



**CTK ST MARY'S**  
A CHRIST THE KING SIXTH FORM

CTK St Mary's  
Sidcup, DA14 6BE

We are keen to appoint an enthusiastic Support Assistant with a genuine passion in supporting students to achieve their full potential. Join us at St Mary's where you'll be central to our mission to help London's most ambitious students achieve success.

## Support Assistant (Full Time, Part Year)

**Start Date: September 2022**

**Salary range: £22,729 - £23,464 (inclusive of London Weighting, pro rata)**

**Actual salary range: £20,099 - £20,749 pa**

CTK St Mary's is part of the Christ the King Sixth Forms group of three highly successful sixth forms located in south east London and Kent. As a sixth form centre for excellence, CTK St Mary's offers a wide range of both A Level and vocational courses. Located in Sidcup, on the Kent borders and surrounded by green playing fields, CTK St Mary's students are inspired and motivated to succeed.

We are seeking to appoint for the position of Support Assistant at the St Mary's site. You will provide highly efficient study support to students. This will primarily involve managing and supporting students in the Learning Resources Centre (LRC) or other designated support areas.

The successful candidate will have excellent communication and organisational skills and will be able to guide and manage individuals and groups of students. Awareness of the study needs of 16-19 year old students and the ability to work positively and proactively with such students is also key.

This is a full-time, part year contract. Working hours are 36 hours per week worked over 200 days (approx. 40 weeks) per year.

*Join us to be inspired, be extraordinary, and be the best you can be.*

For an application form and further details, please visit the vacancies page of our website  
<https://www.ctk.ac.uk/vacancies/>

Christ the King Sixth Forms is committed to equality, diversity and inclusivity. We encourage applicants from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply.

If you have any queries, please contact us at [recruitment@ctksfc.ac.uk](mailto:recruitment@ctksfc.ac.uk) or 02082979433.

**Closing Date: 10am on Thursday 7<sup>th</sup> July 2022**  
**Interviews will be arranged as applications arrive.**

*Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.*



**INVESTORS IN PEOPLE™**



## Job Description and Person Specification

<b>Title Post:</b>	Support Assistant
<b>Responsible to:</b>	LRC Manager
<b>Job Purpose:</b>	To provide highly efficient study support to students. This will primarily involve managing and supporting students in the Learning Resources Centre (LRC) or other designated support area. Study Assistants may at times be required to work individually and may be asked to cover lessons in teacher's absence.

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The main activities and responsibilities are to:

- 1.1 Work in the LRC or other designated support area, to ensure students are supported in their studies. This will include:
  - Managing students and ensuring the LRC/other designated support area maintains a silent, independent, working environment.
  - Operating the Library Management System for the acquisition, processing and cataloguing of books.
  - Providing a friendly and efficient service to a wide range of LRC users including students and staff.
  - Ensuring students are supported in their curriculum studies and their wider study skills are taken forward.
  - Carrying out general LRC administration tasks such as: stock replenishment, shelf-tidying and registering students.
  - To support students with routine frontline and initial IT troubleshooting such as password change.
  - Enabling students and staff to make effective use of print-based and electronic information sources.
  - Preparing materials and resources to support students in their studies.
  - Supporting and developing the use of Internet and on-line resources.
  - Creating imaginative displays and promoting key events such as awareness days.
  - Preparing materials and resources to support student in their studies.
- 1.2 Provide lesson cover where teachers are absent. This will include:
  - Managing students and ensuring classes maintain a purposeful working environment.
  - Taking a class register.
  - Communicating what work has been set by the teacher and collecting the work at the end of the lesson.
  - Supporting students in their studies.
  - Assisting students with their skills
- 1.3 Preparing and delivering staff and student workshops.
- 1.4 Preparing and delivering student induction sessions.
- 1.5 Preparing and delivering IT and information skills sessions to students.

- 1.6 Liaising with teachers to pro-actively support curriculum delivery.
- 1.7 Act as a study services champion, to promote and co-ordinate study services across the curriculum.
- 1.8 Promote equal opportunities for students and staff.
- 1.9 Undertake other tasks as required by the Executive/Deputy Principal, after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

## **2 Person Specification/Selection Criteria**

The post-holder will be expected to demonstrate the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the Sixth Forms.
- 2.2 A minimum of a Level 3 qualification.
- 2.3 The ability to guide and manage individuals and groups of students.
- 2.4 The ability to work independently and to show to initiative.
- 2.5 The ability to work collaboratively and to be an excellent team player.
- 2.6 Reliability and stamina.
- 2.7 A knowledge and understanding of IT and applications with regards to student study. Microsoft Office and Office 365 applications such as Word, Excel, Teams, SharePoint.
- 2.8 Excellent organisational skills.
- 2.9 Awareness of the study needs and requirements of 16-19 students and the ability to work positively and proactively with students in this age range.
- 2.10 The ability to communicate effectively with both students and staff and to maintain positive working relationships.
- 2.11 A commitment to Equal Opportunities and the ability to contribute to the implementation of the relevant Sixth Forms policies through the duties of the post.