

Learning Support Assistant





Dear Candidate,

Thank you for your interest in our Vacancy. As the new Principal, I am excited about the journey the school is going on. I am looking for staff who are keen to be a part of the Rodborough journey and continue the development of the school.

This is an exciting opportunity to join the strong team at Rodborough. The Leadership Team comprises a Principal, two Vice Principals, two Assistant Principals and 2 Associate Assistant Principals. We are a friendly and supportive team of motivated, enthusiastic and well-qualified staff who enjoy working with fantastic students. Our 5Rs - Respect, Resilience, Responsibility, Resourcefulness, Reflection – underpin our pastoral curriculum and what we strive to instil within the students during their time with us. Over the last year our school has seen some exciting development. Recently, we have had a full refurbishment of our English, Maths and Languages blocks. We have also recently opened our new 3G Sports Pitch.

Rodborough has provided an excellent education to young people between the ages of 11-16 for more than 70 years. Our students make strong progress and achieve very well in national examinations; however, we also place a great deal of emphasis on inspiring and challenging our students to develop as rounded young adults able to play a leading role in their community. As a school we are dedicated to #UnlockingPotential within every child. We value the contribution that all our staff team make to Rodborough and recognise that everyone who joins us contributes to the experience our students have. We are looking for team players who are dedicated and committed to continuous improvement and professional development.

Rodborough is proud to be a member of the Weydon Multi-Academy Trust (WMAT) and works closely in partnership with other schools in the Trust. The WMAT comprises of 4 mainstream secondaries and 3 special schools. This provides the opportunity for collaboration across the sectors within the Trust.

As a school we are #CommittedToExcellence in all that we do. We are recognised nationally for our work in partnership with the National Autistic Society supporting autistic students within a mainstream school environment. We are also designated a 'Leading Edge' School through the SSAT for our consistently strong student outcomes.

If you are interested in applying for this post please do so by letter of application and completing the application form (no CVs or additional information). In your letter of application, which should be no more than two sides of A4, please could you address the following points:

- Why you are particularly attracted to this post at this school
- A summary of your experience to date
- Your educational philosophy
- Anything else you may wish to add

Please ensure that you include contact numbers for both daytime and evening and an email address. Should you have any questions regarding the role, or if you would like to visit us prior to making an application, please do not hesitate to contact my PA, Ashleigh Deane adeane@rodborough.surrey.sch.uk.

I know how long it takes to draft letters of application and thank you in advance for your time and effort. Thank you for your interest in this post and whatever the outcome, may I wish you the best of fortune in your future career.

We look forward to welcoming you to Rodborough.

Yours faithfully,



Emma Hunston
Principal



Advert

Rodborough is an inclusive school with a Cullum Centre. This is a Specialist Resource designed to support high functioning autistic students within a mainstream provision. Rodborough Learning Support Assistants work across SEND/Cullum for varying hours per week.

We strive to ensure that every student is valued, can actively engage in the curriculum and take part in broader life of the school. We aim to help students acquire skills which will enable them to enjoy independence and become life-long learners.

We aim to enable young people to make the best possible progress and provide flexible support and advice for all children experiencing barriers to learning. This role is varied, and will include mainstream lesson support; working with specific student/s across the curriculum, running small groups and providing individual support.

In addition to academic support, all LSAs are keyworkers and provide an invaluable 'friendly ear' for all those children who sometimes require a sympathetic listener to boost morale.

The role includes an element of admin, updating student records and liaising with all stakeholders (staff, parents and students).

Who are we looking for?

We are a friendly and inclusive team and welcome applications from graduates who are seeking employment in schools prior to possibly training as teachers. We also welcome applicants without previous experience but who enjoy working with young people and believe they have the qualities and skills that would enable them to fulfil the remit of the LSA role successfully.

The successful candidate will be a dynamic, adaptable and compassionate individual with excellent communication skills and a positive approach. A high standard of literacy, numeracy and IT skills are also essential for this post, as is the enthusiasm and commitment to helping each student achieve their full potential.

Non-teaching staff are required to take their own holidays during the school holiday periods.

The salary range for this post at Grade WA3 6-12 is £19,232 - £22,118 FTE depending on qualifications and experience. We offer full training and defined career/pay progression. In addition, we offer an excellent benefit package to include a comprehensive health and wellness scheme, combined physiotherapy services, optical vouchers, cycle to work, a range of additional lifestyle discounts and a Local Government Pension Scheme.

Exact hours to be discussed and agreed at interview. Applications will be considered upon receipt and we reserve the right to withdraw the advert prior to the advertised closing date if required so early application are advised.

For an informal discussion about this role please contact Ashleigh Deane, PA to the Principal via the school.

To find out more information about this post and the school, please visit our school website.

Rodborough is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are an Equal Opportunities employer. The successful applicants will be required to provide an enhanced DBS disclosure.



A Welcome from Zara Wright, WMAT Director



Dear Prospective applicant,

Thank you for considering one of our WMAT schools for the next chapter of your career.

WMAT is comprised of seven unique schools who work collaboratively to provide the best possible outcomes for our young people. We believe we are stronger together and aim to transform our student's lives. Within the trust, we are fortunate to have three specialist schools, two of which are for students with Learning and Additional Needs (LAN) and the other for pupils with Severe and Profound Multiple Learning Difficulties (SLD/PMLD). We are also privileged that one of our Headteachers, Darryl Morgan (OBE), is a National Leader of Education.

There is already a wealth of knowledge, skills and expertise in the many areas of SEND within WMAT. Therefore, our schools will support one another with finding the right solutions and approaches for our students. We benefit from cross-working groups and collaborating on specific projects to support our decision making and implement effective systems within our schools.

Within WMAT, there always are opportunities to grow and develop. CPD is delivered internally on aspects of SEND across our schools. Many of our SEND staff are also on external training courses to become HLTAs, Qualified Teachers, Specialist Teachers, Specialist Exams Concessions Testers and SENDCos. Our staff also benefit from experienced SEND Leaders coaching them. We are proud to have developed a highly skilled workforce who we continue to invest in.

Our relationships with parents and carers are of great importance to us. We hold the belief that parents are the experts in their children. We value coproduction and work holistically to ensure our young people receive the right support. WMAT schools organise events for parents and carers, from coffee mornings to training events, as we want to build a community that can support and learn from one another.

The best thing about our schools is our students. They are at the heart of everything we do. The staff in our schools strive to make our schools fully inclusive so that our young people with SEND thrive in our care.

We look forward to welcoming you to our schools,

Ms Zara Wright
Director of SEND



Reasons to work at Rodborough

- All SLT teach to spread the load and stay firmly 'in the game'. This includes the Principal.
- Staff co-plan and share resources
- Open door policy to support teaching and learning based on professional curiosity
- A centralised behaviour system
- Flexible and part time working supported
- WMAT bespoke pay scales and benefits including a healthcare package





Job Description

Post title: Learning Support Assistant

Department: Student Support

Hours Multiple full time or part time positions available up to 32.10 hours per week.

Core working hours are 8.30 – 3.30pm, 39 weeks per year (term time only).

Salary WMAT pay scale WA3 6-12 £19,232 - £22,118 FTE

Responsible to Assistant Principal, SENDCo

JOB PURPOSE

To support the teaching staff and provide students with the level and type of support as specified by the teacher or the SENDCo.

KEY ACCOUNTABILITIES

Student support

- Provide students with level and type of support specified by the teacher.
- Assist with the supervision of students as they arrive to school and moving between lessons.
- Support individual or groups of students during independent/group work (e.g. explaining tasks, reinforcing key objectives, concepts or vocabulary; using practical apparatus or specialist equipment).
 - Assist students in the development of communication skills.
- Assist in the personal, social and emotional development of students and in the development of self-esteem.
- Monitor and provide for the general care, safety and welfare of students (excluding duties of designated first aid officer). Where students have SEND that includes the need for personal care, provide this within the Health and Safety guidelines as necessary.
- Accompany students as directed within school and on educational visits/trips, in accordance with an appropriate risk assessment and Local Authority guidance.

Teacher Support

- Provide feedback to the teacher about the learning activities and student responses to them.
- Monitor individual or group achievement of key objectives and feedback to the teacher.
- Carry out, under direction, the assessment of individuals or groups of students.
- Participate in record-keeping – e.g. provide verbal and written information to contribute to the planning and review of student progress and support.
- Attend Education and Health Care Plan (EHCP) review meetings, if appropriate.
- Support the implementation of strategies to manage student behaviour.
- Administrative work associated with the role



School support

- Participate in induction training for learning support assistants and staff review/performance processes and make use of professional development opportunities.
- Maintain confidentiality according to organisation and legal requirements; adhere to/maintain school policies, routines and codes of conduct and support the ethos of the school.
- Be aware of and practise within equal opportunities policies and principles and health and safety regulations. Seek to prevent accidents and report these to the designated person in school.
- Be aware of and practise according to the Safeguarding policy.
- Undertake other duties that can reasonably be expected of and are relevant to the level and nature of the post.
- Be available for work for 195 days a year (pro-rata if working less than a 5 day week), including attendance at training and on INSET days.
- Attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours but not beyond total working week.
- Understand the roles and responsibilities of others within the school.
- Liaise with parents/carers (as directed).

GENERAL NOTES

The post holder may be required to perform any other reasonable tasks as directed by the Headteacher.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the School and WMAT's equal opportunities policies and statutory responsibilities.

CONDITIONS OF EMPLOYMENT

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the governing body. This post requires an enhanced DBS check





Person Specification

LEARNING SUPPORT ASSISTANT: PERSON SPECIFICATION		
Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> Educated to at least GCSE grade 4 standard or equivalent in English and mathematics. Familiarisation with the content of DFE teaching assistant induction materials. 	<ul style="list-style-type: none"> Experience of working in a school or similar establishment. NVQ 2 for teaching assistant or equivalent qualification and/or experience. Experience of working with children/young people. 	<p>Application form</p> <p>References</p> <p>Interviews</p> <p>Certificate/s (to be available at interview)</p>
Knowledge and skills		
<ul style="list-style-type: none"> Ability to build and form good relationships with students, parents/carers and colleagues. Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals. Ability to work constructively as part of a team, understanding school roles and responsibilities including own. Good standard of numeracy and literacy skills. Ability to use range of ICT packages and equipment effectively. 	<ul style="list-style-type: none"> Working knowledge of behaviour management strategies. Basic understanding of child development and learning principles. 	<p>Application form</p> <p>References</p> <p>Interviews</p>



LEARNING SUPPORT ASSISTANT: PERSON SPECIFICATION

Essential	Desirable	Evidence
Personal qualities		
<p>A diplomatic and patient approach.</p> <p>Able to appropriately deal with confidential information/situations.</p> <p>Able to follow direction from line manager.</p> <p>Ability to show initiative and to prioritise one's own work and meet required deadlines.</p> <p>Efficient and meticulous in organisation.</p> <p>Desire to enhance and develop skills and knowledge through CPD.</p> <p>Commitment to the highest standards of child protection and safeguarding.</p> <p>Recognition of the importance of personal responsibility for health and safety.</p> <p>Commitment to the school's ethos, aims and its whole community.</p>		<p>Application form</p> <p>References</p> <p>Interviews</p>