

Our Lady's Catholic High School



Application Pack

APPRENTICE LEARNING SUPPORT ASSISTANT (2 POSTS)



Our Lady's Catholic High School



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Headteacher – Richard Charnock

Thank you for your interest in the position of **Apprentice Learning Support Assistant** at Our Lady's Catholic High School.

Our Lady's is a highly successful, oversubscribed, 11–16 mixed Catholic High School of 900 pupils serving the community in the north of Preston. We have an exceptional reputation locally and are consistently ranked among the highest-performing schools in Lancashire. Our core focus is simple: we provide a safe, disciplined, and deeply supportive environment where pupils can grow, develop, and achieve to the absolute limit of their potential—becoming what we proudly call 'One of Ours'.

Behaviour and relationships in our school are exemplary. All of our staff use our highly respected and structured 'Behaviour 4 Learning' system. This framework ensures our classrooms remain calm, focused, and respectful, supported by a sophisticated rewards system that our pupils wear with pride on their school uniform.

An exciting opportunity has now arisen for two dedicated and enthusiastic individuals to join our SEND department as an **Apprentice Learning Support Assistant**. This apprenticeship provides a structured pathway to gain practical classroom experience and work towards a recognised Level 3 Teaching Assistant qualification, all while actively contributing to the success and wellbeing of our pupils.

You will play a vital role within the school, providing dedicated support to pupils to help them overcome barriers to learning and achieve their full potential. Working under the professional guidance of the SENDCO and our experienced classroom teachers, you will assist in the delivery of a high-quality, inclusive education.

The contracted hours are 35 hours per week, term-time only; this includes the 20% apprenticeship learning time. The successful candidates will begin working with us on 1st September 2026, with their contracts lasting until 31st August 2028, and will be paid at the nationally agreed apprentice salary.

The closing date for applications is **12 noon on 30th June 2026**. Please note that in line with Keeping Children Safe in Education (KCSIE) guidelines, online searches will be conducted as part of our due diligence on shortlisted candidates.

I hope you find this pack informative and feel encouraged to apply. We look forward to receiving your application and supporting you at the beginning of your career in education.

Yours sincerely,

R Charnock



Our Lady's Catholic High School

School information for Candidates

Introduction

Our Lady's Catholic High School is a highly successful, oversubscribed, 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north and west of Preston. As a Voluntary Aided high school, we are part of the Catholic Diocese of Lancaster. The Rt Rev. Paul Swarbrick is our Bishop.

History of Our Lady's Catholic High School

Our school was founded in 1988 as the result of a lengthy consultation process within the Diocese of Lancaster. The then five Catholic secondary schools were reduced to three. The two schools which amalgamated to form Our Lady's were: St Edmund Campion in Lea and St Cuthbert Mayne, which already occupied the current site of Our Lady's in Fulwood. Our school's identity is very much defined by the parishes and the ten primary schools which form our family, and these have ensured a clear continuity from the two former high schools.

Our Ethos and Mission

Our Lady's is first and foremost a Catholic School. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognises the unique value of each individual.

Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community.

Core Principles

Everyone at Our Lady's has the right to:

Develop their faith in a supportive context

At Our Lady's this means we remain true to the teachings of the Holy Catholic Church while respecting the traditions of all faiths. We look to support all people in developing a love of God and their fellow people both within and outside of our school community.

Work and learn to the best of their abilities

At Our Lady's this means that pupils should be well prepared for lessons by bringing the correct books and equipment. In class pupils should help others to learn by trying hard, listening well and being aware of the learning needs of others. Staff should be well prepared by planning appropriate, challenging lessons and providing regular feedback on progress. Everyone should value their gifts given by God and contribute to the life of our school.

Be treated with respect at all times

At Our Lady's this means that we should speak in a way that supports others and helps each individual to grow and feel a welcome part of our school community. Opportunities, help and support will be given to all pupils and staff regardless of their gender, faith, race or background.

Feel safe

At Our Lady's this means that disagreement should always be resolved through discussion. The behaviour of everyone should contribute toward creating a calm and peaceful community. People who have worries about bullying behaviour should be taken seriously, their concerns investigated and appropriate action taken. Everyone should look out for others and report any concerns.

Our Pupils

Our catchment has remained very stable for many, many years. In recent years we have been very heavily oversubscribed with around 240 first place choices for our 180 places and well over 700 applications overall. We therefore have a wonderfully diverse population with strong numbers of Muslim, Hindu and Sikh pupils and a variety of other Christian faiths. Our percentage of baptised Catholics is about 79%. None of our families ask for their children to opt out of any of our collective worship programme as they are all 'One of ours'. There is no academic selection of any kind nor social selection based on number of church attendances. Some of our wards are affluent and others are very disadvantaged indeed. We serve the absolute range of society with our overall population skewed slightly to more advantaged.

*“Students are focused,
mature, confident... friendly and happy”*

LANCASHIRE SCHOOL ADVISER

Catholic Teaching Alliance

In 2014 we were awarded the status of National Teaching School. Our plan was to create the Catholic Teaching Alliance (CTA), an association of Catholic schools, mostly within the Diocese of Lancaster, where the Catholic teachers and educational leaders of the future are trained. In part, this was a response to one of our objectives from our 2012 Ofsted report which was to 'Share more widely outstanding practice evident in school, for the benefit of students and teachers, including the use of digital history to aid learning.' It was also an expression of our belief in working in partnership with other schools for the greater good of Catholic education and to develop succession planning. The core business of the CTA is initial teacher training which we do in partnership with the University of Cumbria. The CTA base is here at Our Lady's in the Training Centre, a bespoke building from which both administration and many taught elements take place. To date we have trained approaching 250 people as potential teachers within our Catholic schools.

In 2021 the government changed the Teaching School system to one that is led by far fewer Teaching School Hubs. We did not meet the criteria to apply as our Ebacc figure was too low. We are therefore no longer a Teaching School as of September 2021, but the work of the CTA continues with strength through ITT (Initial Teacher Training).

Abacus Maths Hub

In 2018, following a competitive selection process, we became a pilot Maths Hub school with a view to becoming a lead school of a Maths Hub two years later. At the end of the first year of the pilot we were asked to become the joint lead school with Cardinal Newman School and so was created the Maths Hub, Abacus North West, which serves over 600 schools. Cardinal Newman School is the outstanding Catholic VI Form school in Preston and the significant majority of our pupils' progress there.

Behaviour & Relationships

We are very proactive about bullying and discrimination of any kind. We teach about such matters in our Personal Development programme; we research regularly with our pupils and staff to discover instances and we deal robustly with all examples.

Behaviour and relationships in our school are outstanding. Our teachers use our highly respected and successful system for managing behaviour and relationships called, 'Behaviour 4 Learning'. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life. Our reward system is valued greatly as exemplified by how our pupils, from years 7 to 11, all wear their badges every day on their school jumper with pride. Our uniform is simple, affordable and is worn consistently by everyone. When you put on our uniform, you put on our school, because you are One of Ours.

“Behaviour is consistently outstanding”

LANCASHIRE SCHOOL ADVISER



Job Description

Job Purpose

The Apprentice Learning Support Assistant plays a vital role within the school, providing dedicated support to pupils to help them overcome barriers to learning and achieve their full potential. Working under the professional guidance of the SENDCO and classroom teachers, the post holder will assist in the delivery of a high-quality, inclusive education. This apprenticeship provides a structured pathway to gain practical experience and work towards a Level 3 Teaching Assistant qualification while actively contributing to the overall ethos and success of Our Lady's Catholic High School.

Key Responsibilities & Accountabilities

Support for Pupils

- Support the provision for pupils with additional needs and assist in the implementation of Education, Health and Care Plans (EHCPs).
- Provide 1:1 mentoring for pupils and offer support for distressed pupils under the guidance of senior staff.
- Implement targeted support programmes for pupils in relation to their individual needs (e.g., daily exercise routines, literacy catch-up).
- Provide constructive feedback to pupils regarding progress, achievement, attendance, and behaviour.
- Promote the inclusion of all students in learning activities to ensure high standards are upheld.
- Actively contribute to raising standards by ensuring a high level of support is provided to all targeted pupils.

Support for the Teacher

- Support pupil access to learning using appropriate strategies and resources as directed by the class teacher.
- Monitor and evaluate pupil responses and progress, reporting back to senior staff so that learning activities can be adjusted appropriately.
- Contribute to the recording and reporting of pupil achievement and progress, gathering evidence of learning as requested.
- Assist in maintaining classroom discipline through the consistent implementation of the school's 'Behaviour 4 Learning' strategies.
- Establish and maintain constructive relationships with parents and carers in consultation with the SENDCO.
- Co-ordinate and organise pupils attending extra-curricular activities, or other out-of-school learning opportunities under guidance.

Support for the Curriculum & School

- Provide specific support in literacy, numeracy, and SEN strategies to enhance curriculum delivery.
- Assist with providing access arrangements for pupils taking internal and external tests and examinations.
- Utilise a range of different teaching and learning approaches to support pupil access to learning.
- Contribute to the overall ethos, aims, and vision of Our Lady's Catholic High School.
- Participate actively in professional development, training, and complete all required coursework for the Level 3 Teaching Assistant apprenticeship.

- Comply with all school policies and procedures, including those relating to child protection, equal opportunities, health and safety, confidentiality, and data protection.
- Carry out other reasonable tasks commensurate with the post at the discretion of the Headteacher or SENDCO.

Please note that under the Criminal Justice and court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Disclosure and Barring Service, or has been disqualified from working with children as part of a sentence.

Our Lady's Catholic High School



Person Specification

Post title: Learning Support Assistant	Grade: 4		
Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	Application – A Interview – I Test - T References - R
Qualifications			
GCSE English Language and Maths Grade C or above (or equivalent)	✓		A
Willingness to work towards and complete a Level 3 Teaching Assistant apprenticeship qualification	✓		A
Skills, Knowledge and Experience and Abilities			
Experience of working with or caring for children of relevant age	✓		A, I, R
Experience of working in a relevant classroom/service environment		✓	A, I
Experience of administrative work		✓	A, I
Experience of supporting pupils with challenging behaviour		✓	A, I, R
Ability to relate well to children	✓		A, I, R
Ability to supervise and assist pupils	✓		A, I
Ability to work in a team	✓		A, I
Good communication skills	✓		A, I
Organisational skills	✓		A, I
Time management skills	✓		A, I
Knowledge of classroom roles and responsibilities		✓	A, I
Good numeracy and literacy skills	✓		A
Administrative skills		✓	A, I
Ability to effectively use school IT systems including Microsoft Office	✓		A, I
Ability to maintain professional working relationships.	✓		A, I
Ability to address sensitive matters whilst maintaining confidentiality at all times.	✓		A, I
Personal Qualities			
Commitment to supporting the Catholic ethos of the school	✓		A, I
Commitment to Health & Safety	✓		A, I
Commitment to safeguarding and protecting the welfare of children and young people.	✓		A, I
Empathy and sensitivity to the needs of others	✓		A, I
Acts with integrity, honesty, loyalty and fairness	✓		A, I
Able to use judgement to deal with daily, unforeseen problems with limited guidance, within established procedures	✓		A, I
Commitment to own professional development and the apprenticeship learning programme.	✓		A, I
Positive recommendation from all referees, including current employer	✓		R
Have a good attendance and punctuality record	✓		R
Be a positive role model at all times and a highly respected representative of Our Lady's	✓		A, I

Post title: Learning Support Assistant	Grade: 4		
Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	Application – A Interview – I Test - T References - R
Willing to participate in the life of the school and contribute to the extra-curricular programme	✓		A, I



How to apply

Application Details

Please use the CES application form from the school website.

For your supporting statement, we ask that you complete this as a **separate document** rather than completing the section in the CES form. Your supporting statement should be no more than two sides in length using font size 11 Calibri / Arial.

Completed Application Forms should be returned to:

Pam Stott, Headteacher's PA, Our Lady's Catholic High School, St Anthony's Drive, Fulwood, Preston, Lancashire, PR2 3SQ.

Please note that only application forms obtained directly from school will be accepted.

T: 01772 326913 F: 01772 760212 Email: ptt@olchs.lancs.sch.uk

Candidates will be invited to interview by telephone and should ensure that a working day contact number is included in their application.

Closing date: 12 noon on Tuesday 30th June 2026