



The
Forest
School

The Forest School
Robin Hood Lane
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Headteacher
Ms Shirley Austin B.Ed.(Hons); B.A.(Hons);
B.Sc.(Hons)

Learning Support Assistant

8:40am to 15:10pm, Monday to Friday term time only 190 days

Grade 1 scale point 2, FTE £24,413, Actual salary £16,160.26

To start: As soon as possible

Due to school expansion and staff promotions we are looking for an energetic, enthusiastic and caring person to join our Raising Achievement Centre, to provide support across the school for students with an Education, Health and Care (EHC) plan, or who have significant learning difficulties. These students have their own challenges to overcome and are supported in lessons by our dedicated LSA team. We also provide support in small group work and 1:1. This is sometimes a challenging but rewarding role. We are looking for that special kind of person to ensure our students achieve their full potential. If you have a passion for supporting children's learning, with a caring yet firm attitude and the ability to be flexible, we would love to hear from you. Experience is not necessary, as training will be provided for the right person.

We are a co-educational school starting from September 2024 for Year 7 and September 2025 for year 8 (with boys in Years 9-11) and a co-educational Sixth Form. The school has a newly refurbished subject block and subsequently every classroom across the school now has a ViewSonic interactive screen. In addition, we have invested in our all facilities across the school: new heating system reducing our carbon footprint, revamped technology including food room, whole school repainted, new interactive whiteboards, in addition to sporting facilities; upgraded our indoor swimming pool, invested in our sports hall, all weather pitches: MUGA, an all-weather football dome and our new performance and conditioning centre of excellence, available free to staff. The school has made significant investment in its digital infrastructure to support high-quality teaching and learning. All computer suites were upgraded to Windows 11 this year, increasing system performance, strengthening security and improving accessibility across the school. Academically the school has a positive progress measure and the students achieve above national average. Our curriculum is clearly mapped and was a strong "good" as part of our Ofsted 2021.

To get a glimpse of our vibrant school community and facilities, check out our school video [\[here\]](#), showcasing our students, staff, and the dynamic environment you'll be a part of.

The Forest School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced Disclosure & Barring Service clearance being received.

For all information, please visit the [school website](#), and to apply please complete the Support Staff Application Form returning it to <mailto:recruitment@forest.academy>. Unfortunately, CVs will not be accepted.



The Forest School Academy Trust, a charity and limited company registered in England and Wales under company number 08563159, registered office The Forest School, Robin Hood Lane, Winnersh, Wokingham, Berkshire, RG41 5NE



The Interview Process

If selected, the interview process will test and assess your fulfilment of the requirements for this position. The interview process will include consideration of your suitability to work with children and the interview panel will ask questions on safeguarding children/young people.

Please apply as soon as possible as shortlisting/interviews will be ongoing up until the closing date. Should a suitable candidate be appointed, the advert may close early.

The school will complete online searches on all shortlisted candidates and reserves the right to do so on receipt of all applications.

Please make sure to complete and upload the official Forest School Support Staff Application Form. Unfortunately, we are unable to accept applications submitted in any other format.

CLOSING DATE FOR RECEIPT OF APPLICATIONS is Monday, 13th April at midday.

It is our normal procedure to request references on shortlisted candidates prior to interview.

The Forest School Support and Professional Development

A range of support and professional development opportunities are available at The Forest School from working with all other local schools through the secondary federation, the local School Alliance Association and Wellington College. We offer many staff CPD opportunities through the National Qualifications. CPD and Staff wellbeing are highest on our agenda.

- Highly effective behaviour and inclusion system with a supportive Centralised detentions to reduce teacher workload
- Superb CPD including from our outstanding 'Teaching and Learning Team'
- OFSTED 'good' (June 2021)
- Friendly and supportive working environment
- An active Staff Association and wellbeing team
- A comprehensive Induction programme for ECTs and new staff Allocation of a professional mentor (ECTs)
- A comprehensive CPD opportunity with National Qualifications
- Free admission to the school performance and conditioning centre of excellence
- Access to child care voucher scheme
- Access to tech and bike scheme

Please note, we may consider and interview as applications are received; we have the right to appoint a suitable candidate on receipt of application. This is policy procedure as we are aware of the competitive market and wish to recruit the correct person. Submissions from agencies will not be accepted.

We look forward to hearing from you.

THE FOREST SCHOOL ACADEMY TRUST
JOB DESCRIPTION

Role:	Learning Support Assistant	Reports to:	SENCo Special Educational Needs Coordinator
Grade:	Grade 1 scale point 2	Employment Status:	Full time
	Actual salary; term time only FTE £24,413, Actual salary £16,160.26	Hours of work:	8:40am to 15:10pm Monday to Friday. Term time only 190 days
Purpose	Aim and main purpose of the job The aim of an LSA is to promote inclusion of all students. They will have the opportunity to directly work with a range of special educational needs to help individuals overcome their existing barriers. The role involves a combination of 1:1, small group and whole class support as directed by the SENCO.		
Dimensions:	Main contacts: Inclusion department, students, teachers, parents and on occasion external professionals.	Staff: N/A	Financial: N/A
Job Description			
Accountabilities:	<p>Support for students:</p> <ul style="list-style-type: none"> ● Help students who need extra support to complete tasks; individually and in groups. ● Establish productive and positive working relationships with students, setting high expectations and aspirations. ● Ensure the welfare and inclusion of students in all aspects of school life, whilst recognising and responding to their specific needs. ● Encourage all students to become independent learners. ● Assist in the educational and social development of students under the direction and guidance of a class teacher and SENCo. ● Provide on-going 1:1 and small group support as guided by the SENCo and the individual student. <ul style="list-style-type: none"> ● Ensure that all safeguarding concerns are managed and acted upon in accordance with the school policies. <p>Support for learning:</p> <ul style="list-style-type: none"> ● Observe student performance and report on observations to the SENCo. ● Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence. ● Assist the SENCo to develop suitable intervention programmes to help students overcome barriers linked to their learning and behaviour needs. ● For the students in your care, maintain the records to support the assess, plan, do and review cycle. ● Lead and supervise break time activities as required to support communication and relationship building between students. <p>Support for the curriculum:</p>		

	<ul style="list-style-type: none"> • Use ICT effectively to support learning activities and develop students' competence and independence in its use. • Escort students on school trips and assist at sports events under the supervision of the class teacher. <p>Other</p> <ul style="list-style-type: none"> • Maintain confidentiality about home - school / student - teacher/ school - work matters. • Liaise with parents and carers of the young people and external agencies under the guidance of the SENCo. • To follow statutory guidance and school policies including child protection and safeguarding. • Any other duties as reasonably required by the SENCo or Headteacher.
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Person specification

Criteria	Essential	Desirable
Qualifications and training	Good literacy/numeracy skills.	Experience of working with and/or understanding secondary school aged children. Qualifications in supporting teaching or learning, child care or equivalent. Have undertaken appropriate first aid training.
Competence Summary (knowledge, abilities, skills, experience)	<p>Successful experience of caring for children with a specific learning difficulty in a learning environment or a willingness to undertake training in this area.</p> <p>Knowledge of relevant policies and legislation.</p> <p>Able to work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance.</p> <p>Able to use ICT to support learning and complete school administrative tasks.</p> <p>Able to relate to and communicate well with children and adults, motivate students to learn and respond sensitively and flexibly to children's competing demands.</p> <p>Possess skills to undertake general clerical/administrative tasks to support recording and maintaining records.</p>	Knowledge and understanding of child development, learning, the national curriculum and other basic learning programmes.
Work related personal requirements	<p>Experience of dealing with parents and carers.</p> <p>Commitment to continuing professional development.</p> <p>Ability to coach and mentor others.</p>	
Other work requirements	<p>Suitable to work with children.</p> <p>Able to identify their own training needs and actively seek learning opportunities, share knowledge with others, support their development and participate in training and development activities.</p>	