



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

CTK St Mary's  
Sidcup, DA14 6BE

We are keen to appoint an enthusiastic ALS 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.

## **Additional Learning Support Assistant (Part Time, Part Year)**

**Start Date: Immediate**

**Salary range: 26,499 - £26,937 (Pro Rata inclusive of London Weighting)**

**Actual Salary Range: £21,312 - £21,657 for 34 hours per week, 190 days per year**

CTK St Mary's is part of the Christ the King Sixth Forms group of three highly successful Catholic sixth forms located in south east London and Kent. Recently rated Good with Outstanding features by Ofsted. 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. CTK is a highly ambitious Catholic Sixth Form College, where all students are nurtured and supported to reach their full potential

We are now looking for an outstanding Additional Learning Support Assistant who will work inside and outside of the classroom to support named students who have learning difficulties or disabilities to enable full access to the curriculum so that they will achieve their potential.

The successful candidate will have to demonstrate experience of working with young people with additional needs and will suit both experienced LSAs and will also be suitable for graduates looking to gain first-hand experience with a view to commencing teacher training in the future.

This is a part-time, part year contract. Working hours 34 hours per week worked over 190 days (approx 38 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.ctl.ac.uk/vacancies/>

**Closing Date: 10am on Friday 9<sup>th</sup> August 2024**

**Interviews: Wednesday 14<sup>th</sup> August 2024**

*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

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|--------------------------|--|
| <b>Job Title:</b>        | Additional Learning Support Assistant  |
| <b>Responsible to:</b>   | Additional Learning Support Deputy Manager   |
| <b>Core Job Purpose:</b> | To provide support to students who have learning needs or disabilities to enable full access to the curriculum and all aspects of Sixth Form life, so that they will achieve their full potential. |

This main activities and responsibilities are to:

- 1.1 Assist the classroom teacher during lessons by helping individual students.
- 1.2 Keep the student(s) on task with their learning both inside and outside of lessons.
- 1.3 Work collaboratively with teaching staff and others to support student progress and achievement to ensure that students receive the help they need to complete tasks to deadline and reach their full potential
- 1.4 Work with individual or small groups of students to ensure they have good attendance and can access all aspects of Sixth Form life.
- 1.5 Assist in helping additional learning support students find their way around the Sixth Form, including support to and from lessons as required, adhering to the Sixth Form Health and Safety guidelines at all times.
- 1.6 Maintain regular formal records, ensuring documentation is accurately completed in a timely manner.
- 1.7 Attend and participating in meetings as requested by the ALS Team Leader and Additional Learning Support Manager.
- 1.8 Liaise with subject teachers, personal tutors and parents regarding student progress as appropriate.
- 1.9 Assist students with mobility equipment such as using wheelchairs and/or hoists to support students in their learning environment.

- 1.10 To support students with physical disabilities including personal care.
- 1.11 Assist other professionals, as directed, to identify and support learning needs.
- 1.12 Taking part in professional development activities including appraisal.
- 1.13 Promote equal opportunities for students and staff.
- 1.14 A commitment to Equality, Diversity and Inclusivity underpinned by willingness and ability to contribute to the holistic implementation of this demonstrated in performing the duties of the post.
- 1.15 To act as a 10:10 tutor.
- 1.16 Undertake other tasks as required by the Site Principal or Executive 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 be able to demonstrate the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the Sixth Form.
- 2.2 A good standard of education to A Level or equivalent.
- 2.3 Highly proficient in the use of Microsoft Office and Office 365 applications especially Word, Excel, PowerPoint, Teams and SharePoint.
- 2.4 The ability to encourage students with disabilities or learning difficulties to reach their full academic potential.
- 2.5 The ability to communicate well with young people and to have an understanding of some of the challenges they face.
- 2.6 To possess effective communication skills with students and staff.
- 2.7 Flexibility and the ability to work calmly, under pressure and to have a good sense of humour.

- 2.8 The ability to work effectively in a team and with a range of people.
- 2.9 An understanding and interest in the education environment, particularly as it relates to young people.
- 2.10 An awareness of the need for personal development, both as a member of a team and as an individual; a willingness to participate in INSET and appraisal.