November 2020

Dear Applicant

Thank you for your interest in the position of Part Time (3 days) Learning Support Assistant (Academic) at the Sylvia Young Theatre School.

This letter provides some general information about the school and the post, along with the **Job Description** and **Person Specification**, the contents of which you must address in your application form and supporting statement.

**Additional Educational Needs – general information and background to the post.**

This is a new position created in response to the increasing number of students at the school who require support with their learning.

Students are on our Additional Educational Needs for a variety of reasons, but the predominant need is for support with varying degrees of mild to moderate dyslexia and for some support with dyscalculia and dyspraxia. Very few students are on our AEN register for any behavioural needs.

The school has one qualified teacher who oversees all aspects of support for students with Additional Educational Needs, including the responsibilities that would be undertaken by a SENCO in a maintained school. This is in keeping with the general staffing structure within the school which is that there is no middle management structure / no heads of departments. All academic teachers work collaboratively and take full responsibility for the teaching and learning in their subject area.

The Learning Support Assistant will work with students across Years 7 to 11, predominantly offering literacy support, either on a 1-1 basis or in small groups and occasionally in class to support their learning. Some students may have Special Educational Needs that you can support them with, such as Dyslexia, whilst others may need extra assistance from someone with a passion for the subject to push them even further. The students you will be working with are by no means behind in the subject, but need extra encouragement and support to ensure they understand each topic and to enhance their confidence within the subject.

**Details of the post**

|  |  |
| --- | --- |
|  | Learning Support Assistant (Academic) |
|  | Part Time, 3 days per week.Term Time only |
| **Days & Hours** | Monday, Tuesday & Wednesday8.30am - 4pmThese days are non-negotiable due to the structure of our school week. Academic lessons all take place on these three days. |
| **Temporary or permanent** | Permanent, subject to the satisfactory completion of a 3 month probationary period. |
| **Salary** | £10,000 - £12,000 (depending on experience) This salary is for part time, 3 days per week, term time only (approximately 38 weeks - the exact number of term time days may vary slightly each year) |
| **Start date** | Monday 4th January 2021 (or as soon as possible after this date) |
| **Equal opportunities** | The Sylvia Young Theatre School is committed to Equal Opportunities in its recruitment and selection procedures. A copy of the Equal Opportunities Policy can be found on the school website. |
| **Closing date** | Monday 7th December |
| **Interview date** | Week beginning Monday 14th December  |
| **Appointment is subject to routine pre-employment checks including checks of identity, address, qualifications, references, medical fitness and a DBS check** |

**General Information about the school**

The Sylvia Young Theatre School provides a specialised, yet balanced, education with a clear focus on the Performance Arts. We pride ourselves on the delivery of a stimulating, all round curriculum where equal importance is placed upon individual success and progress within both academic and vocational subjects.

Students are selected by audition on their vocational ability and potential. Although they sit a basic academic test as part of the audition process, **the school does not select on the basis of academic ability.**

**Aims & Objectives**

* We aim to create a happy, caring and industrious environment where all work is taken seriously and every individual is valued.
* We foster enquiring minds and positive, responsible citizens of the school and wider community. Development of confidence, social ease and self-discipline are important to us, whilst encouraging each student to reach their full potential in GCSE examinations and vocational training.
* We strive to cultivate an interest in theatre, and to instil a high standard of professionalism in developing skills associated with all the Performing Arts.
* We expect participation across all areas of school life from all our students, irrespective of their perceived strengths and weaknesses.

**Curriculum Organisation**

* The school operates a split curriculum with three days of academic study on Monday, Tuesday and Wednesday and Vocational Training in Dance, Drama and Singing on Thursday and Friday.
* School starts at 8.45am and ends at 4pm for all students in years 6 to 11 on academic days. Some additional academic GCSE classes take place from 4-5pm on Monday, Tuesday and Wednesday for years 10 & 11.

**Pastoral Care**

Our size assists greatly towards the presence of a ‘family atmosphere’ throughout the school, which we value. Students are closely monitored with regular informal and formal communication taking place between school and home. The Deputy Headteacher takes overall responsibility for Pastoral Care.

Systems of ‘Senior Students’, ‘Peer Mediators’ and ‘Buddies’ help to involve students fully in the pastoral life of the school and the support of each other.

**Expectations & Discipline**

The school has a clear Code of Conduct which is enforced at all times. Students are expected to conduct themselves in a courteous, respectful and diligent manner in all that they do. There are structured systems of rewards and sanctions which are employed to maintain the structure and good order that allows a high standard of teaching and learning to occur. Details of the behaviour policy and systems of rewards and sanctions can be found on the school website.

**Professional Work**

Whilst at the school, students are represented solely by the Sylvia Young Agency which is based in the school building. The school works closely with the Agency and with parents to ensure the correct balance of school and professional work for each individual student. If students allow their academic studies to slip at any time they may be prevented from attending auditions, doing professional work or taking part in cabaret performances until they have caught up with their academic work.

**Please see the Job description and Person Specification also available to download on the TES site.**

Yours sincerely



Frances Chave

Headteacher