



Notre Dame Catholic College

# Candidate Information

Higher Level Teaching Assistant —  
Phonics Lead (Permanent)



*'Opening Hearts, Minds and Doors'*



## **Letter from our Headteacher**

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Dear Applicant,

Thank you for your interest in our vacancy. This pack has been designed to provide you with an insight into our culture and our achievements. It is also intended to provide you with the information you need to make an informed decision on applying for the post.

### **Our Offer**

Are you looking to grow and develop as a teacher and as a professional, in a warm and welcoming Catholic school that is genuinely committed to staff training, support and development, in order to provide a first-class education to every child in our College; an education that **opens their hearts, minds and doors** of opportunity, happiness, fulfilment and success?

Do you have a passion to **open hearts, minds and doors** for the young people you teach? Do you have an unwavering commitment to social mobility, achieved through education, first-class teaching and boundless pastoral care? If so, we'd love to hear from you.

### **Our Ambition**

We are looking to recruit an inspirational Higher-Level Teaching Assistant (HLTA) who is dynamic, creative and ambitious. Someone who is dedicated, committed and aspirational to lead and develop the phonic provision.

In return, we can offer the right candidate the chance to be creative and innovative, and to make a real difference to children's lives. We offer excellent progression and professional development opportunities. We will support you all the way.

We hope this pack answers all of your initial questions, but if not, please do not hesitate to contact us and we will do our best to help. It is extremely

important to us that you feel comfortable to proceed, as we aim to make the very best appointment possible.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'Anne-Marie Costello', written in a cursive style.

Mrs Anne-Marie Costello

**Acting Headteacher**

**Notre Dame Catholic College**



**Notre Dame  
Catholic College**

## **Welcome to Notre Dame Catholic College**

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### **Opening Hearts, Minds and Doors**

Notre Dame Catholic College is an oversubscribed, Roman Catholic school that has educated the children of north Liverpool for over 150 years. We are an inclusive, mixed, 11-19 school of 1027 boys and girls (including 120 students in our Sixth Form).

We are underpinned by our Catholic ethos and the foundation of the Sisters of Notre Dame. Our mission was perfectly articulated by our foundress, St Julie Billiart, almost 200 years ago, when she said “teach them everything that is necessary to equip them for life”.

We are located in the heart of the city on Great Homer Street. The proportion of disadvantaged students is well above the national average and the proportion of pupils with SEND is above the national average. The proportion of pupils who have an education, health and care plan is currently below the national average but increasing steadily.

Staff and students are fortunate to benefit from state-of-the-art facilities and premises. In 2013, the College moved from its historic home on Everton Valley, to its new home on Great Homer Street.

In 2019, the College was judged to ‘Require Improvement’ in our most recent Section 5 Ofsted inspection. Since then, the College has secured improvements in outcomes at both GCSE and A Level and has worked tirelessly to address the areas for development outlined in the inspection report. College leaders, governors and staff continue to implement its rigorous plan to restore its previous ‘good’ judgement and to continue to provide the very best education for its students.

Notre Dame is currently converting to academy status and will join St Joseph Catholic Multi Academy Trust in January 2024.

## **Letter from our Senior Assistant Head Teacher/SENCO**

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Dear Applicant,

Thank you for your interest in the role of Higher-Level Teaching Assistant at Notre Dame Catholic College. We are delighted, that through our commitment to developing all pupils into fluent readers, we have an opportunity for a passionate professional to help support us on the continual journey. You will also be required to support pupils within a classroom environment.

I have worked at Notre Dame Catholic College since February 2020 and I am very proud to lead the department and to have been able to transform the SEND provision here over the past four years. The department is made up of myself, an Assistant SENCO, four specialist SEND/primary teachers, Learning Support Assistants and Higher-Level Teaching Assistants. The department has been on a journey of improvement and we strive to become even better in the coming years.

This role is available due to the previous post holder moving onto another job within another area of education. You will be joining a highly skilled team who deliver a bespoke education to pupils with a wide range of SEND needs and whose reading journey is vast.

This role will enable you to support our pupils in every aspect of the SEND provision at Notre Dame Catholic College, but also lead the phonic provision across the school.

This is a very exciting time to be joining the team at Notre Dame Catholic College and I am excited by the offer of our provision to pupils across the city. This is something unique that as a team we can build and grow into the future and really put our own stamp on. Please do not hesitate to contact me should you have any further queries about the role or department.

Yours sincerely,

Ant McVerry

**Senior Assistant Headteacher/SENCO**

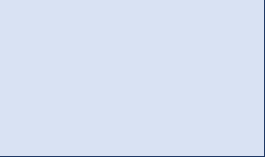


## Notre Dame Catholic College

### Job Description

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<b>Post Title:</b>	Higher Level Teaching Assistant (Phonics Lead)
<b>Working Time:</b>	Full time 35 hours per week, term time only
<b>Salary:</b>	PASS 5 Point 9-14 £25,119-27,334 (pro rata)
<b>Responsible to:</b>	Senior Assistant Headteacher/SENCO
<b>Responsible for:</b>	Supporting pupils within at Notre Dame Catholic College with their individual and academic needs, leading on Phonic provision.
<b>Job purpose:</b>	<ul style="list-style-type: none"><li>• To lead and develop the Phonic provision (Read Write Inc Fresh Start) across Notre Dame Catholic College.</li><li>• To guide the team of Teaching Assistants with the delivery of Phonics within the school.</li><li>• To manage the progress of pupils who undertake Phonics intervention within the school and report back to the SENCO.</li><li>• To provide individual and group support for our pupils within the Notre Dame Catholic College.</li><li>• To support the planning and resourcing of the SEND provision within Notre Dame Catholic College Resourced Provision</li><li>• To support educational needs of all students regardless of ability or SEND through delivering 1:1 or group support and interventions when required.</li><li>• To support teachers with the classroom environment and to support them with the preparation of resources.</li><li>• To deliver lessons within the Resourced Provision in the absence of the teacher.</li><li>• To support the teacher with bespoke interventions as detailed in a pupils EHCP.</li><li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential, regardless of their SEND needs.</li><li>• To support the Director of Inclusion in the further improvements with SEND provision at Notre Dame Catholic College.</li></ul>

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- To support the College's Catholic ethos and share its commitment to provide and monitor opportunities for personal, spiritual and academic growth.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



## Core Duties

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<b>Support for Pupils</b>	<ul style="list-style-type: none"><li>• To have regard for the safety and wellbeing of the pupil at all times</li><li>• To work alongside the individual and groups of pupils in activities specified by the class teacher, establishing good relationships and acting as a role model</li><li>• To encourage inclusion within the classroom</li><li>• To encourage pupils to interact with others and engage in activities led by the teacher</li><li>• To deliver lessons and interventions that are bespoke and supportive of pupil's individual needs</li><li>• To assist in the supervision of pupils on outings or visits</li><li>• To devise and deliver Intervention Programmes for Phonics with the rest of the SEND Team</li></ul>
<b>Support for Teachers</b>	<ul style="list-style-type: none"><li>• To receive instruction from teachers regarding the daily / weekly programme of activities and events within the Resourced Provision</li><li>• To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom under supervision</li><li>• To be aware of pupils' problems / progress / achievements and report to the teacher as agreed and pass on information from parents / carers</li><li>• Provide administrative and clerical support e.g. record keeping, photocopying and filing</li><li>• To assist in the display of pupils' work to reflect their achievement</li><li>• To assist with tasks within the college's assessment procedures</li><li>• To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.</li><li>• To support the teacher with the preparation and delivery of lessons and sessions that are delivered in the Resourced Provision.</li><li>• To support the teacher in meeting the provisions set out in pupils EHCPs and also to review these on a regular basis.</li></ul>



	<ul style="list-style-type: none"> <li>To deliver interventions as detailed by external therapists (OT, SALT, EP) to support pupils' provisions as detailed within EHCPs.</li> </ul>
<b>Support for the College</b>	<ul style="list-style-type: none"> <li>To attend appropriate staff meetings as required</li> <li>To be aware of all Health and Safety issues</li> <li>To treat all information relating to a child as strictly confidential and to refer all enquiries, other than from professionals, to the Headteacher</li> <li>To assist with the general supervision of children when required</li> <li>To be a proactive member of the college and class team</li> <li>To attend relevant professional development, in order to update knowledge</li> <li>To promote the policies and ethos of the college</li> <li>To invigilate in examinations</li> <li>To support cover lessons.</li> </ul>
<b>Support for the Curriculum</b>	<ul style="list-style-type: none"> <li>To prepare and assist specific activities, supporting pupils to understand instructions in respect of any learning strategies</li> <li>To support pupils in using basic ICT as directed</li> <li>To set out and prepare equipment.</li> <li>To deliver sessions/lessons to pupils within the Resourced Provision</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Higher Level Teaching Assistants may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.</li> </ul>





## Person Specification

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Knowledge, Qualifications and Experience	Essential (E) or Desirable (D)
Good level of English and Mathematics to GCSE level or equivalent	E
Higher Level Teaching Assistant Qualification or QTS	E
Experience of working with SEND pupils within an educational setting	E
To have experience of working to support pupils with phonics intervention in a school setting.	E
Evidence of preparing and delivering phonics sessions on a 1:1 and group basis	E
Evidence of appropriate professional development (CPD) within SEND and Phonics	E
Evidence of working with specialised teaching approaches to support pupils with SEND	E
Evidence of implementing multi-agency support plans within the classroom and the wider school to support pupil's development	E
Evidence of delivering interventions in 1:1 or group situations to support pupil's development	E
Evidence of developing positive relationships with staff from across a setting to best support pupils' individual development	E
Flexible in their ability to work across the school to best meet the needs of pupils as and when it is needed	E
Evidence of working with challenging behaviour and supporting pupils with their self-regulation	E
Evidence of developing positive relationships with families and providing timely communication about pupils	E
Evidence of positive behaviour support training	D
To have worked in more than one specialist setting and with a range of additional needs	D

Skills and Abilities	Essential (E) Or Desirable (D)
Ability to enthuse and effectively communicate with pupils	E
To be able to communicate with pupils in a way that meets their individual needs, including the use of visuals and potentially working with pupils who are non-verbal	E
A commitment to supporting pupils in a comprehensive school where they are all valued regardless of their abilities and individual needs	E
The ability to deliver interventions within the daily classroom routine to support pupils with their individual needs	E
The ability to lead other team members and guide them with their own understanding of phonics intervention	E
The ability to compile data and scrutinise this with the support of the SENCO	E
A demonstrable commitment to equality of opportunity	E
Appropriate ICT skills including those directly related to transference of subject knowledge in a classroom context	E
Committed to maintaining the high standards across the School	E
To be adaptable to the changing needs of pupils throughout the school day	E
A team player	E
The ability to take direction from teachers as and when is needed to best support the pupils	E
To be resilient and to be able to support pupils no matter their needs	E
To be confident in implementing new ideas that best support the pupils	E
Ability to develop and maintain good professional relationships with students, staff and parents	E
A strong commitment to one's own professional development	E
A willingness to become involved in wider School initiatives and activities	E
Punctual	E
Good attendance within current role	E



**Notre Dame  
Catholic College**

## **Policy Statement**

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This college has adopted the 'Safer School' approach and an ongoing culture of vigilance. We are committed to creating a safer environment in order to safeguard and promote the welfare of our students. We expect all staff, visitors and volunteers to share the same commitment.

We have in place measures that provide a safer environment for students which help to ensure that inappropriate or abusive behaviour is identified and dealt with at an early stage. This includes enhanced disclosure checks carried out on everyone having regular access to students and

- also checks on previous employment records
- checks with job referees
- checks on academic qualifications
- checks on health records and photographic identification
- all appointments are subject to the above checks and references
- all interviews include questions on candidate's child protection awareness.



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## **Safeguarding Statement**

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### **THIS IS A SAFEGUARDING SCHOOL**

We have a duty to safeguard and promote the welfare of children.

If we have any concerns that a child may be suffering harm, we have no choice but to refer to Social Services when appropriate.

- ❖ The Senior Safeguarding Officer is Mrs E Brennan.
- ❖ The College Safeguarding Team are Mrs E Brennan, Mr A McVerry and Mrs J Littleboy.
- ❖ The Nominated Governor for Child Protection is Sr Maureen Lomax.
- ❖ Copies of the College's Child Protection/Safeguarding policy can be obtained from the college on request.



# Notre Dame Catholic College

## How to apply

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### Application forms

- Please complete an application form downloaded from the 'Vacancies' page of the Notre Dame Catholic College website.  
<https://www.notredameliverpool.com/vacancies>
- Please also attach an accompanying letter of support, addressed to the Headteacher of the school, maximum of two sides of A4 Arial font 12, addressing the following points:
  1. Why you are interested in the post.
  2. How you feel your experience and effectiveness to date make you a suitable candidate for the post.
  3. What contributions you could make to students' development within our college.
  4. Any particular areas of strength and expertise you have to offer.

### Application deadline

Electronic applications should arrive by 8am on Friday 24<sup>th</sup> November 2022.

### Please email applications to:

[recruitment@notredame.liverpool.sch.uk](mailto:recruitment@notredame.liverpool.sch.uk) with 'HLTA' in the subject line. It is anticipated that interviews will take place during week commencing Monday 27<sup>th</sup> November 2023.

### Feedback

We always receive a large number of applications and unfortunately, we cannot provide feedback for applications. If you have not heard from us within three weeks of the above closing date, then please assume that on this occasion your application has been unsuccessful.



Notre Dame Catholic College