

## Vacancy: Learning Support Assistant

Northern House School (Wokingham)

Date: May 2019

Northern  
House  
School



# Believe, Achieve, Succeed

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Dear Applicant,

Thank you for your enquiry regarding the above position. This post is offered on a permanent contract on NJC Terms and Conditions.

Our school is sponsored by Northern House School Academy Trust, a group of four schools and a Pupil Referral Unit who specialise in supporting children with Social, Emotional and Mental Health difficulties. Northern House School Academy Trust has a proud history of supporting all of its stakeholders, pupils and staff alike.

We are a small school where all pupils are well known and understood by our experienced staff and we are proud of our pastoral care which ensures our pupils are well supported

At this stage in our journey out of Special Measures, the school requires a committed, flexible, motivated and inspirational teacher seeking to advance their career and help overcome the many challenges that our pupils' face.

Applicants should ensure that all parts of the application form are completed, together with the supporting statement of no more than two sides of A4, in which you must demonstrate what you can bring to Northern House School (Wokingham) by referring to the Person Specification.

If you would like more information, or if you would like a tour of the school, please get in touch.

I look forward to receiving your completed application form and equal opportunities statement.

I hope you will be interested in taking your initial enquiries further and look forward to receiving your completed application.

Yours faithfully



Beverley Gates  
Head Teacher

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## **Northern House School (Wokingham)**

Our school motto is 'Believe, Achieve, Succeed' and nowhere can this be seen more than in our classrooms and the continued belief that this motto is for our staff and pupils alike.

We are blessed with children of many different age groups. Our school has an important role to play in the whole development of each individual student and is committed to equal opportunities for all.

Many of our pupils also have additional needs, often due to the co-morbidity of related medical conditions. Additional needs presented include Autistic Spectrum Disorder (ASD) including Asperger's Syndrome, Moderate Learning Difficulties (MLD), Specific Learning Difficulties (SpLD) including dyslexia and dyspraxia and Speech, Language and Communication Needs (SLCN). Some pupils have medical conditions such as Attention Deficit Hyperactivity Disorder (ADHD) requiring medication.

All pupils at Northern House School have an Education, Health and Care Plan (EHCP) and are admitted following close consultation with the referring local authorities.

Before attending our school, many pupils have experienced 'failure' in a conventional mainstream setting, often resulting in attainment below the national expectations and significant self-esteem and confidence issues. It is also common for our pupils to arrive with limited and underdeveloped skills due to missed opportunities and challenging behaviour acting as a barrier to learning. At Northern House School (Wokingham) we aim to build trusting relationships, enabling pupils to feel valued and to develop self-worth and raise self-esteem whilst supporting them to achieve in their learning in readiness for the next steps of their education or employment.

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## **Job Advert**

Northern House School (Wokingham) is a school that caters for, educates and nurtures children with Social, Emotional and Mental Health difficulties (SEMH). The school has a reputation for excellence.

We are looking for:

- An individual with a strong understanding of the need to improve pupil attendance
- An individual with excellent oral and written communication skills, who will inspire and develop their areas of responsibility
- Someone who has an open, caring and supportive approach with pupils, parents and carers
- A knowledgeable and skilful professional able to effectively manage their own performance
- Someone who can direct and inspire the highest possible standards

## **Remuneration**

The salary for the post is offered on the NJC Pay Scale and will depend upon experience/ continuous service

Grade 4 plus SEN allowance

Hours: 32.50 per week

Local Government pensions also provided.

## **Additional Benefits**

All staff have access to a range of other discretionary benefits.

All staff have access to an Employee Assistance Programme and a Discounted Shopping Scheme

In addition to this, all employees have the ability to opt in to the following:

- Employer paid Health Cash Plan, which provides money back on a range of wellbeing and health items, such as Dental Surgery, Opticians, Physiotherapy and Chiropractic.
- Various salary sacrifice schemes, including:
  - mobile phones
  - will writing
  - cancer screening

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## **The Application Process**

The closing date for applications is **12:00 noon 1<sup>st</sup> July 2019**. However, all applications will be considered on receipt and interviews will follow, therefore an early application is highly recommended.

**Interview dates to be confirmed.**

Please visit our website and download the application form, along with the job pack and advert information <http://www.northernhouse.org.uk/vacancies>. Applicants are asked to provide a completed application form, detailing any gaps in employment), ensuring your other information in support of your application is of no more than two sides of A4, in which you must demonstrate what you can bring to Northern House School (Wokingham).

Once you have completed your application please email it to [Jobs@northernhouse.org.uk](mailto:Jobs@northernhouse.org.uk) **stating the Role and Wokingham in the subject line.**

Applicants must provide a minimum of two references, one which must be their current employer (or most recent permanent employer if not in permanent work). The reference must be of someone of a senior nature (normally the Head Teacher in the case of someone working in a school presently)

The school will evaluate your application based on the Person Specification provided.

Successful candidates will be called for interview. During the interview candidates will be required to bring with them a range of Identification, as required under Safer Recruitment and Right to Work. Proof of qualifications will also be required.

## **Further Information**

For a further discussion about the position or to have a tour of the school please contact Paula Whitehead (Head Teacher's PA) Tel: 0118 9771293

Email: [ms.whitehead@northernhouseschool.co.uk](mailto:ms.whitehead@northernhouseschool.co.uk)

*Northern House School is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expect all staff and volunteers to share this commitment.*

*All applicants will be subject to a rigorous, Enhanced Disclosure and Barring Service (DBS) check and all references obtained will be checked upon for authenticity and accuracy.*

*We are an Equal Opportunities employer and welcome applications from all members of the community.*

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## **Safeguarding**

Northern House School Academy Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All applicants will be subject to a rigorous, Enhanced Disclosure and Barring Service (DBS) check and all references obtained will be checked for authenticity and accuracy.

We are an Equal Opportunities employer and welcome applications from all members of the community.

## **Information for Job Applicants - Safeguarding of Vulnerable Groups, including children**

**Please read this important information if the post for which you are applying is classed as Regulated Activity with regard to working or having contact with Vulnerable Groups, including Children.**

1. Exemption Orders to the Rehabilitation of Offenders Act 1974 permit us to ask you to tell us about all convictions or cautions on your application form. You are obliged to tell us.

2. Under the Disclosure & Barring Service Scheme, we will need to check that you are not barred from working or having contact with Vulnerable Groups, including Children (according to the post).

Currently we will discover this from an application by you for an Enhanced DBS check for Regulated Activity, which we will arrange for you.

3. As we have children under the age of 8 on site, we will also check that you have not been barred from working with young children due to the 'disqualification by association' legislation which is set out in the DFE's 'Keeping children safe in education' guidance

4. If you are already barred from working with either Children or Vulnerable Groups, we cannot by law employ you for this post, and you will commit an offence by making an application.

5. If you are not barred, a criminal record will not automatically bar you from employment, but you may be required to attend a meeting with the Chief Executive Officer to discuss the details of your record.

6. All information provided by you and the DBS Disclosure, will be kept secure and only made available to persons who need to view it for employment purposes. It will be destroyed after use. We will comply with the DBS Code of Conduct relating to storage and security of all Disclosure information.

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<b>Job Title</b>	Assistant Teacher
<b>Band/Job Group</b>	Band 4, SCP 7-11
<b>Hours/Week</b>	32.50.
<b>Special Conditions</b>	Term Time Only.
<b>School</b>	Northern House School (Wokingham)
<b>Responsible to</b>	Head Teacher / Deputy Head Teacher / Assistant Head Teacher

## Job Summary

- ☐ To provide classroom support to pupils under the direction of the teacher.
- ☐ To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes.
- ☐ To enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
- ☐ Promote a collaborative approach to planning, developing, assessing and implementing of programmes of work.
- ☐ To proactively work with other Assistant Teachers and provide guidance and support as necessary and directed

## Support to Pupils

- Under the direction and supervision or guidance of the teacher to use specialist learning skills, training and experience to supports pupils learning by;
- implementing strategies to support learning and behaviour such as social stories, work schedules
- supporting intervention activities
- Support pupils or groups of children in the classroom
- Support pupils during social activities and outings.
- To facilitate the pupils development and skills in the use of resources including use of ICT.
- Motivate and encourage pupils to interact with others and engage in teacher led activities
- Assisting pupils with dress/ changing for activities/ personal hygiene.
- To support individual/group work across the curriculum to raise levels of achievement.
- Care and welfare of pupils to include toileting and feeding as required.
- Support pupils in line with a Statement of Special Needs/EHCP or planned provision (IEP/ISP) and Personal Care Programmes
- To assist in taking necessary action and intervention as a result of poor performance
- Assist in enforcing sanctions and discipline, in accordance with school policies
- Working with groups of pupils or mentoring individual pupils to improve progress and positive attitudes towards school



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## Support to School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake a period of duty during the school lunch break, subject to being given a reasonable rest period
- Contact and link with those with parental responsibility during the working day, as part of the normal consultative and educational process.
- To contribute to the development of, and maintain school policies and procedures.
- Preparation of rooms, equipment and displays.
- Maintain school routine.
- To promote high standards of behaviour throughout school in accordance with Discipline and Behaviour Policy.
- Support ethos of school.
- Maintenance of safe environment.
- Liaise with parents about transport arrangements and pupil behaviour.
- Assist with the supervision of pupils out of lesson time, including before and after school and break times.
- Although job holder will have no direct financial responsibility a level of support may be required.
- Be required to administer first aid and/or medication (after appropriate training)

## Support to Teachers

- Contact with parents as part of normal constructive, consultative and educational process, eg parents evenings.
- To deliver pre-planned programmes of work.
- Planning and organisation of activities for children and support to teachers in the completion of assessment and other pupil records.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote pupils good behaviour, dealing promptly with conflict and incidence in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Administer and invigilate routine tests and undertake routine marking of pupils work.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils work.
- Undertaking duties on a rota basis during mid-morning and mid-afternoon breaks.
- To assist the teacher with supervision of pupils on school trips/visits.
- Keeping materials and equipment in tidy/safe manner.
- Liaison with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.
- Support the supervision of individuals/groups of pupils.
- Provide clerical/admin support, e.g. photocopying, typing, filing etc.

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## Support with Curriculum

- To assist in the teaching of the curriculum.
- Support to teachers in the assessment and monitoring of pupils, in accordance with school policy.
- To support individual/ group work across the curriculum to raise levels of achievement and to respond appropriately to pupils.
- Participation in working groups on curriculum matters.
- Involvement in planning meetings.
- Attendance at staff meetings and appropriate training sessions as required.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Support the use of ICT in learning activities and develop pupils competence.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes as directed.

## Contribute to the ethos and priorities of the school

- Contribute to school improvement and development planning and promote the learning priorities of the School Improvement Plan (SIP).
- Contribute to the development and/or implementation of school policies.
- Use the Performance Management Process to advance pupil learning and enhance professional practice in line with the school's aspirations and priorities.
- Have lead responsibility for a subject or aspect of the whole school's work and develop plans which identify clear targets and success criteria for its development.
- Promote the wider aspirations and value of the school.

## Driving

- Ensure that any vehicle that is allocated to the post holder is kept in a clean condition, both externally and internally.
- Ensure that, at all times, vehicles driven are roadworthy and comply in all respects with the law. To report all faults in the prescribed manner and co-operate in ensuring that servicing, repairs and maintenance are carried out effectively.
- Maintain mileage and vehicle defect records and provide returns relating to the use of vehicles driven.

It is your responsibility to carry out your duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.

Such other duties may be requested, as may be appropriate to achieve the objectives of the post to assist the Trust in the fulfilment of its objectives, commensurate with the post holder's salary grade, abilities and aptitudes. Any variations to the job are a common occurrence and cannot of themselves justify a reason for a reconsideration of the grading of the job.



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The post holder must at all times carry out his/her responsibilities with due regard to the Trusts policy, organisation and arrangements for Health and Safety at Work.

The post holder must ensure they are aware of all other policies and procedures, in particular those surrounding safeguarding of children.

The post must ensure they maintain the strictest confidentiality in relation to any stakeholders of the Trust.

Signed..... Headteacher

Signed..... Job Holder

Date.....

## Job Specification

Sickness Absence and Disability	<ul style="list-style-type: none"> <li>• A good punctuality record.</li> <li>• A good awareness of impact of staff absence</li> </ul> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications, Knowledge and Skills	<ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent</li> <li>• GCSE or Equivalent Grade C or above in English and Maths</li> <li>• Literate and numerate.</li> <li>• Able to communicate well with others.</li> <li>• Ability to use ICT.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Knowledge and understanding of Equal Opportunities.</li> <li>• Knowledge of Health and Safety issues.</li> <li>• Knowledge and understanding of the Children Act.</li> <li>• Minibus driver (<b>DESIRABLE</b>).</li> <li>• Positive behaviour management.</li> <li>• Ability to organise, lead and motivate others (staff and pupils).</li> </ul>
Training	<ul style="list-style-type: none"> <li>• Willing to attend relevant training.</li> <li>• Demonstrate willingness to take advantage of CPD.</li> <li>• First Aid Training (<b>DESIRABLE</b>).</li> </ul>
Special Knowledge	<ul style="list-style-type: none"> <li>• An understanding of issues relating to children with SEMH, Autism and other needs. (<b>DESIRABLE</b>).</li> </ul>
Circumstances	<ul style="list-style-type: none"> <li>• Ability to work when the school is open (Term Time working).</li> <li>• Willingness to work flexibly to meet the requirements of the post.</li> </ul>
Disposition	<ul style="list-style-type: none"> <li>• Will make things happen, operates with resilience, flexibility and integrity.</li> <li>• Shares and listens to information, opinions and ideas, using a range of effective approaches.</li> <li>• Ability to motivate individuals to perform effectively.</li> <li>• Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices. Willingness to work in close partnership with staff, parents and other professionals.</li> <li>• Empathy with children/parents who are experiencing difficulties.</li> <li>• Flexible approach to people and situations.</li> <li>• A sense of humour.</li> <li>• Confident.</li> </ul>
Legal Requirements	Enhanced DBS Check for Regulated Activity