



CARDINAL HEENAN  
CATHOLIC HIGH SCHOOL

# Recruitment Pack

# Teaching Assistant

Full time, Permanent role starting January 2025

Closing date: Tuesday 7 January at 9am

# Our School

Thank you for your interest in working at our school. I hope that the information below will help to give you a good understanding of the school and our values, and that you can see yourself contributing to our continued success.

Cardinal Heenan Catholic High School is a very successful 11-16 school in Leeds. We are heavily oversubscribed in applications each year demonstrating our reputation in the wider community. Our students come from across Leeds, attracting a diverse range of socio-economic backgrounds – we are proud to be a truly comprehensive Catholic school. At Cardinal Heenan we have a strong focus on the personal development of all of our students and encourage in everyone a desire to achieve to their full potential in all areas of school life - spiritual, academic, creative, physical and emotional. Whilst valuing and achieving academic excellence through strong academic, vocational and extra-curricular programmes, it is equally important to us that students are able to develop into well-rounded, happy, capable, tolerant, compassionate people who recognise their self-worth and strive to be the best person that they can be.

We have an incredible staff team at Cardinal Heenan and colleagues at every level are encouraged to develop their own practice and experience. We are fully committed to developing staff and provide every opportunity for appropriate and effective CPD. The successful candidate will be joining a school that has a happy, friendly and committed staff, where each member of staff is supported and encouraged to develop professionally. We have excellent links with our local schools and work well together to support the education of the young people in Leeds. We have particular links with the Catholic schools and Academies, colleges and university in Leeds and have a commitment to develop collaborative working through such networks. Our school is a happy and enjoyable place to work. Colleagues at all levels are supportive and our students are wonderful.

This appointment comes at an exciting time for the school as our current PFI (Private Finance Initiative) comes to an end in the summer of 2025 – opening up new opportunities to develop our school still further. We are keen to receive applications from colleagues who have previous experience of working within schools or who have similar transferable skills that would allow you to contribute to the successful transfer from PFI school to running our own facilities whilst ensuring the school continues to provide outstanding facilities and opportunities for our students and staff. We are looking for a team player, who is flexible and supportive and has an ambition to help make our school even better.

I hope that this has given you a brief insight into our school community, but please visit our website for further details of what our school offers with links to our Ofsted report, Diocese of Leeds report and school prospectus. If, following your research, you have any questions about our school or you would like to visit the school, please contact Angela Fieldhouse ([afe@cardinalheenan.com](mailto:afe@cardinalheenan.com)).

Applications should be emailed to: [recruitment@cardinalheenan.com](mailto:recruitment@cardinalheenan.com) by 9am on 7 January. Thank you once again for taking the time to apply for this post and good luck.

Dominic Kelly  
Headteacher

## **Teaching Assistant**

**Grade B1, Points 4—6**

**Salary £24, 404 - £25,183, pro rata to hours and weeks worked**

**31.5 hours per week, term time only + 5 additional days**

**Permanent Post starting January 2025**

Our school is a happy school, where relationships are positive, respect is prevalent and expectations are high. We challenge all members of our school community to “be kind, try your best and follow the rules” – our students are our greatest asset and never fail to inspire and impress staff and visitors. Our staff work incredibly hard to ensure that our students get everything that they could possibly need in order to achieve and we have an active staff community with regular social events and outstanding support networks.

Governors are seeking to appoint a Teaching Assistant to support students with specific learning needs. The post would be suitable for a range of individuals including those interested in gaining experience in a school prior to joining the teaching profession. We will provide outstanding support and guidance to ensure that the successful candidate quickly becomes part of our school community. The duties require tact, flexibility, teamwork and high standards for self and others. The successful candidate will be required to undertake some lunch and breaktime duties.

In return for your hard work, we offer a rewarding and exciting environment where students are keen to learn and staff are valued and cared for.

This is an exciting time to join our happy, oversubscribed school and be part of a dynamic team who contribute to our school community. If you can offer vision, drive & a commitment to supporting our Catholic school, and will share our commitment to improving the life chances of young people regardless of background, we would like to hear from you.

Willingness to support the Catholic ethos of the school is essential.

Further details and our Catholic Education Service application form is available from the school website [www.cardinalheenan.com](http://www.cardinalheenan.com). If you would like any further information about the role or department, or would like to visit the school, please email [recruitment@cardinalheenan.com](mailto:recruitment@cardinalheenan.com).

Please note that covering letters are not required and will not be used as part of the shortlisting or selection process. There is a section of the application form where candidates can offer further information to support their application. This can take the form of a letter of no more than two sides of A4.

**Closing date: Tuesday 7 January 2025 at 9:00am**

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

**Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment checks, for the successful applicant.**

**We promote diversity and want a workforce which reflects the population of Leeds.**

# Job Description

<b>Postholder</b>	Teaching Assistant
<b>Salary/Scale of Post</b>	B1, points 4 - 6 (£24,404 - £25,183) 31.5 hours per week, Term Time Only plus Training Days
<b>Line Manager</b>	Assistant Headteacher—SEND
<b>Job Purpose</b>	To work under the direct instruction of the Assistant Headteacher – SEND and teaching staff to provide learning support for students. This post will also include welfare/personal care, small groups/one to one and general support for the students in the classroom.

<b>Key Tasks</b>	<ul style="list-style-type: none"> <li>• To work as part of a team providing support for literacy, numeracy, complex needs and emotional and mental health support in order to support the needs of the students.</li> <li>• To provide learning support for students in small groups/one to one and as general support in the classroom.</li> <li>• To attend to named students' personal needs and implement related personal care programmes, including social, health, physical, hygiene and welfare matters. This can include feeding and toileting.</li> <li>• To supervise and support students, ensuring their safety and access to learning.</li> <li>• To establish good relationships with students, acting as a role model; being aware of and responding to individual needs.</li> <li>• To promote the inclusion and acceptance of all students.</li> <li>• To encourage students to interact with others and engage in activities led by the teacher</li> <li>• To encourage students to act independently as appropriate.</li> <li>• To prepare classrooms as directed for lessons and clear away afterwards and to assist with the display of student's work.</li> <li>• To be aware of student problems, progress and achievements, reporting to the teacher as agreed.</li> <li>• To undertake student record keeping as requested.</li> <li>• To support the school's Positive Discipline Policy and assist the teacher in managing student behaviour, reporting difficulties as appropriate.</li> <li>• To gather and report information from and to parents and carers as directed.</li> <li>• To assist particular departments with routine administrative tasks.</li> <li>• To support students in using ICT as directed in each subject.</li> <li>• To assist students in the use of appropriate equipment and resources as required.</li> </ul>
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<b>Key Tasks</b>	<ul style="list-style-type: none"><li>• To be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.</li><li>• To ensure that all students have equal access to opportunities to learn and develop.</li><li>• To contribute and support the overall ethos, work, aims and policies of the school.</li><li>• To appreciate and support the role of other professionals</li><li>• To assist class tutors including taking registers (or other duties) in the absence of the tutor.</li><li>• To attend relevant meetings as required.</li><li>• To participate in training and other learning activities and performance development as required.</li><li>• To assist with supervision of students out of lesson times (this includes break and lunchtimes).</li><li>• To carry out timetabled break and lunchtime duties.</li><li>• To accompany teaching staff and students on visits, trips and out of school activities as required.</li><li>• To undertake First Aid training as required.</li><li>• To have commitment to safeguarding and promoting the wellbeing of all children in line with school policy and national guidelines.</li><li>• To undertake other tasks commensurate with the scale and responsibilities of this post.</li><li>• Ensure high standards of professional appearance in line with the school's dress code.</li><li>• To ensure literacy and numeracy are given prominence in the delivery of the curriculum.</li><li>• Follow school policy in relation to all prescribed areas.</li></ul>
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# Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	Application – A Interview – I References - R
<b>Qualifications/Training</b>			
GCSE English Language and Maths Grade A* - C (or equivalent)	✓		A, I
Willingness to undertake training if required	✓		A, I
Professional / other qualifications e.g. NVQ Level 2		✓	A, I
Knowledge/Qualifications demonstrating ability in numeracy and literacy	✓		A, I
<b>Skills and Specific Aptitude</b>			
Ability to take small groups for extra Literacy/Numeracy support		✓	A, I, R
Good timekeeper	✓		R
Good interpersonal skills	✓		I, R
Ability to carry out work in an accurate, calm, clear and positive fashion	✓		I, R
Computer literate		✓	R
Ability to interpret basic instructions and act on them accordingly	✓		A, I
Ability to organise activities in an efficient and effective manner	✓		I
Ability to communicate effectively in a variety of different media	✓		A, I
Ability to interact effectively at all levels within the school	✓		A,I
Ability to contribute effectively within a team	✓		I
Ability to manage own workload to meet conflicting demands an tight deadlines	✓		I, R
Ability to produce information in a clear, accurate and concise format	✓		I
Smart professional appearance	✓		I
Ability to undertake duties off the school premises as directed by Line Managers	✓		I, R

# Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	Application – A Interview – I References - R
<b>Experience &amp; Understanding</b>			
Experience of working in a school or educational environment		✓	A, I
Understanding of the need for confidentiality	✓		I
Understanding of children and their needs	✓		I
Understanding of Child Protection and Safeguarding issues	✓		I
<b>Motivation and Social Skills</b>			
Show initiative	✓		R
Supportive of the school Catholic ethos	✓		A, I, R
Has vision, energy and enthusiasm	✓		R
Flexible, positive attitude to work	✓		I
Ability to contribute to other aspects of school life	✓		I, R
Smart, professional appearance	✓		I, R
Commitment to safeguarding and promoting the wellbeing of all children	✓		I, R



# Safer Recruitment

**Cardinal Heenan is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.**

## **Application Form**

If you wish to apply for the vacancy, please complete our Catholic Education Service application form which is on the school website ([www.cardinalheenan.com](http://www.cardinalheenan.com)).

## **References**

Please include the contact details of 2 referees on your application form.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references on all short-listed candidates, where possible prior to interview.

If currently employed, one reference must be from your current manager and the other from the establishment before that. The reference for school based staff must be the Headteacher.

Referees will be asked for information about:

- all disciplinary offences (including those where the penalty is “time expired” if related to children) and
- all child protection allegations including the outcome of any child protection investigations.

## **Disclosure and Barring Service (DBS) Check**

Before any offer of employment can be confirmed a satisfactory enhanced DBS check must be completed.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020), all roles at our school are classed as regulated activity and as such an enhanced DBS check will be carried out.

We will also conduct checks against the DfE Barred List and conduct a check to see if a Prohibition Order issued by the Secretary of State for Education or GTCE sanction exists for roles in the teaching profession.

## **Online Checks**

Online checks will be carried out for all shortlisted candidates to determine if there is any information in the public domain that may impact on their suitability to work in a professional role with children.

The online check will be conducted for shortlisted candidates before interview, where possible, so that any issues or concerns can be explored further with the candidate at interview.

The online check will only consider material that is relevant to their role working with children, their professional reputation or the reputation of the school.

## **Right to Work in the UK**

All applicants will be asked for verification of their identity and proof that they are entitled to live and work in the United Kingdom. Original documentation will be required.



# Our Commitment to Wellbeing

The term “wellbeing” can be used to describe our holistic health, including our physical, mental and emotional health. When we have good levels of wellbeing we feel that life is in balance and that we can generally cope well. We feel motivated and engaged and that we can “bounce back” from life’s challenges.

*(Supporting staff wellbeing in schools, Anna Freud Foundation, 2023)*

At Cardinal Heenan Catholic High School our Catholic identity drives our mission to look after our staff body and we understand that happy, healthy staff add so much to the communities that they so proudly serve. Staff are proud to work at this school. We are also acutely aware of the challenges existing across the profession, and we see it as our duty to support our colleagues. We have a strong commitment to wellbeing.

Our wellbeing initiatives include:

## **Catholic Life**

- A strong Chaplaincy tradition so that all staff can feel part of the Catholic Community.
- Voluntary staff prayer every Friday morning.
- Fortnightly voluntary Masses held in school for both staff and students.
- Staff have access to Catholic Care support services.

## **Staff Professional Development**

- A clearly planned and structured internal CPD provision that develops teaching and support staff.
- Bespoke support for individual career progression.
- All new initiatives are workload assessed.
- Fully supportive of external CPD opportunities for all staff.
- A staff wellbeing library where staff can borrow books and resources to support their wellbeing.

## **Workload**

- Teaching ratio of 83% to support staff development.
- Careful consideration given to staff timetables.

## **Communication**

- A visible and approachable SLT who all hold wellbeing as a key value for the whole school community.
- Clear communication with staff in the form of a weekly staff briefing and bulletin.
- Wellbeing drop in’s so that staff can share views.
- Supervision support for support staff.
- A staffroom committee which meets with the headteacher regularly.
- Regular staff surveys.
- Staff suggestion box.
- Solution Circles for staff to share their concerns and support other staff.
- Staff have access to Leeds City Council Employee Assistance Service.

## **Community**

- A welcoming, supportive and active staffroom.
- Staff activities including weekly HIIT, staff football, cake Friday.
- Fair and open opportunities for all to attend trips and events.
- Whole school staff recognition in the form of weekly “staff star”.
- Staff gratitude slips.

Inspiring excellence by encouraging every individual to be the person God calls them to be.

# Our Mission Statement

John Carmel Heenan (1905-1975) was Bishop of Leeds, Archbishop of Liverpool and Cardinal Archbishop of Westminster. This school is a living tribute to a very faithful servant of God. We are proud to bear his name.

We wear the word Veritas (Truth) on our school blazers in memory of St Thomas Aquinas. He lived a life of prayer and study which led him to the Dominican Order, whose motto is “Veritas” or “Truth”. He sought truth wherever it could be found and burned with the desire to know the one truth, God, which gives meaning to all truths.

The Catholic Christian community at Cardinal Heenan endeavours to help students to know and build a relationship with Jesus Christ and to live the Catholic faith through prayer, sacraments and service. We are committed to making learning challenging and enjoyable for all so that we will secure the best outcomes and remain lifelong learners who are committed to seeking truth.

We strive to help all to learn and grow, treating one another with respect and generosity, whilst supporting parents as the first and most important educators of our children. Our aim is **to inspire excellence by encouraging every individual to be the person that God calls us to be**, in preparation for this life and the life to come.



**Cardinal Heenan Catholic High School**

**Tongue Lane, Leeds LS6 4QE**

**Tel. 0113 887 3240**

**[www.cardinalheenan.com](http://www.cardinalheenan.com)**