Our Lady's Catholic High School

Application Pack

LEARNING SUPPORT ASSISTANT

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Our Lady's Catholic High School

Headteacher – Richard Charnock

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

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 of Preston. We have an excellent reputation and are consistently ranked as a high performing school. We place an emphasis on helping each child reach their full potential and provide a safe, loving environment where our pupils can grow and develop to become One of Ours.

Behaviour and relationships in our school are very strong and all 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.

An exciting opportunity has now arisen for the position of Learning Support Assistant to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs to establish positive relationships and assist them to complete structured learning activities.

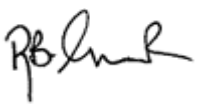
The successful candidate will need to possess excellent written and oral communication skills and be a strong team player and must have 5 A*- C / Grade 9 – 4 GCSEs including Mathematics and English or equivalent and have experience of working with or caring for children of a relevant age.

This post is part-time, term-time only and working hours are Monday, Wednesday and Friday 8.55am to 3.00pm, Tuesday 8.55am to 2.30pm and Thursday 8.40am to 3.00pm with a half hour lunch break each day. This gives a total of 27.67 hours per week. If successful, the salary received based on the hours and weeks specified will be between **£16,451 and £17,442** per annum.

The closing date for application is 12 noon on Friday 13th November 2026. Please note that in line with Keeping Children Safe in Education 2026, an online search will be carried out as part of our due diligence on shortlisted candidates. CVs are not accepted, to apply for this vacancy you need to complete the application form attached.

I hope you will feel encouraged to apply for this post and I look forward to receiving your application. We welcome applications from ambitious and passionate individuals and our mission is to appoint the best available candidate to this key role in our school.

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

Accountabilities/Responsibilities appropriate for this post:

- Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.
- To undertake activities to assist in monitoring the personal social emotional needs of pupils.
- To develop positive relationships with pupils to assist pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme.
- To assist in the development of varying skills that support pupil's learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

Support for the Teacher

- To assist in the monitoring/recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities
- Administer routine tests, assist in invigilation of exams and undertake routine marking of pupil's work.
- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities.

To support the school and its wider community:

- To play a full part in the life of the school community, to support its distinctive mission and Catholic ethos and to encourage and ensure staff and students to follow this example.
- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- Demonstrate an awareness of confidentiality and abide by confidentiality requirements in relation to duties undertaken in the role.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

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 / 4 or above (or equivalent)	✓		**A**
NVQ level 2 or above qualification – appropriate to the post (or equivalent)		✓	**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	✓		**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**
Willing to participate in the life of the school and contribute to the extra-curricular programme	✓		**A, I**

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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 Friday 13th November 2026