

St Paul's Community  
Development Trust



Working For The Community

**St Paul's School B12 8NJ**

St. Paul's School believes that every child that we work with should have every opportunity to reach achieve their dreams and aspirations. The role of our staff is to work with our pupils to reduce barriers to learning and effectively enable them to believe in themselves and ultimately succeed. All of our students have EHCPs with a primary need of Social, Emotional and Mental Health; Autism and ADHD and mild learning difficulties.

We are looking to recruit staff who are driven and want to make a difference. We currently have the following vacancies:

**Job Title:** Teaching Assistants  
**Salary:** £20,109pa (pro rata £17,402pa)  
**Hours of work:** 37.5 hours per week Term Time Only  
**Contract Term:** Subject to 6 month Probationary Review

**Job Purpose:**

Work with class tutors 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. Ensure the safety of pupils at all times. Experience of supporting young people with SEN in a school setting/youth setting and the ability to establish positive relationships with pupils and empathise with their needs is essential along with a L2 Teaching Assistant or any other relevant qualification.

**Job Title:** Outreach Tutor  
**Salary:** £23,022pa (pro rata to TTO £19,922pa)  
**Hours of work:** 37.5 hours per week Term Time Only  
**Contract Term:** Subject to 6 month Probationary Review

**Job Purpose:**

To create, plan and deliver tailored lesson to bridge gaps in pupil's education and boost engagement and attainment levels. To assess their existing ability in a subject area and identify areas for improvement. This role will involve travel to office off site provision including pupils homes, therefore use of own car is essential. Experience of working with young people who have SEN / challenging behaviour is also essential.

**Job Title:** Lead Tutor - Post 16 provision  
**Salary:** £23,022pa (pro rata to TTO £19,922pa)  
**Hours:** 37.5 hours per week Term Time Only  
**Contract Term:** Subject to 6 month Probationary Review

**Job Purpose:**

To deliver the post 16 vocational programme. Working closely with external providers to ensure a broad and balanced curriculum to include careers and work experience for students in key stage 5. To work closely with colleagues to ensure the safety and progress of all our students across our whole school. Have responsibility for the post 16 form group, providing pastoral support and working with colleagues to ensure students are supported. Experience of working with young people who have SEN / challenging behaviour in an educational / vocational setting is essential as is the ability to deliver Maths & English to GCSE Level.

**Job Title:** School Administration Manager  
**Salary:** £26,115pa (pro rata to TTO £22,599pa)  
**Hours:** 37.5 hours per week Term Time Only  
**Contract Term:** Subject to 6 month Probationary Review

**Job Purpose:**

To provide administrative/secretarial support to the Head of School and senior members of staff where appropriate including diary management, managing admissions paperwork, liaising with other agencies such as the Local Authority and other schools. To manage the School information systems including pupil attendance and to ensure they are updated and used effectively in supporting the running of the School. Provide on-going budget information to relevant people, including attendance at governing body meetings, as appropriate. Previous experience of working in an office environment (i.e Finance/HR) at a senior level and substantial experience of managing budgets and financial reporting is essential along with a relevant professional qualification.

**Open Day:** 28<sup>th</sup> November 2022 3pm-5pm

**Closing date for all posts:** 2<sup>nd</sup> December 2022 12 noon

**Interviews will be held:** Week commencing 12<sup>th</sup> December 2022

Further details and an application form available from the website  
[www.stpaulstrust.org.uk/recruitment](http://www.stpaulstrust.org.uk/recruitment)

All members of staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children/young people and vulnerable adults that they are responsible for, or come into contact with.

It is a condition of employment that the successful candidate obtains a satisfactory DBS Disclosure.

