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APPOINTMENT OF LEARNING SUPPORT ASSISTANT

November 2018

(or asap)

**Closing date: 9am, Monday 12th November 2018**

**Interviews to follow thereafter**

**Christ’s School, Queen’s Road, Richmond upon Thames, TW10 6HW**

**Tel: 020 8940 6982 Email: mskinns@christs.school**

[**www.christs.richmond.sch.uk**](http://www.christs.richmond.sch.uk)



October 2018

Dear Candidate

Thank you for your interest in the position of Learning Support Assistant at Christ’s School.

Christ’s School is a Church of England comprehensive school for 850 young people aged between 11 and 18. It is situated on an enviable site adjacent to Richmond Park in Richmond upon Thames in South West London. We have excellent links with our feeder primary schools and the local community. We are proud to be a faith school and welcome students from Christian and other religious backgrounds. Our Sixth Form is currently in its fourth year of operation and we currently have 65 year 12 students and 50 year 13 on roll and expect that number to increase next year. In October 2014 we moved into our state of the art new Sixth Form building which will eventually hold up to 180 Sixth Form students.

All members of our community are encouraged to learn and achieve. We recognise and celebrate success wherever we can. We believe that we all have talent and that it is our responsibility to identify, nurture and develop that talent to the best of our abilities with the help, guidance and support of others.

There are currently 44 full time and 10 part time members of the teaching staff. We have 43 support staff on a variety of full and part time contracts. Our catering and cleaning staff are employed by sub-contracted firms.

Our outcomes have dramatically improved over the last seven years. The Ofsted report from the November 2016 inspection and the subsequent SIAMS inspection report were very favourable indeed. Results and reports are available to access through the school website.

Applications should be sent in the form of a completed online application form and a letter outlining why you feel you are suited to this post. Please email completed applications to Millie Skinns at: mskinns@christs.school. Only complete application forms will be considered and forms with missing elements will be returned for completion. If you have any queries about what is expected in a particular section of the form or to arrange an informal visit, please telephone Julia Ralph on 0208 439 9652 and she will be able to help you.

References may be taken up before an offer of a post has been made. However, no appointment will be formalised until all satisfactory references have been received and a DBS check has been completed. In the interests of Safeguarding we reserve the right to telephone referees to clarify any questions which arise from application forms, verify facts and investigate any inconsistencies between a written reference and the form.

We are looking for completed application forms (email only) to be returned by **9am, Monday, 12th November 2018** with interviews to follow thereafter.

**Christ’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Christ’s School is an Equal Opportunities employer as detailed in our Equal Opportunities Policy.**

**Any appointment made will be subject to checks that details given on the application form are as stated. It will also be subject to receipt of a satisfactory medical disclosure form. Before an appointment can be confirmed a DBS enhanced disclosure will be required.**

We look forward to receiving your application form, and in the **supporting statement** we would ask you to include how your skills and experience fit the person specification and make you the right person for this post. Please include some examples of the impact you have secured in your current post.

Your supporting statement should be no more than 3 sides of A4 paper.

I do hope that the information you have received will encourage you to apply for this post.

Yours sincerely,

**Phil Rushby**

**Chair of Governors**

**Job Description: Learning Support Assistant**

**Job Title:** Learning Support Assistant (LSA)

**Salary/Grade:** NJC 4.18 /£13,442 (actual)

**Hours:** 39 weeks (term time only) **/**27.5 hours a week

**Contract Type:** Fixed term – 1 year (this post is subject to funding and there may be the possibility to extend the term)

**Accountable to:** Higher Level Teaching Assistant/SEN Team Leader

**Work in partnership with**: HLTAs, LSAs, SEN Team Leader, external agencies, class teachers, Heads of Department, Form Tutors, Key Stage Leaders.

**Role:** To work as part of the Intervention Team in supporting students with specific needs, in particular those who have EHCPs or who have been identified as ‘SEN Support’ in both mainstream and withdrawal classes.

**Mission**

As a Church of England school our mission is to be one where each individual is valued and respected. We meet the needs of all our learners by offering them every opportunity to learn and develop in order to fulfil their potential. We will celebrate our skills, talents and successes within a community founded upon Christian values.

**Duties**:

**In relation to the individual student:**

* To develop an in depth understanding of the special educational needs of the student/s concerned
* To take into account the student/s’ special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials
* To build and maintain successful relationships with student/s, treat them consistently, with respect and consideration
* To be an advocate for students with special educational needs
* To have regard for the student/s’ safety and well-being at all times
* To help promote independent learning
* To help reinforce learning
* To remove barriers to learning
* To assist students with physical needs as appropriate
* To help students record work in an appropriate way
* To develop study and organisational skills
* To help keep the students on task and build motivation
* To model good practice
* To help build the student/s’ confidence and enhance self-esteem
* To support student/s with pastoral issues

**In relation to the teacher:**

* To promote an understanding of the student/s’ needs
* To have formal and informal meetings with teachers to contribute to planning lessons/ activities
* To prepare appropriately differentiated materials and resources
* To prepare students prior to a task
* To supervise practical tasks
* To be involved in keeping records and evaluating identified students’ progress

**In relation to the school:**

* To support the Christian ethos of Christ’s School
* To show absolute commitment to the protection and safeguarding of children and young people
* To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate
* To support implementation of school policies and procedures, including those relating to confidentiality and behaviour
* To identify personal training needs and to attend appropriate internal and external in-service training
* Any other tasks as directed by the SEN Team Leader/Head teacher, which fall within the purview of the post

**Appraisal arrangements:**

* Annual formal review of performance with HLTA line manager
* Fortnightly meeting with line manager
* Bi-annual observation of classroom support work by HLTA, SEN Team Leader or peer

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the Principal or the incumbent of the post.

**Christ’s School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers through the Disclosure and Barring Service.**

**Person Specification – Learning Support Assistant**

The person appointed will be able to engage and challenge students to enable them to achieve their best.

The successful candidate should possess the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **Essential / Desirable** |  | **Assessed by application / interview process** |
|  | **E** | **D** |  | **A** | **I** |
| **QUALIFICATIONS AND REQUIREMENTS** |  |  |  |  |  |
| Good general education | √ |  |  | √ |  |
| GCSE grade B or equivalent in Maths and English |  | √ |  | √ |  |
| Education to A level or further education |  | √ |  | √ |  |
| Evidence of qualification in SEN |  | √ |  | √ |  |
| A commitment to the protection and safeguarding of children and young people | √ |  |  |  | √ |
| An understanding and commitment to the Christian ethos of the school | √ |  |  | √ | √ |
| **KNOWLEDGE AND UNDERSTANDING** |  |  |  |  |  |
| Understands how best to engage with young people to help them achieve their potential |  | √ |  | √ | √ |
| An understanding of general SEN and how best to support these needs |  | √ |  |  | √ |
| A commitment to the values of comprehensive education | √ |  |  | √ | √ |
| **SKILLS AND EXPERIENCE** |  |  |  |  |  |
| Evidence of having worked with children in some capacity; this could be as a parent/carer | √ |  |  | √ | √ |
| Relevant work experience in a similar environment |  | √ |  | √ | √ |
| A commitment to the protection and safeguarding of children and young people | √ |  |  | √ | √ |
| A positive interest in working with children, especially teenagers | √ |  |  | √ | √ |
| Ability to work independently and as part of a team | √ |  |  | √ |  |
| Basic IT skills |  | √ |  | √ |  |
| **PERSONAL ATTRIBUTES** |  |  |  |  |  |
| Excellent punctuality and professional conduct | √ |  |  | √ | √ |
| A positive and optimistic approach | √ |  |  |  | √ |
| Good interpersonal skills | √ |  |  | √ | √ |
| A commitment to a team ethos | √ |  |  | √ | √ |
| Professional integrity and honesty | √ |  |  | √ | √ |
| Ability to meet deadlines | √ |  |  | √ | √ |
| Self-motivated with an ability to use own initiative | √ |  |  | √ | √ |
| An ability to develop positive relationships with all of the Christ’s school community | √ |  |  | √ | √ |
| Ability to work calmly, with patience and perseverance | √ |  |  | √ | √ |