

**Appointment of**  
**Learning Support Assistant**

**Closing date: Sunday 15 September 2019**

Start date: as soon as possible



**Rastrick**  
**High School**

## At Rastrick High School we pride ourselves on providing a challenging and creative education.

Children from all backgrounds are welcome at Rastrick High School and we want our students to be inspired and engaged in their learning. Everyone is encouraged to develop their own talents and to contribute to the school, life in the local community and beyond.

We are committed to developing the best teaching possible. We want every lesson to be 'outstanding' and never less than 'good'. As a result, our student outcomes are among the top comprehensive schools in Calderdale and the wider region.

Throughout our school we continually adapt the curriculum to support students from all backgrounds and abilities. We offer a broad range of subjects and pathways along with an excellent range of enrichment activities that aim to produce well-rounded, confident young people. From classroom seating plans to cross-curricular activities and Independent Learning Days, we aim to provide each individual with a learning journey that promotes and sustains a thirst for knowledge.



With around 1600 students and 200 staff, the School continues to grow and we are investing in our facilities and environment accordingly. As a result, this is an exciting time to be joining the school and contributing to its success.



Music and the Arts are central to the life of the School. We offer up to 30 Year 7 students who demonstrate musical talent places on our well-established Talented Musician Development Programme.

This enhances the high quality academic provision offered to all students by our nationally recognised staff, and includes specialist music tuition and regular performance opportunities.

The School has a proven record of sporting success at local, regional and national level. We have links with the National Citizenship Service and the Duke of Edinburgh's Award scheme.

Come and see us in action: visits to Rastrick High School are strongly encouraged and very welcome. Please call 01484 710 235 or email [rhs@rastrick.calderdale.sch.uk](mailto:rhs@rastrick.calderdale.sch.uk) to arrange a time to come in.

## The opportunity

We are committed to offering Rastrick staff the opportunity to advance their career within a supportive academy environment. You will be part of a school with a proven track record in developing skilled practitioners and nurturing excellent future leaders, with unrivalled opportunities for progression.

Whatever your level of experience, or ambition as a teacher or leader, the School offers a structured induction and performance review programme for all staff including weekly CPD focused on improving and developing teaching. Additionally, we offer thorough induction support for Newly Qualified Teachers and a Leadership Development Programme for more experienced members of staff.



Further support includes:

- A strong student support team made up of teaching and non-teaching staff, which is focused on creating a calm atmosphere so that students are ready and able to learn
- Opportunities to share and develop good practice through weekly CPD sessions, developed to focus on the delivery of outstanding teaching
- Twice-weekly briefing sessions for all staff where accessible and time-relevant pedagogical resources are provided

## What we are looking for

We are interested in individuals who are passionate about their subject and about making a difference. We want to bring people on board who can help us challenge our staff and students and create an exceptional place of learning. We have a strong focus on high standards and aspirations.



In all aspects of school life we aim to **'chase perfection, catch excellence'**, and this underpins our entire ethos



Rastrick staff share the ability to motivate and inspire students to achieve their targets, demonstrate strong leadership skills and enjoy working as part of a team.

If that sounds like you, and you want to be challenged in a supportive environment, with good humour and a shared belief that every child can and will reach their potential then please apply to be part of our team.

## Benefits

- Onsite car parking
- Cycle to work scheme
- Pay portability - the School will guarantee a teacher's pay portability for classroom teachers, providing the individual is able to demonstrate successful performance in their previous role.
- Onsite Nursery - **Smarties Nursery** is conveniently located at Rastrick High School. It employs a qualified teacher in the pre-school room. It has developed teacher-friendly care packages which include childcare vouchers, term-time only options and bespoke childcare for exceptional evening duties.



Smarties Day Nursery was rated Outstanding by Ofsted in January, 2018. It has also been awarded Step 2 of the Steps to Quality QA scheme, and has qualified for Millie's Mark, in recognition of the fact that 100% of staff working directly with the children are qualified in paediatric first aid.

The nursery is open from 7.00am to 6.00pm.

Childcare vouchers are accepted and Staff fees are all tax and NI free under the Workplace Crèche Scheme rules. There are free funded places for children of 2, 3 and 4 years.

[www.smarties.rastrick.org](http://www.smarties.rastrick.org)



## Where are we?

Rastrick is a village in Calderdale, West Yorkshire, close to Brighouse, Elland, Halifax and Huddersfield. The school is accessible from Junctions 24 and 25 of the M62, and is just 25 minutes from Leeds and 35 minutes from Manchester.

The nearest railway station is Brighouse, which is less than a mile away. The school is covered by a number of bus routes provided by several operators.

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Field Top Road  
Rastrick  
Brighouse HD6 3XB

Tel: 01484 710 235  
Email: [rhs@rastrick.calderdale.sch.uk](mailto:rhs@rastrick.calderdale.sch.uk)  
Web: [www.rastrick.calderdale.sch.uk](http://www.rastrick.calderdale.sch.uk)

## Safeguarding Recruitment Statement

All positions at Rastrick High School meet the requirements of exemption under the Rehabilitation of Offenders Act 1974, successful applicants who are offered positions with the school will be subject to a criminal record check (Enhanced Disclosure) from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information regarding the CRB is enclosed with this application form.

# Learning Support Assistant

## Job Description

<b>Salary:</b>	NJC Scale Point 1 (£12021 per annum)
<b>Start date:</b>	As soon as possible
<b>Hours:</b>	30 hours per week – term time only plus staff training days
<b>Reporting to:</b>	Principal Support Officer

### BASIC JOB PURPOSE

To undertake a specialist role working collaboratively with teaching staff and other support staff to enhance the development and education of children.

### MAIN RESPONSIBILITIES

1	Under the direction of a member of the teaching staff or member of support team support the preparation, planning and implementation of individual and small group learning activities and intervention programmes.
2	Undertake a specialist role using appropriate learning strategies, resources and specialist equipment to meet the learning objectives of lessons; differentiating tasks as appropriate for individuals or groups of children with varied abilities and special needs.
3	Manage the behaviour of students whilst they are undertaking their work to ensure a constructive environment, and pre-empt/deal with situations arising in accordance with School policies and procedures.
4	Evaluate pupils' responses throughout learning activities, determine what each child can achieve unaided and the point of intervention for the provision of appropriate learning scaffolding.
5	Analyse, monitor and track individual pupil progress through a range of assessment and monitoring techniques; deliver pupil learning boost sessions for identified and specific areas of weakness; provide accurate assessments and reports on development to inform the class teacher's decisions regarding Individual Education and Behaviour Plans for students.
6	Access, maintain and update a range of pupil and School records to facilitate assessment of students' progress.
7	Ensure that pupil's health and safety is maintained in, around and for out of School educational visits including supervised use of subject specific tools, equipment and learning materials.
8	<p>Assist students who need help in carrying out the activities of daily living. See details of these overleaf. This will involve moving and handling activities such as pushing wheelchairs and transferring students using hoists. Also assistance with feeding and using the toilet.</p> <p>Activities of Daily Living (ADLs) consist of self-care tasks including:-</p> <ul style="list-style-type: none"><li>• Bathing and showering (washing the body)</li><li>• Bowel and bladder management (recognizing the need to relieve oneself)</li><li>• Dressing</li><li>• Eating (including chewing and swallowing)</li><li>• Feeding (setting up food and bringing it to the mouth)</li><li>• Functional mobility (moving from one place to another while performing activities)</li><li>• Personal device care</li><li>• Personal hygiene and grooming (including washing hair)</li><li>• Toilet hygiene (completing the act of relieving oneself)</li></ul>
9	Prepare and maintain classroom resources (including control of stock within the classroom) so that they are readily available for use.
10	Liaise with other professional staff, parents and outside agencies to ensure effective communication concerning the maintenance of pupils' wellbeing.

11	Attend staff and other meetings and participate in staff training development work and staff reviews as required.
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#### Other Specific Duties:

- To continue personal professional development as required.
- To actively engage in the performance review process.
- All support staff may be used to perform cover supervisory duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee's current salary.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

GDPR Disclaimer: Please note and appreciate that whilst we review all CV's and applications, due to the high volume that we receive on a regular basis, we can only respond to candidates that have been successful with their application. Therefore, if you do not hear from us within 14 working days of your application, please accept that your application has been unsuccessful. In line with the General Data Protection Regulations (May 2018) (replacing the Data Protection Act 1998) we will permanently delete information for all unsuccessful applications and we will not keep candidate information on file for future vacancies at this stage of our process

## Person Specification

Job Title: Learning Support Assistant		
KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• 4 GCSE's including English and Maths (or equivalent)</li> <li>• experience of basic technology, PC, internet, MS Office packages</li> <li>• experience of working with, or caring for, children or young people aged 11+</li> <li>• relevant experience of a learning environment</li> </ul>	
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• understanding of the purpose and role of learning support</li> <li>• understanding of the classroom environment</li> <li>• basic knowledge of reward strategies and understanding how these could be applied</li> <li>• awareness and commitment to safeguarding and promoting the welfare of children and expecting all staff to share this commitment</li> <li>• understanding the abilities of students across the academy and able to provide the required level of support</li> </ul>	<ul style="list-style-type: none"> <li>• understanding of Safeguarding and Child Protection issues</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• work as an effective team member and apply given instructions</li> <li>• able to apply written and verbal instructions</li> <li>• able to set up basic, and routinely use, equipment and resources under the instruction of the teacher</li> <li>• able to organise, plan and complete tasks.</li> <li>• able to work in a school environment, around children and young people</li> <li>• able to work as part of a team</li> <li>• initiative to support learning, with guidance and support from the teacher and/or another member of the support team</li> <li>• able to communicate effectively with young people and adults (parents, other staff)</li> <li>• high personal standards and able to provide a role model for students and staff</li> <li>• seek support and advice when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• willingness to develop own understanding through advice and training</li> <li>• think clearly in emergency situations</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• enjoyment in working with young people and families</li> <li>• an excellent record of attendance and punctuality</li> <li>• prioritise and manage own time effectively</li> <li>• reliability, integrity and stamina</li> <li>• respect confidentiality</li> </ul>	