

LEARNING SUPPORT ASSISTANT

CANDIDATE INFORMATION PACK

Learning to value, learning to give, learning to achieve, growing in the peace of Christ

**HEADTEACHER’S INTRODUCTION**



***Thank you for taking an interest in working in our school. This information pack is intended to be an informative and a useful introduction to St. Benet Biscop Catholic Academy.***

St. Benet Biscop Catholic Academy is a highly successful, over subscribed school with an enviable reputation within the community. Our success is due to the dedication and commitment of our staff, the support of our parents, and not least the calibre of our wonderful students.

Whilst all schools are measured and compared in countless ways, as a Catholic school we are here to develop our pupils into spiritually whole young people equipped to make a positive contribution to the community and society. This is the primary reason for our existence and is something that St Benet Biscop is renowned and respected for.

Looking ahead to this year, we will again be building upon the success of our new programme of professional development and will continue to place this at the very heart of our school improvement strategy. Our key priorities will be to continue to further develop our Catholic ethos, narrow gaps for disadvantaged pupils, raise standards and expectations across the Academy.

We are all aware of the challenges schools are facing nationally and we are no exception. However, with our wonderful students and a committed staff we have everything to look forward to.

Please read the information in this pack carefully and visit our website for further details about our school.

**Con Todd**

Headteacher

**ST BENET BISCOP CATHOLIC ACADEMY AS A CATHOLIC SCHOOL**

When Pope Benedict visited our country four years ago he spoke to the staff and students of Catholic schools from all over the UK and said:

“***In your Catholic schools, there is always a bigger picture over and above the individual subjects you study, the different skills you learn. All the work you do is placed in the context of growing in friendship with God, and all that flows from that friendship. So you learn not just to be good students, but good citizens, good people.***”

At St Benet Biscop we try to be faithful to this vision, and our Catholic values underpin everything we do. Our dedicated staff strive to provide not only an outstanding education, but opportunities to explore faith and to grow in the context of this “bigger picture”.

Our hope is that when students leave St Benet Biscop Catholic High School they carry with them a strong academic, moral and spiritual education. They enter the world as developed learners, having taken full advantage of all opportunities provided for them to grow into the people God desires them to be.

Our students engage in Religious Education lessons, morning prayer and reflection each day, and regular assemblies, as well as being offered the opportunity to go on a retreat with the Youth Ministry Team and to attend other events outside of school. Our school chaplain, and those involved in chaplaincy, aim to infuse daily life with our Catholic values and beliefs, and to offer our students every opportunity to develop spiritually, ask the ‘big questions’, and become the best that they can be.

**The Mission Statement**

The Mission Statement is what we hold before us to inform our purpose and guide us as we offer education to the young people entrusted to our care.

To seek wholeness

Through faith,

Quest and learning

To become what

God intends us to be

We believe that through **faith** we come to a personal relationship with God and his son Jesus. By expressing our faith in our daily lives we grow deeper into that relationship and are drawn closer to God the Father, the source of all things

We believe that **quest** is an essential part of the human condition. Throughout our lives we are participants on a journey of discovery for the meaning and purpose of our lives. It is a quest rather than a search since we seek that which is of greatest value – God.

We believe **learning** is at the heart of our purpose. God has given us our intellect to use to reflect on and marvel at his Creation. To explore and grow to understand will bring us to the fullness of what it means to be human.

**ABOUT OUR ACADEMY**

*St Benet Biscop Catholic Academy is an 11-18 High School Catholic convertor academy. There are 1130 including 180 in the Sixth Form.*

St Benet Biscop Catholic Academy has been modified and extended since the initial building was opened in the 1950’s. Over the years the school has been continually maintained and improved to a high standard; this has enabled the school to retain its essential character, whilst adapting to the changing demands of education. Following the recent build of St Peter’s block and the St Wilfrid’s block, the Academy now has an additional provision which includes the state of the art food technology room, five large classrooms, an ITC suite and a Learning Inclusion Centre. In 2015 the school made a successful bid to the Priorities School Building Program and continue to apply for further bids to continue to refurbish and improve the school site.

On 1 March 2015 St Benet Biscop and our partnership schools, Ss Peter and Paul’s, Cramlington formed the Pax Christi Catholic Partnership; all three schools are now academies. Our Trust continues to have very strong links with the Roman Catholic Partnership of First, Primary and Middle schools in Northumberland.

**JOB DESCRIPTION**

**POST:**

Learning Support Assistant

**PURPOSE: Support for Pupils/Supporting and extending SEN pupils’ learning**

* supervise and support pupils’ in their access to learning across the curriculum, using specialist skills, training or experience to tailor support to the individual learners’ needs
* support pupils in learning how to learn and to develop their thinking skills to become independent, cooperative and collaborative learners
* support pupils’ access to learning through the effective use of ICT as directed by the class teacher / SENCO
* identify and remove barriers to pupils’ learning and make reasonable adjustments, responding to their individual needs
* contribute to assessing pupils’ progress and providing feedback to pupils in relation to progress, achievement and attendance, to support them in reviewing their own learning, under the guidance of the class teacher / SENCO
* adapt and customise curriculum materials to meet learning activities and assist pupils in their use
* assist the supervising teacher with the planning of learning activities
* support teachers in the administration of examinations and tests
* contribute to maintaining pupils’ records
* contribute to, and support, the review of EHC plans
* assist teachers with the display of pupils’ work and achievements

**Meeting pupils’ wider well-being needs**

* support the emotional well-being and mental health of a diversity of SEN pupils
* contribute to the management of SEN pupils’ behaviour supporting the class teacher / SENCO
* support the delivery of additional interventions for improving pupils’ well-being as directed by the SENCO
* support pupils with SEN and/or disabilities to access extra-curricular activities
* supporting the running of lunchtime and after-school clubs for pupils
* escort and supervise SEN pupils on educational visits and out-of-school activities, as directed by the class teacher, SENCO and member of school’s management team

**Providing pastoral support**

* promote SEN pupils’ social and personal development and resilience by having challenging expectations to encourage children to act independently and build self esteem
* establish productive relationships with pupils and respond to the needs of each individual child, acting as a role model and advocate for pupils with SEN and disability
* support the transition and transfer of SEN pupils

**Working with colleagues**

* support and maintain collaborative, productive working relationships with school staff and professionals from external agencies and feeder schools
* liaise with pupils, their parents/carers, teachers and practitioners from external agencies, to support pupils’ learning and well-being
* take responsibility in developing your own continuing professional development

**Supporting the wider work of the school**

* comply with school policies and procedures related to child protection and safeguarding, health and safety, equal opportunities, confidentiality and data protection
* work in such way as to promote the ethos and vision of the school.
* participate in training and development, and activities that contribute to the management of performance.
* attend and participate in relevant meetings and school events as required
* undertake first aid training and responsibilities as required
* participate in school emergencies as required, including locating students and staff, contacting emergency services and completing necessary documentation

**SALARY/GRADE:**

**Scale:** 3 **£16,781-£17,772 (pro rata)**

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**St Benet Biscop Person Specification for a Learning Support Assistant**

The Directors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

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| **Attributes** | **Essential** | **Desirable** | **Assessment Methods** |
| **Knowledge/**  **Qualifications** | * Very good numeracy and literacy skills; * NVQ 2 for teaching Assistants or equivalent qualifications (NNEB) * First Aid Certificate or equivalent; * Participated in training related to various national strategies e.g. literacy and numeracy | NVQ 3 for teaching Assistants or equivalent qualifications (NNEB)  Paediatric First Aid Certificate | a, i, t |
| **Experience** | * Working with children of the relevant age * Basic clerical skills * Working with children with additional needs | * Supervising small groups of children * Counselling * Experience of making contact and dealing with external agencies. | a, i, t |
| **Skills/Competencies** | * Effective ICT skills and experience of using ICT in a learning environment * Ability to use other types of learning technology: * Photocopying * Whiteboards * Understanding of codes of practice and recent relevant education; * Good understanding of the principles of child development and the learning process * Can work as a member of a team, understanding their role in the classroom and associated responsibilities | NVQ 2 ICT Qualification | a, I, r, |
| **Physical, mental and emotional demands** | Ability to work under pressure and some element of noise (students) |  | a, i |
| **Other** | Willingness to participate in training and development |  | a |

Key to assessment methods;

(a) Application Form

(i) Interview

(l) Lesson Observation

(r) References

(s) Supporting Statement

**LEARNING SUPPORT DEPARTMENT PROFILE**

**Departmental Description**

The Learning Support Department at St Benet Biscop Catholic Academy currently consists of an HLTA, 4 full-time staff and 5 part-time. The department is made up of largely experienced staff, who support students mainly in years 7-11, in a variety of subjects across the curriculum. We have some staff who specialise in supporting particular subject areas, especially at GCSE level and these staff attend the relevant department meetings regularly.

**Recent examination success**

In 2015-16, 33% of students with an EHCP gained 5ACEM in comparison to the national figure of 9%.

**Staffing arrangements**

Learning Support staff support students on the SEN register, those with an EHC Plan and those who are SEN Support. In addition to in-class support or small group work at the direction of the subject teacher/SENCO, staff also act as 1-2-1 learning mentors outside the classroom, focussing on attainment and progress, as well as encouraging attendance.

Where appropriate, staff will accompany students on educational visits and in the various enterprise and enrichment activities which take part during the year.

Learning Support staff contribute to reviews of students on the SEN register.

Staff are expected to carry out a lunchtime duty in the nurture room once a week. This may be the Key Stage 3 room or the Key Stage 4 group.

**CPD**

Learning Support staff follow the same career development programme as teaching staff and have twice yearly appraisals. In addition to this, external training is provided each year in access arrangements provision and support for examinations.

New staff attend induction days and are also expected to attend in-house training sessions throughout the year.

We very much look forward to receiving your application but in the meantime if you have any queries or wish to make an appointment to visit the Academy, please contact Susan Patrick on (01670 822795) or [patricks@pax-christi.co.uk](mailto:patricks@pax-christi.co.uk)

**Application**

**Please return a completed application form including the names, addresses and relevant contact details of two referees together with your letter of application.**

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification.

Completed applications must be received by **noon on Friday, 7 July 2017** addressed to:

Mr C Todd

Headteacher

St Benet Biscop Catholic Academy

Ridge Terrace

Bedlington

Northumberland

NE22 6ED

or by email to the Headteacher’s PA, Mrs J Marriott-Lodge at: [marriott-lodgej@st-pax-christi.co.uk](mailto:marriott-lodgej@st-pax-christi.co.uk)

Interviews are scheduled to be held on Monday, 17 July 2017. If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

**OUR SAFEGUARDING COMMITMENT:**

St Benet Biscop Catholic Academy:

* Is committed to the protection and safety of its students. Appointment will be subject to an enhanced DBS check, satisfactory medical report and satisfactory references;
* is an equal opportunity employer;
* operates a strict no smoking policy.



**w** www.stbedes.durham.sch.uk

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