Rastrick
High School & Sixth Form



Appointment of a

Learning Support Assistant

Term time only + staff training days
30 hours per week (8.55am to 3.30pm)
Start date: As soon as possible
Closing date: Sunday 20 January 2019

Dear Applicant

Rastrick High School is a large mixed gender school with Academy status situated in Calderdale, neighboured by the towns of Brighouse and Elland in the heart of West Yorkshire, close to Junction 25 of the M62 meaning we are just 25 minutes from Leeds and only 35 minutes from Manchester. Our large, vibrant and oversubscribed school has over 1500 students (240 of which are in our Sixth form) and we employ over 200 staff. In September 2015, we opened an onsite nursery for both staff and community use at very competitive rates.

Rastrick High School is an exciting and enriching place to work; we have superb students, a bespoke CPD programme focused on the development of the 'craft' of teaching and a committed and enthusiastic team of staff. There is a strong focus on high standards and aspirations, built around the simple message that teaching is the most important thing we do.

Our classrooms are large and well equipped, with the vast majority containing electronic whiteboards. We have many recently built learning environments, including a £2.3 million Sixth Form Centre and a £2 million mathematics block, added to this the large number of computer suites and a floodlit Astroturf pitch, all of which, help support the learning of all our students and help make Rastrick an oversubscribed school and a very special place to work.

Rastrick High School has a strong commitment to continuing professional development and training. Further support for new colleagues includes:

- structured induction and performance review programme for all staff including weekly CPD focused on improving and developing teaching.
- additional induction support for Newly Qualified Teachers
- a strong student support team which is focused on creating a calm atmosphere where 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

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

Yours faithfully



Steve Evans
Headteacher

To find out more about this exceptional opportunity please contact Sally Mason for application pack at sally.mason@rastrick.calderdale.sch.uk.

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

Job Description

Job Title: **Learning Support Assistant**

Job Scale: NJC Pay Scale 1 - points 6 -10 (net salary in the range of £11349 to £11674)

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.

Reporting to: Principal Support Officer

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	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. Activities of Daily Living (ADLs) consist of self-care tasks including:- • Bathing and showering (washing the body) • Bowel and bladder management (recognizing the need to relieve oneself) • Dressing • Eating (including chewing and swallowing) • Feeding (setting up food and bringing it to the mouth) • Functional mobility (moving from one place to another while performing activities) • Personal device care • Personal hygiene and grooming (including washing hair) • Toilet hygiene (completing the act of relieving oneself)
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.

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**
Qualifications & Experience	• 4 GCSE's including English and Maths (or equivalent) • experience of basic technology, PC, internet, MS Office packages • experience of working with, or caring for, children or young people aged 11+ • relevant experience of a learning environment	
Knowledge & Understanding	• understanding of the purpose and role of learning support • understanding of the classroom environment • basic knowledge of reward strategies and understanding how these could be applied • awareness and commitment to safeguarding and promoting the welfare of children and expecting all staff to share this commitment • understanding the abilities of students across the academy and able to provide the required level of support	• understanding of Safeguarding and Child Protection issues
Skills & Abilities	• work as an effective team member and apply given instructions • able to apply written and verbal instructions • able to set up basic, and routinely use, equipment and resources under the instruction of the teacher • able to organise, plan and complete tasks. • able to work in a school environment, around children and young people • able to work as part of a team • initiative to support learning, with guidance and support from the teacher and/or another member of the support team • able to communicate effectively with young people and adults (parents, other staff) • high personal standards and able to provide a role model for students and staff • seek support and advice when necessary	• willingness to develop own understanding through advice and training • think clearly in emergency situations
Personal Qualities	• enjoyment in working with young people and families • an excellent record of attendance and punctuality • prioritise and manage own time effectively • reliability, integrity and stamina • respect confidentiality	