



# ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY



Higher Level Teaching Assistant—Salary: £29,151 pa pro rata

24 hours per week—term time only—fixed term post 06.01.25 to 23.05.25



## Thank you for your interest in joining our team at St Catherine's College.

We are delighted to have the opportunity to share the information for this role with you. We invite you to take a moment to explore our website at [www.stcatherines.college](http://www.stcatherines.college), to find out more about us. We hope you find these resources helpful, as you consider this exciting opportunity.

St Catherine's College is situated on the sunshine coast, beautifully set between miles of unspoilt coastline, part of the South Downs National Park, Beachy Head and 1066 country. Eastbourne is a wonderful place to live and work.

As a Church of England Academy and part of the Diocese of Chichester Academy Trust, we are unique in East Sussex. We are committed to putting our students at the heart of everything we do. We believe that by emphasising high standards and firm boundaries, all underpinned by our Christian vision and values, we create a safe and nurturing environment where students can thrive.

St Catherine's College prides itself on forging strong relationships with families, students and staff alike. We are always hugely oversubscribed as a result of the high standards and values we promote.



At St Catherine's College, we take great pride in our talented and highly motivated staff and students. Our team works tirelessly to provide the best possible learning experience, and we value the unique contributions of every member of our community.



We provide a welcoming and supportive environment for staff where we actively promote opportunities for personalised CPD. All our staff are precious to us; their health and wellbeing is of paramount importance and therefore we offer a highly subsidised membership to Benenden Private Medical Healthcare.

Our vision is to prepare our students to excel locally, nationally, and globally, to become independent learners and responsible citizens, and to embrace the challenges of an ever-changing world. We believe that education is not only about academic excellence, but also about nurturing the values, attitudes, and behaviours that enable individuals to learn to live together in a supportive, accepting, and compassionate manner.



We strive to empower every student, regardless of their background, to become an active participant in shaping their community and society. By focusing on life skills such as communication, collaboration, and self-motivation, we equip our students with the tools they need to become confident, aspirational, and resilient individuals.

We are delighted that you are considering applying for this post. We look forward to working together to enable our students to excel and flourish in their secondary education and beyond. As Jesus said, **'I have come that you may have life, and have it to the full' (John 10 v10b)**. We believe that by working together, we can help our students achieve their fullest potential.



Staff "set very high standards for students' behaviour. Students respect these expectations. As a result, behaviour is good in this school and classrooms are calm and purposeful." *Ofsted*

"There is powerful team camaraderie present in this school. Staff work very well together to help students fulfil their potential." *Ofsted*

## **Higher Level Teaching Assistant**

St Catherine's College has an exciting opportunity to appoint an enthusiastic, motivated and experienced Higher Level Teaching Assistant (HLTA) to teach Phonics to small groups of students.

This is a fixed term post for five months from 06.01.25 to 23.05.25.

The successful candidate will have an existing HLTA qualification and experience in delivering a DfE validated phonics programme.

By ensuring high-quality phonics teaching and improving literacy levels, we want to give all children a solid base on which to build progress through school and to help them develop the habit of reading both widely and often, for both pleasure and information. You will be delivering a phonics programme that achieves strong results for all students.

### **The benefits of working at St Catherine's College include:**

Local Government Pension Scheme

Free membership to Benenden Private Medical Healthcare

Excellent career development opportunities

A fabulous, sociable staff room

Very well behaved students who are ambitious, hardworking, resilient, and responsible

Highly visible supportive senior leaders

A friendly, supporting and caring staff team

Parking

"Students and adults thrive in this caring community that celebrates love at its core."

(Inspection 2023)

"As a result of the rigorous routines used across the college, students are ready to learn and swiftly engage in lessons. This ensures that the atmosphere throughout the college in lessons and social time is calm, purposeful, warm and inclusive."

(SIAMS inspection 2024)

## **Job Description**

**Grade:** Single Status Grade 8, Spinal Column 20

**Salary:** £16,337 (Actual salary)

**Hours:** 24 hours per week, term-time only

**Contract Type:** Fixed term (6 January 2025 to 23 May 2025)

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## **Main Purpose of the Role**

- To teach small groups of students.
  - To deliver phonics using a government-recognised phonics scheme.
  - To contribute to a variety of teaching and learning activities.
  - To work within the relevant statutory frameworks.
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## **Key Responsibilities**

### **Teaching and Learning**

- Teach small groups of students, ensuring lessons are engaging and tailored to individual needs.
- Deliver phonics lessons using an approved government phonics scheme.
- Facilitate effective learning both in group settings and independently.
- Encourage students to complete tasks to the best of their abilities, promoting enthusiasm for lesson materials.
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### **Support for Students**

- Promote the acceptance and inclusion of students with special educational needs (SEN), fostering positive interactions among peers.
- Monitor and adapt learning activities as needed to achieve intended outcomes, in agreement with the teacher.
- Provide constructive feedback to students, enhancing self-reliance and self-esteem.
- Support the development of students' social skills, both inside and outside the classroom.

### **Monitoring and Reporting**

- Provide regular feedback to teachers and the SENCO / Literacy Coordinator on student progress and behaviour, including the effectiveness of behavioural strategies.
- Conduct systematic observations of students to gather evidence on their knowledge, understanding, and skills.
- Maintain accurate student records and track progress using the school's system (ARBOR).

### **Preparation and Administrative Duties**

- Prepare lesson materials and activities in advance of sessions, as required.
- Participate in school trips and extracurricular activities when necessary.

### **Behaviour Management**

Apply positive handling techniques where appropriate, ensuring the safety and well-being of all students.

## **Person Specification**

### **Qualifications and Training**

- Achievement of the Professional Standards for Higher Level Teaching Assistants.

### **Experience**

- Experience working in a school or college environment or with young people, including those who have English as a second language.
- Experience of working as a Higher Level Teaching Assistant.
- Experience using a wide range of learning resources to support the best learning outcomes.
- Experience delivering phonics in a government-recognised programme.
- Experience teaching groups of students.

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### **Skills and Knowledge**

- A good standard of written and spoken English.
- A basic understanding of mathematics.
- A basic understanding of and ability to use IT.
- Ability to use language and other communication skills that students can understand and relate to.
- Developed interpersonal and communication skills.
- Knowledge of the statutory framework relevant to the HLTA role.
- Specialist knowledge and experience in phonics.
- Ability to work effectively and supportively as a member of the school support team.

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### **Personal Qualities**

- Sensitivity and understanding to build good relationships with colleagues and students.
- A commitment to achieving the best outcomes for all students and promoting the ethos and values of the school.
- Commitment to maintaining confidentiality at all times.
- Resilience and a positive attitude.
- Polite and professional manner.
- Good health and attendance record.
- A positive and enthusiastic work ethic.
- Willingness to positively promote the school's aims and Christian ethos.

# Your Application

Completed application forms and letters of application should be sent directly to the college addressed to [swindsor@stcatherines.college](mailto:swindsor@stcatherines.college)

The closing date for this post is 12 noon on **Monday 16 December 2024**

Please note that we reserve the right to consider applications as they arrive.

Please use the standard application form accompanied by a letter of application. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application, you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings.

St Catherine's College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject, or identify people who might abuse children or are otherwise unsuited to working with them. An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

For more information about this position, to organise a tour of the College or to have a confidential discussion about the role, please contact Sandie Windsor, Head of Personnel, on 01323 465469.