



Have faith...believe you can!

Learning Support Assistant

31.25 hours per week for 39 weeks

(Monday 8.35am - 3.45pm / Tuesday to Friday 8.45am - 3.45pm)

Actual salary - £12,262

(S4 £16571 fte)



The students supported by the Learning Support Department at SJB are assisted by a team of 12 staff. Some of the staff are attached to core subject departments, others support the students on a 1 to 1 basis. Several of our staff have been at SJB for many years and have a wealth of experience.

We believe that the students who come to SJB are very fortunate to be taught in such an outstanding school, and the students who are nurtured by our Learning Support Department achieve amazing results. The staff who are employed in the Department are used in all areas of the curriculum and are also encouraged to support the pupils in other areas of the school eg lunch clubs and after school activities. Expectations of students and staff are high. We do not accept poor performance in any area. We expect every child to work to the best of his or her ability at all times and we expect staff to be good role models.

The qualities needed for this post are dedication and enthusiasm as well as good social skills and a sense of humour. Previous experience and qualifications are not essential but we are looking to appoint a person who has a good standard of education and who would be prepared to learn new skills and grow with the role. Knowledge of children with ASD would be preferable but not essential. Please note this position will be reviewed annually subject to continuation of funding.

This post would also suit anyone who is thinking of embarking on a career in teaching at some time in the future. SJB is a teaching school and is accredited as a SCITT (School Centre for Initial Teacher Training) which opens up exciting opportunities for those interested in training to teach. The SCITT provides a school led training route to gaining Qualified Teaching Status and our staff at SJB are very supportive of colleagues wishing to pursue this route.

Job Description

Learning Support Assistant

Line Manager : Miss A Hughes

Salary Scale: S4

Contract : Term time only - 31.25 hours per week
(Monday 8.35am - 3.45pm / Tuesday to Friday 8.45am - 3.45pm)



You are required to carry out the duties of a Learning Support Assistant as set out in the Learning Support Assistant Induction Log and in line with the school's Mission Statement.

In particular, you are required to undertake the following responsibilities:

- To support students throughout all key stages and delivery of teaching.
- Contribute to the preparation of support materials for use in departments.
- Contribute to the assessment, recording and reporting of students' work.
- Attend department, year and staff meetings where appropriate.
- Attend and contribute to student review meetings where appropriate.
- Participate in the school's observation, appraisal and staff development programmes.
- To carry out any other duties as specified by the Head of Learning Support.
- To keep up with the developments and changes in the Code of Practice.
- Personal qualities: patience
 - sense of humour
 - work as part of a team
 - initiative and motivation
 - willing to learn
 - able to work under pressure
 - willing to embrace the SJB culture

Method of Appointment:

Closing Date: Friday 13 October 2017 (12.00pm)

Shortlisting: Friday 13 October 2017

Interviews: Wednesday 18 October 2017

Start Date: Monday 30 October 2017

Method of Application: Application form including statement of application
(please download from the SJB website www.sjb.surrey.sch.uk)

If you require any further information about the application process please contact jobs@sjb.surrey.sch.uk





A few thoughts about SJB...



Have faith...believe you can!

Thank you for your interest in the position of Learning Support Assistant. I hope you find all the enclosed information useful when applying for this role. I thought it would be useful if I gave you a personal perspective of our school, including a few comments from a current member of staff about what life is like at SJB. Hopefully this will help you decide whether or not SJB is a place where you would be happy and flourish, and where you could do an outstanding job for our children.

SJB is part of the Xavier Catholic Education Trust. We are a group of ten schools in the Diocese of Arundel and Brighton who have just come together to work collaboratively for the benefit of all the children we serve.

The aim of the Trust is to provide the children in our care with the best possible education within a caring and supportive Catholic ethos.

SJB is located just outside the town centre and a 15 minute walk from the train station (22 minutes from London Waterloo on the train). The original school, built in the late 60's (but don't worry, the first thing visitors comment on is how vibrant the learning environment is), has changed significantly in recent years as we expand and improve our facilities. Our new Sports Hall & Gym and expansion of the Sixth Form Centre has been completed. These are the first phases of three of building works, with Humanities due to be extended and improved by the end of this year. The current development means we will be expanding our numbers and as of 2019 we will be taking an additional 60 students in Year 7 and every year thereafter until 2023 by which time we expect our total be close to 1700 students.

We are very fortunate to work with such a brilliant group of students. If you come to visit us, you will see that they are happy, hardworking (on the whole!) and very positive about our school. Achievement is at the forefront of everything we do at SJB and it would be fair to say it is "cool" to achieve. Our large, vibrant, and predominantly young staff are enthusiastic and passionate about ensuring our students get the very best deal. A new member of staff recently commented *"Working at SJB means that you are surrounded by like-minded colleagues: people who want the best for their students and are prepared to go the extra mile to get it. This means that the standards are really high but I've found that invigorating rather than daunting; with so many great teachers in the school, I am constantly hearing new ideas and techniques to develop my own practice. That's not to say that it's all work and no play though, there's a strong focus on the importance of work/life balance and the school is aware that tired teachers don't deliver engaging lessons. The staff room is a chatty and welcoming place to be and most people feel quite at home from day one!"*

At our last OFSTED inspection (June 2014) we were judged to be outstanding in every category. As you can imagine we are very proud of achieving this result and it is especially pleasing for the students and staffs hard work to be externally recognised in this way. Please do not think we know all the answers, we don't. Our mission is to be the best school in England and we will continually look for ways to improve. This starts by employing the very best teachers and we are hoping this is where you can help.



We are a fully comprehensive school and we are therefore proud of our exam results. Full details are on our website but I will give you a few 'highlights'. In last year's GCSE results 95% of our students gained five or more A*-C/4+ grades including English and Maths. A-Level pass rate was 100% with 75% gaining A*–B.

We are very committed to improving the whole school system. In recent years we have become a Teaching School, Maths Hub and SCITT (we are currently the largest SCITT provider in the country). This means we are able to offer our staff new opportunities in: training future teachers; developing Maths teaching across all phases and supporting local primary and secondary schools. We currently have a number of staff that work, in a variety of capacities, in other schools.

We were very proud to have been one of the few schools to be awarded the World Class Schools Quality Mark. This is our most recent award, others include the Millenium Trophy which was awarded by the LEA to the best school in Surrey, Charter Mark, Partnerships with Parents Award, Leading Edge Status, International Schools Status.

Technology at St John the Baptist School is a major part of teaching, learning and school/teacher administration. We have developed a strong 'can do' approach to supporting staff which encourages everyone to embrace the possibilities that technology has to offer within the school for teaching, learning or administration. Every child has their own iPad which they use to support their learning. We have developed a number of 'in-house' apps for both staff and students.

Working in a Catholic school is unique. The Christian ethos is at the core of everyday life at SJB and is one of our greatest strengths. Visitors frequently comment on the care, compassion and real sense of community that permeates everything that we do. We appoint members of staff, who whatever their beliefs, support the ethos of our school and will always put our children first.

Expectations are incredibly high here at SJB. We expect the very best from and for our students and we expect the same of ourselves as staff. All the Support Staff at SJB are highly valued and contribute in various ways to the overall success of our students. If you feel you would like to know more about this opportunity to join the SJB community you would be welcome to visit and look round the school. Please contact the Head of Learning Support, Miss Hughes a.hughes@sjb.surrey.sch.uk to make an appointment.

In conclusion, we believe this a truly fantastic place to work, but don't take my word for it, come and see for yourself; every day is open day so I look forward to meeting you soon!

James Granville Hamshar
Head of School

Additional information can be found on our school website www.sjb.surrey.sch.uk

