Woodrush High School

An Academy for Students Aged 11-18

Learning Support Assistant

Applicant information pack

Ofsted Outstanding School 2013|2014

Advertisement

Learning Support Assistant

29.10 hours per week 5 days - 8.40 to 3.00 (with half hour lunch)

TA2 (£11,288 to £11,954)

To start September 2017

Woodrush High School, an Academy for Students aged 11 – 18 is an Ofsted Outstanding School. This is an exciting time for the Academy as it continues to grow and develop.

The successful applicant will be required to assist students with Special Educational Needs in the classroom on a one to one basis or in small groups. Post holders are also required to do occasional Cover Supervision duties by supervising classes across the 11 to 16 age range when teachers are absent.

We are looking for a person who has:

- A belief that all students have the ability to achieve and be successful
- A proven record as an excellent Learning Support Assistant/Teaching Assistant
- Level 3 or equivalent qualification
- Excellent communication, presentation and interpersonal skills
- The ability to relate well to young people and adults
- The ability to manage behaviour effectively

We can offer you:

- The benefit of being part of our Teaching School
- Supportive Induction programme
- Excellent opportunities for further development

Woodrush is an Excellent School that:

- Was judged as Outstanding by Ofsted.
- Has an excellent reputation locally for high standards of achievement and behaviour.
- Is an over-subscribed and successful Academy
- Has examination results across all Key Stages improving year on year
- Continues to be recognised both nationally and locally for excellence in many areas of the work that we do.

Interested candidates are welcome to come and look around the school by prior appointment.
To find out what we can offer you working at Woodrush and for more information on our school please download our application pack from our website. Details can also be found on how to apply.

Alternatively please contact Mrs Robinson Headteachers PA on 01564 823777 or email her at nrobinson@woodrushhigh.worcs.sch.uk to have a pack emailed or posted out to you

Closing date first post Monday 5th June interviews to take place shortly thereafter.

Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Posts are subject to an enhanced disclosure through the Disclosure and Barring Service. CVs will not be accepted in place of an application form.

Information for Job Applicants

Dear Applicant,

Thank you for your interest in our vacancy

Woodrush High School is an extremely popular and oversubscribed Academy. We are an Outstanding school, a Teaching school and a recognised National Support school. We have a ‘family’ ethos and a strong commitment to building professional relationships, with staff and students alike. Our students are enthusiastic, keen to learn and range in age from 11 to 18 years old.

Our position at the heart of our local community is strong -Woodrush is thriving and amongst the top performing schools academically in our local area. We are proud of our local and national reputation; our ‘Outstanding’ OFSTED grade puts us in the top 10% of schools nationally. We place our emphasis on ensuring all of our students achieve the qualifications and equally importantly, the life skills to be successful in the world in which we live. We are a community school and value the contribution all of our students make to the life and success of our organisation.

We are justifiably proud of our school and our students' achievements. Their behaviour is excellent and they enjoy the learning experiences that they have. We are committed to ensuring that all our students receive the excellent education that they deserve. We have a hardworking and well-qualified staff who are dedicated to delivering an ever-changing curriculum in a vibrant and exciting way. The curriculum we offer is broad, balanced and inspires students to learn. The range of subjects and courses on offer help students acquire knowledge, understanding and skills in all aspects of their education, including the humanities, languages, mathematical, scientific, technical, social, physical and artistic learning.

Our young people are focussed, determined, motivated and encouraged to do their best in everything they do. Whilst our focus is on a strong academic performance, as a school we value highly our work with extra-curricular activities and opportunities are wide and varied. Students are able to take part in a range of experiences from the Duke of Edinburgh Award to work in the arts, music and sport to name but a few, along with many other opportunities for trips and visits locally and abroad. Our encouragement of our extra-curricular opportunities is as strong as the focus on all of our students’ progress in the classroom with clear benefits to their chances in life.

It continues to be a fantastic time to join our team. I wish you every success in your application and, along with my colleagues, look forward to meeting the successful short-listed candidates.

Kind Regards

Ms N. Rancins BSc PGCE NPQH
Headteacher

About Our School

Woodrush High School is an ‘outstanding’ mixed, comprehensive school of approximately 1000 students aged 11 to 18, including a sixth form of nearly 120 students. There are 70 teaching staff and approximately 60 support staff. The school is situated in a pleasant semi-rural residential area a mile to the south of the Birmingham City boundary. It is a six form entry school and is heavily oversubscribed, with applications coming from parents of students residing in Birmingham, Worcestershire and Solihull. Applications for admission in 2016 totalled 386 for 180 available places. The school, which was opened in 1957, enjoys an excellent reputation locally and commands much loyalty from families who have lived in the area for some time. Woodrush was designated a Teaching School by the National College for Teaching and Leadership in 2014.

Our examination results at GCSE are significantly above national averages and our students have an excellent record for achieving employment and admission to higher and further education.

Achievements in other fields are equally valued and there is a strong tradition of extra-curricular activities within school. Woodrush has teams in many sports, including: rugby, football, netball, hockey, cricket, tennis, basketball, athletics, rounders and cross-country running. There are residential outdoor pursuit weeks, visits to France and Spain, skiing trips, residential field courses, and visits to theatres. There are drama and musical productions and a high participation rate in the Duke of Edinburgh Scheme.

Students follow a broad and balanced curriculum leading to a full range of qualifications. At KS4 students follow a flexible curriculum depending on needs and ability. At Sixth Form level the school offers a range of AS and A level courses alongside an increasing suite of vocational subjects such as BTEC’s. All students follow our ‘ASPIRE’ programme which aids the personal development of students and prepares them for life after Woodrush. The Special Educational Needs department is particularly strong, and offers considerable support to a number of students throughout the school. Students with physical disabilities are completely integrated within the curriculum of the school.

The accommodation of the school includes an assembly hall, kitchen and dining area, and two and three storey classroom blocks- much of which has undergone considerable refurbishment. There is specialist accommodation for Science, Technology, Art, Drama, Business Studies, and ICT, and more recently building programmes have provided high quality accommodation for Sports at the school and for community, Teaching school, Library, and Sixth Form area. Our sports facilities, including all weather floodlit artificial pitch, are open to the public as an evening and weekend sports centre.

We have four Houses at Woodrush High School (Brindley, Cadbury, Eliot and Lanchester). Students join a mixed ability tutor group on entry to the school and remain in that group until the end of Year 11. We have an agreed Code of Conduct and students are expected to and do behave well. Parents are very supportive and the school has an excellent reputation for creating high standards achievement and behaviour. Our school uniform, which is traditional in design, with a blazer, is worn by all students up to Year 11 and is strictly enforced.
Students are encouraged to achieve the highest possible standards of which they are capable.

Woodrush prides itself on fostering a strong sense of community life and developing good habits of hard work and self-discipline. We aim to provide young people with an orderly, structured and supportive environment in which they can grow to maturity.

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Why work at Woodrush High School?

We place learning and progress at the heart of everything that we do and regularly celebrate at all levels the excellent achievements of our students. We have a ‘can do’ attitude where we feel that nothing is impossible to achieve in order to improve our students chances in life.

Our success is based on the quality of the staff we have, in whatever role they play in school. We aim to continually improve and strive to excel in everything that we do. At Woodrush we work towards creating caring and positive relationships with staff and with our students. We are a community, where students and staff are happy to work together.

Our Staff Enjoy:

- Being part of a successful Outstanding school
- A fully supportive New Staff induction process
- The school’s supportive network of colleagues
- Excellent opportunities for further development
- Local Government Pension Scheme
- On site gym with membership at reduced rates
- On site café and library

Job Description

JOB TITLE:	**Learning Support Assistant**
GRADE:	Scale TA2
RESPONSIBLE TO:	SENCo
Hours:	29.10 hours per week Monday to Friday 8.40 to 3.00pm

Job Purpose
To support SEN students with their development and education by providing care, supervision skills and academic support by utilising a good standard of practical knowledge and skills whist always promoting student independence

Main Duties and Responsibilities

- To assist in the support of students with additional needs, to enable them to access the curriculum as fully as possible
- Implement agreed learning activities adjusting approach to accommodate the students' needs
- To complement the teacher's delivery of the curriculum
- To work collaboratively with teaching staff and assist teachers in the planning cycle and the management/preparation of resources
- To be proactive in ascertaining any necessary preparation that needs to be made in advance and action this where time is allocated e.g. prepare or modification of the work under the direction of the class teacher.
- Receive specific instructions from the SENCo and other professionals, putting their recommendations in to place to benefit the child(ren), including the maintenance of a learning profile folder for all pupils allocated
- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- To monitor individual pupil's problems, progress, achievements and condition and report these to the designated supervisor as appropriate.
- To assist students to learn as effectively as possible in class, whole school, group and individual situations
- Assist the students to access the normal routines of the classroom
- To establish a supportive relationship with students concerned
- To use advice and implement recommendations from a range of professionals including SENCO and outside agencies
- To encourage the integration of all students into the class
- To help promote and reinforce all students' confidence and self esteem
- To help keep students on task and build motivation
- To promote Student independence at all times
- To contribute to SEN reviews and attend any other meetings relevant to the service/pupil needs
- To work with staff to develop strong home-school partnerships
- A commitment to safeguarding all children
- Be committed to keeping them, and all other children safe
- Confidentiality, respect and understanding
- Assistance with the physical manipulation of objects and equipment
- Assistance with the physical needs of students as required
- Support the use of ICT in learning activities and develop pupils competence and independence in its use.
- Act as reader or scribe during routine tests or examinations

- Maintain safety under the schools Health and safety guidelines
- To undertake "Cover Supervision", i.e. supervise whole classes occasionally during the short-term absence of teachers.

Specific roles and Duties

1:1- Support for specific named students with a recognised high need

Subject Specific Support for SEN pupils- Develop and maintain a detailed understanding of the subjects and specifically those areas being taught in lessons

Other Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities, including attendance to teacher training days as specified
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.

Contacts:
In all contacts the post holder will be required to present a good image of the School as well as maintaining constructive relationships.

Notes:
The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy.

Person Specification

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience And Knowledge	Working knowledge of national curriculum and other relevant learning programmes /strategies. Experience of working in a school and with Students aged 11 to 18	Full working knowledge of relevant policies/code of practice and awareness of relevant legislation. Experience of working as Cover Supervisor	Application form Interview References
Education and Training	GCSE (or equivalent) in Maths and English NVQ3 for Teaching Assistants or equivalent qualification or experience.	Training in the relevant strategies, e.g. Literacy, behaviour and/or in particular curriculum or learning area, e.g. bi-lingual, sign language, dyslexia, ICT, Maths, English, CACHE, etc.	Certificates
Skills, Abilities and Attributes	Excellent communication, presentation and interpersonal skills. Excellent personal organisation and self-motivation. Ability to relate well to young people and adults. Ability to manage behaviour effectively. Expectations of high standards. Understanding of principles of child development and learning processes. Ability to self-evaluate learning needs and actively seek learning opportunities. The ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	Sound ICT skills. Ability to use other equipment e.g. Video, photocopier etc.	Application form Interview References Assessment tests
Other Factors	High standards of personal appearance. To be personable and approachable. A positive ‘can do’ attitude Sense of humour. A proven record of good attendance and punctuality An enthusiasm for challenge, development, and innovation		Interview

How to apply:

If you would like to join our outstanding team and apply for this post, please **complete the application form in full**.

Please note that incomplete applications may result in possible rejection from the shortlisting process.

Section One: Personal Details
Please ensure that all details are completed including your date of birth. This is to ensure that appropriate identity checks can be made. Ensure your NI number, email address and contact numbers are also included. For Teaching staff please make sure you include your Teachers number.

Section Two: Education, Training & Qualifications
Please complete this fully and ensure that you have proof available of your qualifications. If you are not in possession of this proof, please be aware that we will require your permission to contact the relevant awarding bodies prior to a firm offer of appointment, should you be successful.

Section Three: Employment/Work Experience
Please ensure that this section is completed fully. If you have gaps in your employment please indicate the reasons for this. This may be explored further in an interview.

Section Four: Supporting Statement
Please use this opportunity to show your suitability for this post as outlined in the person specification. Your letter of application, which should be no more than two sides of A4 should:

- show your suitability for this post as outlined in the person specification
- give an outline of the impact you have had in your current role on students outcomes
- tell us why you want to join us at Woodrush
- outline how you will improve levels of achievement further for our students at Woodrush High School.

Section Five: Convictions/Disqualifications
Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Section Six: References
Please provide two referees and their details. A telephone number or e mail address often makes this process easier and would be much appreciated. The references MUST include your current or most recent employer and will ask about your suitability to work with children. Open references or testimonials will not be considered. Please be aware that we may approach previous employers to verify particular experience or qualifications.

Section Seven: Declaration
Please be aware that by signing the declaration you are declaring that you are not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC) and that you either have no convictions, cautions or bind-overs, or that you have attached details of these in a sealed envelope. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post should you be successful.

Please be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

Safeguarding:

Please note that Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment

Deadline for completed applications is Monday 5th June 2017

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Woodrush High School

An Academy for Students Aged 11-18

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Wythall
Worcestershire
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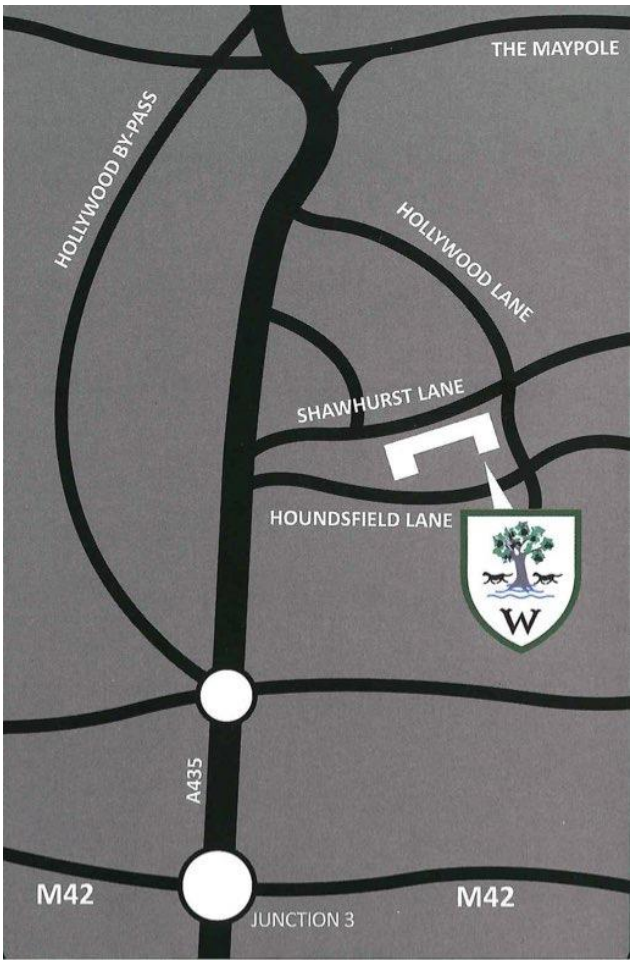

By Rail
A train from Birmingham Moor Street to Whitlocks End will take around 20 minutes. A taxi from Whitlocks End Station to Woodrush High School will cost about £5.00.

A train from Birmingham Moor Street to Wythall Station will take about 20-25 minutes. This service is less regular than the service to Whitlocks End. A taxi from Wythall Station to Woodrush High School will cost about £4.50.

A2B Taxis- 0121 733 3000

By Car
From junction 3 of the M42 take **A435** exit to **Birmingham (S)/Redditch/Evesham.** At the roundabout take the third exit signposted Wythall/Hollywood. Follow this road until you pass a group of shops on the right (including Spar). Turn right onto Shawhurst Lane. Woodrush High School is on the right. (Postcode for Sat Nav. is B47 5JW)

There is limited parking at the front of school or alternatively please use the Sports centre Carpark situated to the left of the school main gates.
Please press the buzzer for Woodrush and the Receptionist will answer. Please park and come to the main school reception which is clearly sign posted