email to [bc@st-ceciliass.lancs.sch.uk](mailto:bc@st-ceciliass.lancs.sch.uk)

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