



Prior Park Schools

LEARNING SUPPORT ASSISTANT

Reporting to:

1. Head of Learning Support
2. Deputy Head Academic

Prior Park Schools

Prior Park Schools (PPS) is a charitable trust comprising 3 independent but interdependent day and boarding schools set in the beautiful South West of England and Gibraltar. Prior Park College (PPC), the senior school and The Paragon School, the junior school, both in Bath and a senior school in Gibraltar. Each school provides high achieving, Catholic/Christian co-education. The heart of Prior Park Schools is the encouraging Christian ethos which nurtures over 1,000 pupils aged between 3 and 18 years to become confident, capable, compassionate, and independently minded young people.

Each School has a Head Teacher and a Leadership Team who lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Head Teachers and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding.

The Executive management of the schools is devolved to a Board called the Prior Executive Board (PEB) which comprises the Head Teachers of each constituent school, The Director of Operations & Finance, the Director of Development, and the Head of Compliance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education. The PEB is chaired by the Head of PPC with the agenda and papers provided by the Director of Operations & Finance.

Purpose of the Role

The Learning Support Assistant supports and complements the work of the teachers for the benefit of the pupils and their learning.

Contacts

The Learning Support Assistant can expect to have a wide range of contacts with stakeholders both within and beyond the organisation. Contact with the external stakeholders is of particular importance.

The Role

The Learning Support Assistant will report directly to and be line-managed by the Head of Learning Support. In their work the post holder will have day to day responsibility for their own work priorities and maintenance of high standards.

The Learning Support Assistant promotes good relationships with colleagues, pupils and parents throughout the school, fostering a feeling of 'belonging'. He or she supports and complements the work of the teachers for the benefit of the pupils and their learning, substantially contributing to a range of teaching and learning activities, working collaboratively with colleagues as part of a professional team. The LSA will plan, assess and deliver learning activities to individuals and groups. The post holder supports all pupils in their learning and development, treating them with respect and consideration, ensuring high expectations of all pupils' achievements and a commitment to raising educational standards. The LSA promotes positive values, attitudes and behavior.

The main areas of responsibility are:

- To develop an understanding of the needs of the students in order to support them effectively.
- To provide support for identified students. To promote and support the development of SEND student's self-reliance, self-esteem and emotional resilience.
- To provide support for students at unstructured times to aid social interaction and the development of social skills.
- To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
- To act as a keyworker to ensure a smooth transition and management of the secondary school routine.
- To contribute to implementing strategies and recommendations from external agencies.
- To plan and deliver interventions for students with English as an additional language.
- To plan and deliver interventions. An ability to support students with dyslexia would be desirable.
- To provide relevant feedback to subject teachers and tutors.
- To liaise with the SENDCo on a regular basis.
- To attend team meetings.
- To fully engage with training opportunities and to apply learning to improving practice.
- To devise and distribute information for teachers and parent/carers.
- To maintain records as required.
- To contribute to termly and annual reviews

Pastoral Care:

- Assist in providing excellent pastoral care for each pupil, help pupils to develop their social and academic potential, encourage the social and emotional development of pupils;
- Provide a stable, secure and supportive environment in the classroom; one in which the student can become independent;
- Promote and safeguard the welfare of pupils with whom he/she comes into contact and comply with the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the school's Designated Safeguard Lead (DSL) or to the Headmaster.

General:

- To establish and maintain effective relationships and communication with staff, parents & students.
- To uphold the high standards of Prior Park School in all communications.
- To play a full part in the life of the School community, supporting its mission & ethos.
- To adhere to the School's policies.
- To undertake any other duties that the Head Teacher feels appropriate in accordance with responsibility of the post.

Line Management

The Learning Support Assistant has no direct line management responsibilities.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.

JD reviewed September 2021

Professional Specification and Personal Attributes

The post holder will be required to either hold, or be willing to gain appropriate, First Aid qualifications.

Amend as req	Essential	Desirable
Qualification	<ul style="list-style-type: none"> Educated to GCSE level to include Literacy and Numeracy NVQ Level 3 in Child Care or a relevant qualification 	<ul style="list-style-type: none"> Qualifications/training relating to supporting students with EAL. Qualifications/training relating to supporting students with Dyslexia
Experience	<ul style="list-style-type: none"> Demonstrate experience of working with children 	<ul style="list-style-type: none"> Experience of work as a TA/LSA Experience of supporting/teaching students with EAL Experience of supporting/teaching students with Dyslexia
Knowledge	<ul style="list-style-type: none"> Sound Literacy and Numeracy skills Knowledge and understanding of conditions experienced by SEND students 	
Skills and competences	<ul style="list-style-type: none"> A willingness to engage with strategies to support SEND students. Demonstrate an ability to maintain confidentiality, empathy, flexibility, good organisation skills Demonstrate an ability to work with guidance, but under limited supervision Demonstrate an ability to liaise and communicate effectively with others; Demonstrate an ability to prioritise tasks and meet deadlines Good organisational skills: keeping accurate monitoring records, managing timetable changes, prioritising demands. Demonstrate a commitment to the safeguarding and welfare of all pupils 	<ul style="list-style-type: none"> Comfortable with the use of IT as a means of communicating and sharing information.

Child Protection

Prior Park Educational Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.