



RECRUITMENT PACK

SPECIAL SUPPORT ASSISTANT LEVEL 2

CONTENTS

Welcome from Mike Wright, Headteacher

Welcome from Mike Zammit, Chair of the Board of Governors

SPECIAL SUPPORT ASSISTANT LEVEL 2 - [Job Advertisement](#)

SPECIAL SUPPORT ASSISTANT LEVEL 2 - Job Description

SPECIAL SUPPORT ASSISTANT LEVEL 2 - [Person Specification](#)

SPECIAL SUPPORT ASSISTANT LEVEL 2 - How to apply

WELCOME FROM MIKE WRIGHT, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining Our Lady & St John RC High School, I hope you find the information in this recruitment pack both informative and inspiring.

Thank you for taking in an interest in joining Our Lady and St John RC High School.

As a member of our team, you will be joining a school with a clear vision for improvement and a genuine belief in the transformative power of education. You will be encouraged to bring your strengths, your creativity and your passion to your role, and you will be supported by colleagues and leaders who are committed to your professional development and wellbeing.

This is a school that believes in aspiration, inclusion and care for all of our pupils. Our staff are dedicated professionals who work collaboratively, support one another and take pride in doing the very best for our children. We place great emphasis on high-quality teaching, strong pastoral care and creating a culture where pupils feel safe, happy and motivated to succeed.

Whether you are early in your career or an experienced practitioner, OLSJ is a place where you can grow, make a real difference and be part of something meaningful.

We look forward to receiving your application.

Yours faithfully,



Mike Wright
Headteacher

WELCOME FROM MIKE ZAMMIT, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

Thank you for your interest in joining Our Lady & St John RC High School. As a Catholic community centred on Christ, our mission is to help every young person grow in their gifts so they can love and serve God, others and themselves. Our core values - **Faith, Truth, Unity, Justice, Forgiveness and Industry** - guide our curriculum, pastoral care and relationships.

We are proud of our strong Catholic ethos, our inclusive culture and the warm sense of belonging felt by pupils and staff. The school is ambitious for every learner, and governors work closely with leaders to ensure a safe, aspirational environment where excellent teaching and personal development can flourish.

If you join us, you will become part of a committed, supportive and collaborative community. Our pupils are eager to learn, our staff are dedicated to their own growth, and our governing board is focused on providing strong strategic support and challenge.

Thank you for considering Our Lady & St John.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Mike Zammit'.

Mike Zammit
Chair of Governors

JOB ADVERT

SPECIAL SUPPORT ASSISTANT LEVEL 2

PERMANENT / TERM TIME ONLY (39 WEEKS), 30 HOURS PER WEEK

GRADE C, POINT 3 – 5 £24,796 - £25,583 FTE (£17,292.90 – £17,841.75 PRO-RATA/TAKE HOME PAY)

RESPONSIBLE TO: SENCO LEAD

MAIN LOCATION: OUR LADY & ST JOHN RC HIGH SCHOOL

REQUIRED TO COMMENCE: JANUARY 2026

Our Lady & St John RC High School is a proud member of the Romero Catholic Academy Trust.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of Our Lady & St John RC High School, are seeking to appoint a motivated, enthusiastic, organized, and conscientious Special Support Assistant Level 2.

The successful applicant will be able to show commitment to the school's vision and Catholic ethos and will have:

- Experience of working in a school setting;
- Experience of working with pupils with special educational needs
- An understanding and knowledge of the National Curriculum and other learning strategies/programmes.
- An understanding of child development and learning;
- Commitment to the social/emotional/educational integration of pupils;
- A calm and approachable manner and be able to work under pressure.
-

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01254 588388** or **recruitment@olsj.romerocat.com**.

Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: www.romerocat.com or the school website www.olsj.blackburn.sch.uk.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Friday, 05 December 2025 at 12 noon
Shortlisting Date	Monday, 08 December 2025
Interview Date	Week commencing 08 December 2025

SPECIAL SUPPORT ASSISTANT LEVEL 2 - JOB DESCRIPTION

JOB PURPOSE

1. To work with and supervise individuals and groups of children, under the direction/supervision of teaching/senior staff both in and out of school hours to enrich curriculum learning.
2. To undertake work, care or support programmes, inclusive of special/individual learning needs, to enable access to learning for all pupils.
3. To assist the teacher in the management of pupils and the classroom.

MAIN DUTIES AND RESPONSIBILITIES

Support to Pupils

1. Establish good working relationships with pupils acting as a role model and being aware of and responding appropriately to individual needs.
2. To ensure that all pupils have equal access to opportunities to learn and develop.
3. To provide support to pupils, including those with special needs, ensuring their safety and access to learning activities. This may include toileting and changing children where appropriate, implementing related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
4. To assist with the development and implementation of pen profiles and personal care programmes.
5. To promote self-esteem and independence amongst pupils.
6. To promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
7. To provide feedback to pupils on their progress and achievement under the guidance of a teacher.
8. To support pupil's access and implement adapted learning activities.
9. To focus a pupil to engage with a learning task.

Support for Teachers

1. To promote good pupil behaviour, dealing promptly with conflicts / issues and encouraging pupils to take responsibility for their own behaviour, in line with the school behaviour policy.
2. To support constructive relationships with parents and carers, in appropriate languages, promoting the school's home/school liaison policy.
3. To assist the teacher with planning the curriculum through sharing observations about the children's development and by contributing ideas for topics and activities.
4. To support the teacher by contributing to the delivery of local and national learning strategies e.g., literacy, numeracy, KS3, early years, and recording achievement, progress and feeding back to the teacher.
5. To report pupil achievement, progress and issues in agreed format.
6. Undertake marking of pupils' work against an agreed marking scheme under the direction of a teacher.

7. To be responsible for keeping and updating records as agreed with the teacher.
8. To collate pupil records in liaison with the teacher, inputting data as required.
9. To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
10. To mount and display pupils' work in consultation with the teacher.
11. To prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist pupils in their use.
12. To provide minimal clerical support for teachers e.g., photocopying, filing, collecting money, checking deliveries, administering coursework, production of work sheets for agreed activities.
13. To administer routine primary tests and contribute to the invigilation of examinations as required.

Support for the School

1. To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
2. To contribute to the overall work and ethos of the school.
3. To work as part of a team and support the role of other people in the team.
4. To attend and participate in meetings as required.
5. To undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management, and use this to support others.
6. To assist with the supervision of pupils out of lesson time.
7. To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.

Note:

In addition, 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.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

SPECIAL SUPPORT ASSISTANT LEVEL 2

PERSON SPECIFICATION

	<u>Person Specification</u>	<u>Essential/Desirable</u>	Evidence in Application, Interview, References.
Experience	<ul style="list-style-type: none"> • Experience of working in a school setting. • Experience of working with pupils with challenging behaviour. 	E D	A I R A I R
Knowledge and understanding	<ul style="list-style-type: none"> • An understanding and knowledge of the National Curriculum and other learning strategies/programmes. • An understanding of child development and learning. • A knowledge and understanding of safeguarding procedures. • An understanding of how children learn and how to motivate them. • Knowledge of strategies to support children with challenging behaviour. 	D E E E D	A I R A I R A I R A I R A I R
Behaviours	<ul style="list-style-type: none"> • Ability to build positive relationships with pupils and colleagues • Committed to the social/emotional/educational integration of pupils. • Sensitive and responsive to child's/children's needs/feelings/mood. • Calm, approachable and able to work under pressure. 	E E E E	A I R A I R A I R A I R

Qualifications	<ul style="list-style-type: none"> • GCSE English and Maths at Grade C or above or equivalent. • NVQ Level2, Childcare in Education, City and Guilds Advanced Certificate in Learning Support or equivalent. 	E	A I
<p>The application form and letter should be :-</p> <ul style="list-style-type: none"> • Clear and concise • Completed in black ink or typed • Free from errors 			
<p>Note: We will always consider your references before confirming a job offer in writing.</p>			

Prepared by: RCAT HR Department

Date: Nov 2025

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

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

SPECIAL SUPPORT ASSISTANT LEVEL 2 - HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Gail Goldstein on 01254 588388 or recruitment@olsj.romerocat.com.

Full details and application forms are available from our website: www.olsj.blackburn.sch.uk.

Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: www.romerocat.com or the school website www.olsj.blackburn.sch.uk.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Friday, 05 December 2025 @ 12 noon.
Shortlisting Date	Monday, 08 December 2025
Interview Date	Week commencing Monday, 08 December 2025

Completed application forms and associated documentation should be returned to Mrs Gail Goldstein, Headteacher's Executive Administrator via e-mail to: recruitment@olsj.romerocat.com