



St. Julie's Catholic High School

Higher Level Teaching Assistant and SEND Administrator Application Pack

REQUIRED IMMEDIATELY

Hours of work: 35 hours per week (Full time)

Monday to Friday 8:30am to 4:00pm (30-minute unpaid lunch break)

Term Time + 5 INSET Days

Salary: Grade 4 (Points 9-17) £24,734 - £28,148

(26 days holiday included)



Welcome to St Julie's Catholic High School

"Serve the Good God Well with Much Liberty of Spirit"

Dear Applicant

Thank you for your interest in the post of Higher Level Teaching Assistant and SEND Administrator at St Julie's Catholic High School. I would like to highlight what makes our community special and how proud we are of our unique school.

St Julie's is a popular oversubscribed 11-18 girls' school in Woolton, South Liverpool. We are an inclusive school welcoming students of all faiths or none and celebrate diversity as central to our core purpose.

GCSE and Sixth Form results demonstrate good progress in line with national results. We benefit from state-of-the-art buildings and an inspiring learning environment which we moved to in 2017.

Our Trustees are the Sisters of Notre Dame and we are part of the Archdiocese of Liverpool family of schools as well as the wider family of Liverpool schools. The Archdiocesan strategy to develop Catholic Multi Academy Trusts, so that every school has a named CMAT to join at the appropriate time, is an ongoing development as part of the changing educational landscape in Liverpool and throughout the Archdiocese.

We aim to be a Catholic learning community through our mission statement:

- which respects and embraces the diversity of all God's people

- where opportunities allow for all individuals to discover their potential and to develop and share their unique talents
- where friendship and enjoyment are experienced by all and a welcome is offered to those who visit
- which provides all with a safe and secure environment
- where faith, prayer and reflection are visible in word and in action
- which takes good care of God's world and all who inhabit it, especially the poor and disadvantaged
- where fairness, care and compassion are central to life.

The Sisters of Notre Dame de Namur were founded in 1809 by St Julie Billiart. St. Julie's predominating trait in the spiritual order was her ardent charity, springing from a lively, devout faith. Her whole soul was echoed in the simple formula which was continually on her lips and pen: "Qu'il est bon, le bon Dieu" (How good God is). She possessed all the qualities of a perfect superior and inspired her subjects with filial confidence and tender affection. Julie is known as the smiling saint.

At St Julie's following in the footsteps of our founder Julie Billiart our community is one of fairness, care and compassion and everything we do reflects these values. Her teachings are at the core of our catholic school and focus our moral purpose.

St Julie lived in very challenging times- through wars, revolution and poor health as well as a constant battle with the authorities to establish the Sisters of Notre Dame de Namur. She said *"Never let the peace of your heart be disturbed by anything in the world."* She also said that *"we must have hearts as wide as the world."*

Our values of faith, truth, joy, love, justice and hope mean we seek to encourage all members of our community to serve with much liberty of spirit. Our young people prove their commitment to these values in their school and daily life. We pride ourselves on the support we provide for some of our more vulnerable pupils who live their lives in challenging circumstances.

We encourage our students to aspire to be successful in whichever field or interest they choose, whether that be in sport, academic and creative achievements, or selflessly helping others. We try to create the opportunities and nurturing environment for their success.

In May 2023 OFSTED stated that

"Students including Sixth Form are proud to be part of this caring and close-knit school community"

"A typical view that students shared with inspectors was that – everyone is welcome here, you can be yourself"

An opportunity has arisen for the school to appoint an enthusiastic and reliable Higher Level Teaching Assistant and SEND Administrator at St Julie's Catholic High School to join our committed Learning Support team. You will be expected to work with staff as part of a professional team to support teaching and learning for SEN pupils, to provide specialist assistance to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities, to support other staff under the direction, guidance and direct supervision of the SENDCo, and to work with colleagues to plan, develop and implement administrative processes within the school under the general direction or guidance of the SENDCo. We look forward to receiving your application and hopefully meeting you soon.

Yours sincerely

Mrs Kate McCourt
Headteacher

"Let us help each other with all our hearts and with all prayers"

St Julie Billiard

Job Description

Post Title	Higher Level Teaching Assistant & SEND Administrator
Working Time	35 hours per week – 39 weeks/year including 5 INSET days. Full time, Term Time Only
Salary/Grade	GRADE: 4 [Points 9-17]
Hours of Work	Monday to Friday: 8.30 to 4.00 pm (30-minute unpaid lunch break)
Line Manager	Special Educational Needs Co-ordinator (SENCO)
CRB/DBS Disclosure Level	Enhanced with Children's Barred List Check
Main Purpose	• Work with class teachers to raise the learning and attainment of pupils. • Promote pupils' independence, self-esteem and social inclusion. • Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement. • To provide confidential management and SEND administrative support for the day-to-day operation and strategic planning for the SEND department, including support to teachers. • To support the provision of an effective and efficient administration service • To line manage the Learning Support Assistants
General Responsibilities	All school staff are expected to: • Work towards and support the school's Catholic mission statement, the vision and the objectives. • Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent, and our safeguarding and Child Protection policies). • Promote the safeguarding of all pupils in the school. • Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors. • Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

	• Engage actively in the performance review process. • Adhere to school policies and procedures or other documentation available to all staff.
HLTA Duties & Responsibilities	Teaching and learning • Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND). • Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extra-curricular activities. • Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning. • Use effective behaviour management strategies consistently in line with the school's policy and procedures. • Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment. • Observe pupil performance and pass observations on to the class teacher. • Use ICT skills to advance pupils' learning. • Undertake any other relevant duties given by the class teacher. • Direct the work, where relevant, of other adults in supporting learning. Planning • Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role. • Read and understand lesson plans shared prior to lessons, if available • Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities. • Use allocated time to devise clearly structured activities

that interest and motivate learners and advance their learning.

- Plan how they will support the inclusion of pupils in the learning activities.

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils with whom they work.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Health and safety

- Promote the safety and wellbeing of pupils and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.

Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

SEND Administrator Duties & Responsibilities

- To provide a professional, confidential, administrative and secretarial service for the SENCo
- Support the SENCo in communications with students, parents and external agencies as required.
- Provide a first point of contact for students, staff, parents, and external agencies.
- Receiving visitors, speakers and prospective students and showing visitors around
- Use Bromcom and Provision Map to track and evaluate data, liaising with the SENCo, tutors and parents. Identify patterns to inform appropriate action.
- Produce and manipulate data and reports as required.
- Under direction, liaise effectively to ensure that information is shared appropriately.
- Support the preparation for student admissions and ensure a fully coordinated process is operated, and staff and students are fully prepared for admission start dates. Liaise with support staff and other schools to support the procedures and documentation.
- Process EHCP applications to deadline
- Process paediatric referrals to deadline.
- Undertake routine administration to include distribution of internal/external mail.
- Photocopying and related liaison with Main Admin Office and Finance Office
- Liaise with the Examinations Officer regarding the organisation of examinations and dissemination of examination entry information for SEND students.
- Maintain accurate and up-to-date, centrally held records of students on Bromcom and Provision Map and produce reports and statistics as required e.g. leavers, retention and student destinations. Create and maintain material for the SEND Information
- To develop and manage the SEND filing system (including emails, records of telephone conversations) the archiving retrieval and disposing of SEND information as appropriate.

	• Student and parent voice; set up questionnaires and produce reports for the SENCo • Administer Learning Support Events, e.g., Open Evening, Review Evenings. • Data input, including maintenance of student records and updating changes on Bromcom and Provision Map • Arrange & minute meetings as required. • Promote equality and enable the educational and social inclusion of all students.
Additional Duties	• To play a full part in the life of the school supporting our mission statement and encourage staff and students to support this ethos.
Other Specific Duties	• To continue Professional Development as agreed with Line Manager • To engage in the Performance Review process

The school will endeavour to make every reasonable adjustment to the job and the working environment to enable access to employment appointments for disabled job applicants and continued employment for any employee who develops a disabling condition.

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

This role is envisaged to be as above, subject to negotiation with the post holder.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths • First-aid training, or willingness to complete it	Additional SEND qualifications to support the role
Experience	• Experience working in a school environment or other educational setting • Experience working with children / young people • Experience planning and delivering learning activities • Experience of planning and leading teaching and learning activities (under supervision)	
Skills, knowledge and qualities	• Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in	

	supporting teachers and pupils • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly using ICT to support learning • Understanding of roles and responsibilities within the classroom and whole school context • Understanding of effective teaching methods • Knowledge of how to successfully lead learning activities for a group or class of children • Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support • Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice	
Personal Attributes	• Enjoyment of working with children	

	• Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people	
General	• Supports the ethos of the school • Flexible and adaptable	

All staff appointed to St Julie's are expected to be committed to supporting the school's aims and actively implement the school's policies

Closing date for applications: Wednesday 7th October 2026 at 9.00am

Shortlisting will take place: Thursday 8th October 2026

Interviews will be held: Tuesday 20th October 2026

- [Safeguarding Policy](#)
- [Code of Staff Conduct](#)
- [Safer Recruitment Policy](#)

Visit our website for more information www.stjulies.org.uk