

# Learning Support Assistant (LSA)



## A Welcome from Jackie Sharman, Principal



Weydon has been graded as Outstanding by Ofsted since 2009. This is, in part, due to its continued and consistent academic success rate. We are ranked in the top 11-16 comprehensive schools in the country according to The Sunday Times Parent Power. In 2019 88% of students gained 5 or more GCSEs at grades 9-4, 75% at grade 9-5 including English and Maths. 45% of students achieved a grade 9-7 including English and Maths.

The school became an Academy in April 2011 and is also a National Support School, earning Leading Edge status. We are a SSAT Schools Network Consultant School. Together with St John the Baptist School in Woking and Salesian School in Chertsey we became a Maths Hub in September 2014. We achieved World Class status in December 2016 and became a Multi Academy Trust, called WMAT, in September 2017. We also host a SCITT working with in excess of 40 teacher trainees each year. All these additions bring exciting opportunities for staff and students.

Our students' achievements are impressive: 96% go onto further education with many going on to Oxbridge. Over the last decade the school has seen rapid improvements including the construction of a theatre, 3G sports pitches, a new Humanities/English block known as The Globe and each faculty area suited in its own facility. We are one of the most oversubscribed schools in Surrey and enjoy an excellent reputation in the community. You will find the level of respect shown between staff and students is a joy. The Weydon staff team is vibrant, hard-working, innovative and up for a challenge. The school enjoys a strong level of staff retention. Teaching and associate staff work well together as a team. Our associate staff members are often leading lights in suggesting and bringing about school improvements. The staff form a close-knit group who enjoy each other's professional and social company, as well as acting as 'critical friends'.

Furthermore, the parents and Governors add further strength to the school. School trips, holidays and visits are plentiful. Staff have an active social scene and the staffroom (The Hub) is well used, reflecting the excellent team atmosphere. As a school we expect the highest standards in teaching and learning. We will require you to take part in extra-curricular activities and to go that "extra mile" for the students. If successful in your application to join Weydon, we will ensure you have every opportunity to develop your skills. It's great fun and there is a real buzz about the place.

Weydon has its own enhanced pay scales and performance management benefits including healthcare package and gym membership. We are ambitious to improve further and so I hope that you consider yourself to be the person to help us continue to improve our performance. This is a wonderful career opportunity to work in a school where kindness and goodwill go hand in hand to make it special.

I look forward to meeting you.

A handwritten signature in cursive script, reading 'J Sharman'.

Jackie Sharman  
Principal

## A Welcome from Libby Edmunds, Chief Operations Officer and Angela Daniels, Senior Associate Leader



Libby Edmunds



Angela Daniels

The Associate Team are a valuable and integral part of the Weydon Community and with their wealth of experience, the contribution they make to the success of the school helps to make it the fantastic place that it is. Every member of the team plays an important role in the students' journey from transition into Year 7 through to Year 11. There are many opportunities outside your role to get involved in school life including helping at the various shows, going on trips and running clubs for students.



The Staff are organised into teams and report into the Associate Team Leaders who line manage them. This helps to support each individual staff member enabling excellent communication, the sharing of knowledge and ultimately career progression. We are passionate about ensuring the relevant CPD is available for everyone and the Performance Management Programme assists in highlighting this.

We are a friendly and supportive group of people and we hope that you decide to apply to join this hardworking and amazing team.

We look forward to meeting you.

Best wishes,

Two handwritten signatures in black ink. The first signature is 'Libby Edmunds' and the second is 'Angela Daniels'.

Libby Edmunds and Angela Daniels



## Learning Support Assistant (LSA)

<b>Start date</b>	ASAP
<b>Contract</b>	Part time, Permanent
<b>Salary</b>	Starting Salary £19,232 per annum full time equivalent
<b>Hours</b>	28.5 hours a week, term time only (39 weeks per year)



Do you enjoy a challenge? Would you like to help students with a range of special education needs to reach their full potential? Weydon School are looking for an inspirational Learning Support Assistant. It can be challenging but the rewards are priceless. You'll help to inspire and motivate young people who find education more challenging, working closely alongside our teachers and other staff, and we'll provide training and excellent benefits. We believe our staff make us outstanding and we're looking for proactive, committed individuals to join our motivated team.



Weydon School is a large, ambitious and outstanding school in an unspoilt area of Surrey within easy reach of London. The Times has recently rated Weydon School 1st across the UK for 11-16 schools, and achievements in all subject areas are exceptional. Students are respectful and responsive, and are proud to uphold the strong values of the school.

This is an exciting opportunity to join our astounding school and be a part of an exceptional team. In addition to the attractive Weydon Pay Scale and generous employer Contributions into the Local Government Pension Scheme, staff benefits include free use of our gym facilities, free extra-curricular sporting activities for staff such as Zumba, circuits, yoga and volleyball, international school trips, enhanced Medical Package, excellent in-house CPD, free refreshments and snacks at break times and even drum lessons. You can also enjoy retail discounts, cycle to work scheme, free onsite parking, plus an on-site restaurant.

### Hours

This is a part time role working 28.5 hours per week to be worked over 5 days. This is a term-time only role (39 weeks per year).

### Salary

Starting Salary £19,232 (FTE), £13,098 actual salary based on 28.5 hours a week, 39 weeks per year.

### To Apply



For more information and an application form, please visit [www.veydonschool.surrey.sch.uk](http://www.veydonschool.surrey.sch.uk), please return your completed application form to [recruitment@veydonschool.surrey.sch.uk](mailto:recruitment@veydonschool.surrey.sch.uk).

#teamveydon

#believebelongcare

All appointments are subject to safer recruitment procedures and an enhanced DBS check.



**‘Believe Belong Care’** is at the heart of everything we do at Weydon and is as true for our staff as it is our students. We have high standards and our staff team are vibrant, hard-working, innovative and up for a challenge. We believe in lifelong learning and encourage staff development throughout the school and within the trust. We are proud to have a staff body of almost 200, including newly created

apprenticeships in digital marketing and IT, and Weydon School is a main recruiter in the local area.

Our aim is to continue to develop our existing staff, maintain our excellent staff retention record and ensure everyone has opportunity to develop their skills. We are ambitious to continually improve and innovate and we hope that you consider yourself to be the person to help us build our performance even further.

We are always looking for exciting new staff benefits and currently offer retail discounts, a healthcare package as well as generous performance management benefits. Our student’s achievements are very impressive and we are highly oversubscribed. As an added benefit we offer all staff who have 2 or more years’ service, or those that meet a skills shortage, a priority place for their children’s admission into the school.



For more information on Weydon School and what we can offer you, including virtual tours, interviews with Jackie Sharman, our Principal, our Student Leadership team, as well as an informative video for prospective applicants from Matthew Venton, Deputy Principal and Miranda Francis, HR Officer please visit [www.veydonschool.surrey.sch.uk](http://www.veydonschool.surrey.sch.uk).



Please also keep up to date with us on Facebook, LinkedIn, and Instagram or follow us on Twitter. Our LinkedIn alumni now boasts over 400 of our ex-students and we love hearing about their journey beyond Weydon.

If you would like to discuss the post or have a tour of the school before making an application, you would be very welcome. Please call Miranda Francis, our HR Officer for an informal chat on 01252 725052 or email [recruitment@weydonschool.surrey.sch.uk](mailto:recruitment@weydonschool.surrey.sch.uk)

#### **How to Apply:**

Please return your completed application form, together with a supporting statement, to [recruitment@weydonschool.surrey.sch.uk](mailto:recruitment@weydonschool.surrey.sch.uk).



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<b>Job Title</b>	<b>Learning Support Assistant (LSA)</b>
<b>Responsible to</b>	SENDCo, Team Leader
<b>Main Purpose of Job</b>	To support students with learning and physical needs by working in <u>partnership</u> with teachers, and to undertake the designated administrative tasks associated with the post.
<b>Focus of Job</b>	Student facing
<b>Key Responsibilities</b>	Key tasks:
<b>1. LSA</b>	<p>To work collaboratively with other staff to provide effective support to ensure access to learning in order for the student to be successful in all areas of school life.</p> <p>To provide physical support for some students by assisting them with wheelchair access around the school buildings, on a daily basis.</p> <p>Duties will include physical therapy and/or intimate care (full training will be provided).</p> <p>Willing to continue training in area of SEN and train others.</p> <p>Work closely with SENCo to devise specialist provision.</p> <p>Devise resources to support staff, students and parents.</p> <p>Provide data and progression reports when required for identified key students.</p> <p>Attend Annual Reviews and meetings with SENCo, parents and external agencies where required.</p>
<b>2. Supporting SEN students either on a 1–1 basis or in a small group or outside the mainstream classroom to meet targets.</b>	<p>To plan with the SENCO, specialist teacher or senior LSA appropriate activities for withdrawal sessions.</p> <p>To provide in-class support reflecting both the student’s targets and the teacher’s lesson plans.</p> <p>To help students to become independent learners by showing interest and assisting them with their work and promoting development of social skills.</p> <p>To assist in assessing and reviewing student’s progress with the SENCO.</p>
<b>3. Supporting teachers</b>	<p>To discuss student’s progress with their teachers, the SENCO, parents and external agencies to facilitate future planning.</p> <p>To work in partnership with teachers to provide in-class support and individual or small group tuition, planning and preparing materials and resources where required.</p>

<b>4. Supporting the school</b>	<p>To maintain records and monitoring reports to facilitate assessment and review.</p> <p>To assist with assessment and marking and recording tests.</p> <p>To undertake work in a way that reflects the school ethos and policies particularly those for inclusion and behavioural management.</p> <p>To attend and contribute to departmental meetings and INSET activities.</p> <p>To support students during both internal and external exams and assessments.</p>
<b>5. Supporting the curriculum</b>	<p>To help with supervision of lunchtime activities.</p> <p>To support staff with extra-curricular activities.</p>
<b>Additional Duties and Responsibilities</b>	<p>To support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.</p> <p>To uphold the school's policy in respect of child protection matters.</p> <p>First Aid as required.</p> <p>Administration as required.</p> <p>Back up for other roles as required.</p> <p>Adhoc duties as required.</p>
<b>Training</b>	<p>Training will be provided in school and externally, if deemed necessary to the role.</p>
<b>Salary and Hours</b>	<p>Starting Salary £19,232 (FTE), £13,098 actual salary based on 28.5 hours a week, 39 weeks per year.</p> <p>This is a part time role working 28.5 hours per week to be worked over 5 days. This is a term-time only role (39 weeks per year).</p>
	<p>This Job Profile is intended to provide guidance on the range of duties associated with the role. It may be changed by the Leadership Team to reflect or anticipate changes or to undertake additional duties as required by the Principal.</p>

<b>Person Specification</b>	<b>LSA</b>
<b>Qualifications and training</b>	Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and mathematics. First aid training (or willingness to complete it)
<b>Skills and knowledge</b>	Good oral and written communications skills Ability to respond quickly and effectively to issues that arise Ability to plan, organise and prioritise to meet deadlines Ability to use own initiative and act accordingly Excellent attention to detail Ability to use IT packages including word processing, spreadsheets and presentation software Ability to use relevant office equipment effectively Ability to build effective working relationships with colleagues Understanding of data protection and confidentiality Understanding of safeguarding
<b>Required attributes</b>	Excellent standards of accuracy Ability to use own initiative Resourceful, patient and resilient Calm, unflustered manner Able to work on own or as part of a team Excellent communication skills A Professional smart appearance A friendly manner and a good sense of humour Must demonstrate tact, confidentiality and discretion at all times Flexible approach to supporting students and families Confidence to challenge difficult behavior Confidence to challenge other professions Able to relate, communicate and empathise with students and staff
<b>Personal qualities</b>	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Embraces change well Deals with difficult situations effectively
<b>Safer Recruitment</b>	All roles require an Enhanced DBS clearance, Medical clearance and Satisfactory references