

Saint Bernard's



Catholic
High School

Recruitment Pack



St Bernard's Catholic High School

Contact us:

01709 828183

www.sbch.org.uk

schooladmin@sbch.org.uk

Herringthorpe Valley Road, Rotherham, S65 3BE

About us:

At St Bernard's we believe that all persons are created by God, unique and equal. We strive to create a caring Christian community in which we provide education based on Gospel values where all people reach their full potential.

We aim to develop positive relationships with every individual and family, the parishes and wider community.



St Bernard's Catholic High School is a member of the St Francis Catholic Multi Academy Trust



Job Title: Student Support Assistant – Level 1
Contract: Part Time, Permanent, 27.5 hrs/wk, Term Time only
Start Date: 01 September 2026
Salary: Band C Point 4, £25,185 FTE (Actual Salary £16,268)
Reporting to: SEND Co-ordinator
Closing Date: Thursday 18th June at 9am
Interviews: Week commencing Monday 22nd June 26

We are delighted that you are considering applying for the Student Support Assistant at St Bernard's, within the St Francis Catholic MAT. This is a truly exciting time to be joining St Francis as a new Catholic Trust of 14 schools, growing to 24 schools in line with the Bishop of Hallam's vision for education.

St Bernard's is a high performing school with exceptional children and inspirational and loyal staff. As a small but significantly oversubscribed school we cater for children across South Yorkshire. St Bernard's has an excellent reputation amongst the local and wider communities of the Diocese. Not only do we strive for academic excellence, we also place equal emphasis on the development of our students as well-rounded individuals, recognised in our latest Section 48 Inspection, graded as Outstanding.

We are seeking to appoint a Student Support Assistant to work under the direction and instruction of appropriate Teaching Staff and SEND Co-ordinator; to support access to learning for students.

We are looking for a Student Support Assistant who:

- Will inspire, motivate and challenge our students
- Has the highest possible expectations
- Is passionate about the well-being of our students
- Is creative and forward thinking
- Is kind, compassionate and supportive
- Has the desire and ability to help children of all abilities and backgrounds reach the highest levels of attainment and progress
- Is supportive of the school's Catholic ethos (however you do not need to be a practicing Catholic)

We will offer you:

- A supportive and hard-working Student Support Team
- An ongoing CPD programme, tailored to individual requirements
- benefits and opportunities through St Francis MAT
- A calm, well-disciplined learning environment
- Care, guidance and support in each day of your work

How To Apply:

Please visit <https://stfcmat.com/vacancies/> to obtain the Student Support Assistant Recruitment Pack or please visit www.sbcch.org.uk/menu/vacancies





Please complete all relevant documentation by the closing date of Thursday 18th June at 9am and send to Sally Hofmann, St Bernard's Catholic High School, Herringthorpe Valley Rd, Rotherham, S65 3BE or email jobs@sbch.org.uk

Please Note:

St Bernard's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a DBS form in line with Section 115 of the Police Act 1997.

Only completed Catholic Education Service application forms will be accepted.





Job Description

Main Purpose of the Post

To work under the direction and instruction of appropriate Teaching Staff and SEND Co-ordinator, to support access to learning for all students and provide general support in the management of students and the classroom.

Duties & Responsibilities

Support for students

- Supervise and support students, ensuring their safety and access to learning
- Establish good relationships with students, acting as a role model and responding appropriately to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Encourage students to act independently as appropriate

Support for the Teacher

- Be aware of student problems/progress/achievements and report to the Teacher/Curriculum Leader/SEND Coordinator
- Undertake student record keeping as requested
- Work co-operatively to deliver materials to identified students

Support for the Curriculum

- Support students to understand instructions
- Support students in respect of local and national learning strategies, e.g. literacy, numeracy, KS3 and KS4 as directed by the Teacher
- Support students in using basic ICT as directed
- Assist at lunchtime Homework Club/student social support sessions as necessary

Support for the School

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop





- Contribute to the overall ethos/aims of the school
- Support the role of other professionals
- Attend relevant meetings as required
- Assist with the supervision of students at lunchtimes
- Accompany teaching staff and students on visits, trips and out of school activities as required
- Participate in training and other learning activities and performance development as required
- Keep a CPD file

General

Post holders will be required to undertake basic skills training provided by the school. Appropriate knowledge of First Aid will be required.

Person Specification

Experience	Essential / Desirable
Support for the Catholic ethos of the school	Essential
Demonstrate experience of working with 11-16 year olds	Essential
Demonstrate experience of working as part of a team	Desirable
Understanding of job requirements	Essential
Qualifications & Training	
A degree	Desirable
Basic ICT skills to include knowledge/use of internet	Essential
Willingness to undertake any training, deemed necessary and appropriate for the post	Essential
First Aid trained	Desirable
Special Skills & Knowledge	





Good written skills	Essential
Good oral skills	Essential
Good interpersonal skills	Essential
Good organisational skills	Essential
Ability to keep records	Essential
Ability to work on own initiative as well as part of a team	Essential
Personal Qualities	
An understanding of and commitment to equal opportunities issues both within the workplace and the community in general	Essential
Conscientious, honest and reliable	Essential
Good timekeeper	Essential
Ability to be flexible within the working environment	Essential
Patient, good humoured and approachable	Essential
Safeguarding	
Commitment to safeguarding and promoting the welfare of children and young people	Essential
A disclosure and barring service check at enhanced level	Essential

