



**RECRUITMENT
PACK**

**ST JOHN FISHER
CATHOLIC HIGH SCHOOL**

Lead Learning Support Assistant - Intervention

Ofsted
Good
Provider

**CATHOLIC SCHOOLS
INSPECTORATE**
THE NATIONAL FRAMEWORK FOR THE INSPECTION OF CATHOLIC SCHOOLS, COLLEGES AND FORMERIES
OUTSTANDING

Learning together as a community in Christ

Welcome to St John Fisher

We are a thriving Catholic school community serving young people in the heart of Wigan.

We believe in delivering a challenging, broad and balanced curriculum underpinned by a strong faith experience and an excellent pastoral care system.

We believe every child deserves to feel safe and valued and, because of this, our young people flourish academically, socially and spiritually in our school.

Our mission statement, **Learning Together as a Community in Christ** encapsulates everything we do.

We promote a love of learning through our quality first teaching. We are a fully inclusive community which recognises the worth of every individual and we encourage all our community to be Christ-like - being respectful, polite, kind and aspirational.

Could you be part of our team?

Thank you for taking an interest in our school.

Alison Rigby

Headteacher



Why work at St John Fisher?

We have high expectations of our students and of our staff - people matter in our school. We expect our staff to be models of excellence and demonstrate a strong moral core and a professional work ethic. Staff are valued and supported in their pursuit of professional development. In return, we expect total commitment to our strong Catholic ethos and a relentless pursuit of aspiration for our young people - we want them to do their best and be their best.

We are a Good school, as judged by Ofsted in November 2021. Further, we are an Outstanding Catholic School, as confirmed by our Catholic Schools Inspectorate inspection within the new framework in June 2023.

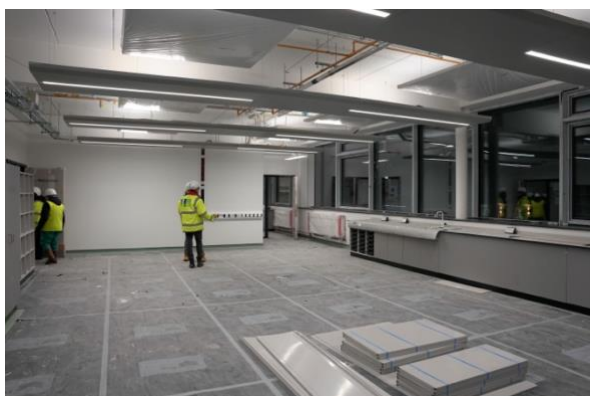
We have a very supportive and experienced governing body who fully involves themselves in the life of the school and school improvement strategy.

It is an exciting time for our school community as our school was identified as one of fifty schools to be in the first stage of the Department for Education's new School Rebuilding Programme.

Our new state-of-the-art school with a separate sports facility is under construction and will be ready for January 2025.

Currently, our school is effectively operating amongst the construction with adapted breaktimes and lunchtimes, using existing school blocks and the addition of a temporary block. This current situation presents us with immense challenge, however, due to our cohesive and supportive staff team and loyal pupils our school is managing incredibly well and is looking forward to moving into an innovative and modern environment.

Be part of something exciting...



St John Fisher is part of the Liverpool Archdiocese

The Archdiocese of Liverpool Education Department (Secondary) are a thriving family of 36 Catholic secondary schools and sixth form colleges who collaborate extensively and support each other. The group of schools and colleges are also supported by a unique diocesan school improvement service, the only one in the country. The schools and colleges are arranged in clusters which contain a mix of academies, local authority schools and religious order schools. St John Fisher is in the East cluster.

The archdiocesan school improvement service provides support with curriculum, attendance, behaviour, SEND and disadvantaged pupils. There is a full programme of activities throughout the school year for senior leaders, middle leaders (curriculum and pastoral) and other staff. Archdiocesan schools are also supported by the Teaching School who lead our SLEs and two teacher training organisations.

The school improvement service is part of the diocesan Education Department, staffed by professionals who provide support and advice to headteachers, governing bodies and clergy. The Department also provides guidance and advice to schools and colleges in matters including governance, staff recruitment, admission arrangements, religious education, and capital development.

As a Christian organisation, the archdiocese is committed to the wellbeing and development of all school staff; they support everyone in the schools and colleges to flourish and grow professionally and personally.

As part of the diocesan family, you will be part of a large organisation dedicated to transforming education through faith and innovation. As a teacher, you will have the privilege of shaping young minds and hearts, ensuring every child receives an education rooted in love, excellence, and hope.

More information can be found on the archdiocese website: [Education - A great Catholic education](#)



What we do for the wellbeing of our staff

- Commitment to Health Assured Employee Assistance Programme.
- Strong commitment to ongoing staff training and development including engagement in NPQ programmes and Masters accreditation.
- Strong and healthy relationships between SLT and staff.
- An appraisal process which recognises staff (teaching & non-teaching) contribution to school priorities and follows a developmental approach rather than performative.
- Recruitment of additional staff to strengthen the pastoral team.
- Reasonable expectations with regards to staff duty commitments.
- Strong commitment to reducing staff workload and decision-making processes consider staff wellbeing.
- High levels of staff consultation.
- Advance notice for staff with monitoring and evaluation tasks and a well-planned and transparent annual calendar.
- Regular information sessions for staff to help staff make informed career choices and feel supported in the school environment e.g. menopause, pensions etc.
- SLT are a visible presence around school both during lessons and in unstructured times of the day.
- Wellbeing weeks in school calendar to support staff in managing workload.
- Active social calendar for staff.
- SLT arrange detentions each Friday to reinforce standards.
- Support for staff spiritual development through school chaplaincy, regular Masses and liturgy.
- Birthday cards for every member of staff.
- Coffee Van every Wednesday to purchase food/drink
- Well-Being Action Group to voice any issues
- Discounted JD Gym Membership
- Discounted Wrightington Health Club & Spa Membership
- Blue Light Discount
- All Wigan Council Be Well Gym Membership
- Member of The Cinema Society (free/discounted cinema tickets)
- Health and Well-Being Hub
- Employee Assistance Programme
- Fisher Family Award every term



Our Learning Support Department

Our Vision

In Learning Support, we have an approach in which every child is treated as an individual. Their needs are assessed and met through bespoke interventions, support in class and through tuition. We are a large welcoming department who strive to support children when they need it most. We are always forward thinking, looking for new ways in which to engage pupils so we can ensure the best outcome for them when they leave our school. Above all, we are a team, and we strive to foster strong relationships with our pupils and with each other.

Staffing

The Learning Support department consists of a SENCO, Assistant to SENCO, Specialist Teacher, Intervention Lead for Literacy, twelve full-time Learning Support Assistants and five part-time Learning Support Assistants. Learning Support Assistants work in class, offering help to the students who require the most support. The Lead Learning Support Assistant is responsible for assessing, planning, delivering interventions and tracking progress of individuals who come to us through a referral process. They also liaise with staff and parents to ensure everyone is fully informed. The relationships within the department are strong and collaboration is common practice. All of the department strives to reach a common goal with the student at the centre of the individualised support being provided.

Interventions and curriculum on offer

At St John Fisher Catholic High School we are fortunate to offer a 627-transition group. This group assists students with literacy needs and helps them to transition into Y7 positively. The 627-group study RE, History and Geography in a smaller environment, breaking down the literacy aspect of the curriculum into manageable sections. The department is continually developing interventions for offer to our students. Learning Support Assistants are fundamental in supporting with the delivery of these interventions. As students progress through school, the NOCN entry level course is available to those who require additional support. This course runs alongside the core curriculum offer at KS4.



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Enrichment Opportunities

The Learning Support Department offers students a daily lunch time group to help improve their social skills. Students visit universities for GM Higher events, colleges for SEN transition sessions and, recently, we have been to Manchester United Football club to develop teamwork for the 627 students.

Environment and Resources

Learning Support is comprised of a main classroom, a 1-1 room, the BASE room for group work, which is used by the specialist teacher, and general offices. Rooms are fully equipped with suitable resources.

Professional Development Opportunities

The department works closely with TESS and EPS to support training needs. We also have many opportunities to develop additional training and use The National College online CPD courses. Staff are strongly encouraged to undertake regular CPD and training to further enhance their skills and knowledge.



Lead Learning Support Assistant - Intervention

Job Description: Lead Learning Support Assistant - Intervention

Job purpose:	To deliver whole class/small group literacy and numeracy intervention as appropriate on a timetabled basis. Coordinate the delivery and monitoring of SEND literacy and numeracy interventions across the school. Teach small group maths and NOCN lessons. And/or to provide support to teaching staff and students.		
Reporting to:	SENDCO, Assistant to SENDCO		
Responsible for - Staff	None		
Liaising with:	Pupils, teachers, senior staff, parents/carers, visitors to the school.		
Grade of post:	G5	Gauge ref:	A23557
Disclosure level:	Enhanced		

Job Outline
<ul style="list-style-type: none"> • To prepare/deliver literacy and numeracy activities/intervention tasks. • To support students to develop their literacy and numeracy skills. • To complete initial and final assessments to show progress of students. • Prepare reports to feed into the learning support department quality assurance documentation. • To work with parents ensuring consistent strategies and support for identified pupils. • To write and review an individual education plan for students. • Liaise with learning support assistants and class teachers to ensure an awareness of the strategies used to support children and received feedback on the impact of these strategies. • To organise and deliver (alongside SENCO) training events for staff and parents. • To coordinate the delivery of literacy and numeracy interventions, gathering information from data, teachers and parents and working with other LSAs to ensure students needs are met and a programme is in place. • To support and make use of the St John Fisher Learning Way. • To undertake exam/test invigilation.

Other Specific Duties
To carry out the duties in the most effective, efficient and economic manner available.
To continue personal development in the relevant area.
To participate in the staff review and development appraisal process.
Health and Safety Training
To undertake Health and Safety Training on areas within the designated work area.

Lead Learning Support Assistant – Intervention

Person Specification: Lead Learning Support Assistant – Intervention G5

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Previous experience of working with children of a relevant age	E		A, I
Previous supervisory experience	E		A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 2 or equivalent qualification or comparable level of experience	E		A, I
Good standard of numeracy & literacy skills	E		A, I
ILM / NEBS		D	A
Willingness to undertake further relevant training	E		I
Willingness to undertake basic first aid	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of how to use relevant equipment/resources including ICT packages	E		A, I
Understanding of the national/foundation stage curriculum and other basic learning programmes		D	A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation		D	A, I
Knowledge of Health and Safety		D	A, I

Continued...

Understanding of the principles of child development and learning processes	E		A, I
Knowledge of the policies/codes of practice and awareness of relevant legislation	E		A, I
Willingness to promote and support the school's Catholic ethos.	E		A, I

D. Personal Skills, Abilities and Competencies

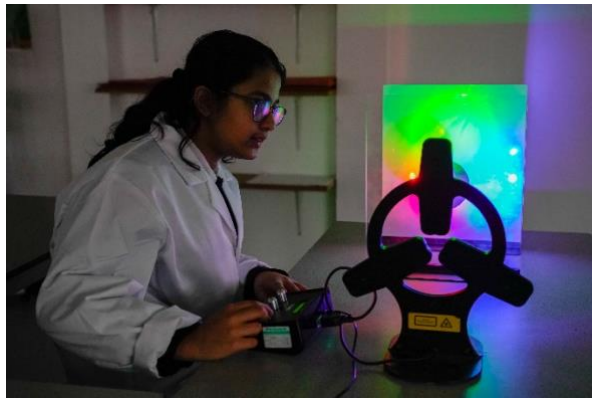
Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to use different approaches to deal with whole classroom and individual behaviour		D	A, I
Ability to communicate with and relate well to children and adults	E		A, I
Ability to supervise, organise and motivate staff	E		A, I
Ability to work in accordance with the school's health and safety policies	E		A, I
Ability to recognise own learning needs and seek further opportunities internally/externally of school	E		A, I
Ability to deal with minor injuries		D	A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I





Application Process

Visits

If you would like to come and visit our school to help you in your application please contact us on

recruitment@sjf.wigan.sch.uk

Applying for the role:

Please use the following links to access the appropriate forms and guidance;

Support Staff Application Form - [Click here](#)

Application Forms and GDPR Guidance - [Click here](#)

Recruitment Monitoring Form - [Click here](#)

Rehabilitation of Offenders - [Click here](#)

Timescale

The deadline for all applications: **Wednesday 22 January 2025 at 12 noon.**

Interviews: **TBC**

Further Help

If you have any questions or issues with your application please email recruitment@sjf.wigan.sch.uk





ST JOHN FISHER

CATHOLIC HIGH SCHOOL

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