

JARROW SCHOOL



Excellence in
Education



Learning Support Assistant (Term Time Only)



Jarrow School, Field Terrace, Jarrow, NE32 5PR
Tel: 0191 4283200
www.jarrowschool.com

01. Jarrow School

Jarrow School is a forward-looking school which opened in September 2003 after secondary re-organisation in the town. Stemming from values blending tradition within a culture of innovation, Jarrow School offers an education characterised by breadth and depth, embracing the culture of change.

One of the real strengths of the school is its size. It is large enough to ensure a rich and diverse curriculum, yet small enough so that every student is well known.

We encourage everyone in the organisation to do their best and to realise their potential. We believe that an open mind, independence of thought and wide opportunity will together enable our students, the citizens of tomorrow, to make well-informed judgements throughout life.

Our curriculum is exciting and challenging. We aim for the highest standards in all subject areas and the range of extra curricular opportunities is wide.

We also encourage visits to places of educational interest and in recent times students have enjoyed trips to London, Poland, Austria and Italy.

Jarrow School is a safe and caring place to be. Our teaching and support staff ensure that teaching and the day to day care of our students is first class.

We maintained our 'Good' judgement in our most recent inspection (March 2017).

Inspectors from Ofsted commented that: 'Pupils are extremely positive about their school and they feel safe and are happy.'

'Pupils behave extremely well. They are smart, polite, extremely supportive and interested in their school and keen to do well.'



Situated close to the northern city of Newcastle Upon Tyne and the coastal resort town, South Shields there is easy access to the UK's motorway and rail networks and Newcastle airport is 14 miles away.

Lying adjacent to green fields, the school was entirely rebuilt as part of the BSF scheme in 2009 with first class facilities in all areas including a community swimming pool.



02. Job Description

POST TITLE: Learning Support Assistant
RESPONSIBLE TO: Assistant Head/SENCO

Overall Objectives of the Post:

- To provide support for teachers and students in improving standards across the school.

Key Tasks of the Post:

1. You will provide support to students. You must: -

- Provide, where appropriate, one-to-one, group and in-class support for students in order to improve academic progress and learning in response to their individual needs.
- Keep accurate and up to date records, contribute to student learning plans and report to teaching staff as required.
- Support students in building self-esteem and in the monitoring of their own progress and attainment
- Work in close collaboration with teaching staff to plan and carry out appropriate educational activities for small groups and individual students in lessons
- Organise educational visits including the completion of all relevant documentation
- Supervise students on visits, trips and out of school activities as required
- Undertake planned supervision of students' out of hours learning activities
- Invigilate exams and act as a reader and/or scribe for students when required
- Liaise with parents or other relevant professionals where deemed necessary
- Develop study support opportunities for target students outside the usual school day and encourage students to take up extra-curricular educational opportunities offered by the school and community.
- Be responsible for your own administration and record keeping and for supporting the administrative systems in the school
- Support the school's inclusion and raising performance policies and practices

2. You will support teaching staff in the provision of a high standard of teaching. You will:

- Prepare materials and resources for learning plans and class delivery
- Undertake routine marking where necessary
- Be responsible for the writing and reviewing of Pupil Profiles
- Assist in planning and carrying out appropriate educational activities for individual students in lessons
- Assist in the use of the VLE platform for learning
- Support record keeping relating to student targets and performance
- Plan and create wall displays
- Complete daily individual student write-ups
- On occasion, be prepared to cover lessons

3. You will contribute to the school's overall achievement of its objectives. You will:

- Comply with school and local authority policies and procedures relating to child protection, health and safety, data protection, equal opportunities, resource management and employment
- Maintain school, student and staff confidentiality
- Contribute to the overall ethos, aims and reputation of the school
- Support the key priorities identified in the current School Improvement Plan
- Undertake training and development as required and use your own expertise to assist, where appropriate and necessary, with the training and development of fellow employees.



03.

Job Description Continued

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

04. Person Specification

	Essential	Desirable	Method of Assessment
Educational Attainment	<ul style="list-style-type: none"> 5 A*-C GCSE qualifications (or equivalent) including English and maths 	<ul style="list-style-type: none"> Advanced level qualifications (or equivalent) HLTA qualification 	<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Experience of employment or voluntary work relevant to the education and inclusion of young people Experience as working as part of a team 	<ul style="list-style-type: none"> Formal employment in education/ youth work 	<ul style="list-style-type: none"> Application form Interview References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Excellent interpersonal skills Good communication involving oral, written and IT skills Ability to self motivate Knowledge of issues relating to raising achievement 	<ul style="list-style-type: none"> Skill in liaising with teaching staff 	<ul style="list-style-type: none"> Application form Interview References
Disposition	<ul style="list-style-type: none"> Self-confident Able to use initiative Able to work as part of a team Able to remain calm Committed to the principles of equality and diversity Calm and able to work in busy environments and to short deadlines Patient and assertive Committed to the support and development of young people 	<ul style="list-style-type: none"> Good sense of humour and common sense Committed to further professional development 	<ul style="list-style-type: none"> Application form Interview References
Circumstances	<ul style="list-style-type: none"> Able to be flexible in working patterns Enhanced DBS clearance 		<ul style="list-style-type: none"> Application form Interview References DBS check

05. How to Apply

How to Apply

Please submit the application form accompanied by a letter of application in which you should explain why you are applying for the job. Please indicate in this letter how you feel your experience, training and personal qualities match the requirements of the post.

Please do not hesitate to contact the school if you require any further information relating to the post.

Applications to be returned to Miss J. Gillies by either email to: headspa@jarrowschool.com (please do not use any of the other email addresses that appear in our literature) or by hard copy to the address below:

Miss J. Gillies
Head Teacher
Jarrow School
Field Terrace
Tyne and Wear
NE32 5PR

Closing date for receipt of applications for this post:

12 noon, Friday 24 May 2019.

Jarrow School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (D.B.S.) along with any other relevant pre-employment checks.



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IN PEOPLE

Silver

