



St Mark's
School Bath

Application pack for the post of:

Learning Support Supervisor

WISDOM

AMBITION

INTEGRITY



St Mark's
School Bath

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St Mark's School Bath

Welcome to St Mark's School, Bath

Thank you for expressing an interest in the post advertised, to start as soon as possible on a fixed term one year contract, in the first instance. Please find enclosed information that I hope you will find helpful in making your application.

Due to rapidly improving confidence in the school from the local community and as a result of demographic changes in the city of Bath, the student population is projected to increase dramatically over the next five years. As a consequence we are looking to appoint a full-time Learning Support Supervisor.

Our Teaching Assistants are an integral part of our Student Support Team and we are seeking an experienced and enthusiastic colleague to join us. We are looking for a committed, talented and passionate individual who will thrive on the prospect of developing confident, independent-minded learners with a spirit of ambition and adventure.

The Learning Support Supervisor post available is a Level 3 Teaching Assistant role at 35 hours per week. Hours of work will generally be between 8.30am and 3.30pm to be discussed with the successful candidate.

We are looking for colleagues who have experience of working with young people and with knowledge of ASD, ADHD, Dyslexia and difficulties in speech, language and learning across a spectrum of ages from Years 7 to 11.

In addition to general teaching assistant duties, the role of the Learning Support Supervisor is likely to include responsibilities such as:

- Supporting in the managing and organisation of Exam Access Arrangements;
- Supporting the induction of new TAs;
- Working with the SENDCO, ensuring the smooth running of our SEND Centre.

We encourage personal creativity and welcome innovative, forward-thinking ideas from staff. Teamwork is also at the heart of everything we do and by working together we aim to secure a successful future for all our students.

Please state clearly in your covering letter what area(s) of the High Needs listed you have experience in. If you would like to discuss the role further, or arrange a visit prior to application, please contact the Clerk to the Governors, Mrs Tracy Vaid on 01225 312661 to arrange a suitable time.



St Mark's

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St Mark's, Bath is an equal opportunities employer. We are committed to the safeguarding and welfare of our students and expect all staff to share this commitment. An enhanced disclosure certificate from the Disclosure and Barring Service is required for all successful applicants. All appointments will be subject to a six-month probationary period for new employees.

I do hope that, having read all of the details regarding the position and having studied the job description, you apply to become part of this ambitious, friendly and supportive school.

Yours sincerely,

Barnaby Ash
Headteacher



St Mark's School Bath

About the post

Post:	Learning Support Supervisor
Contract type:	35 hours per week, Term Time Only plus pro rata INSET days Fixed term one year contract, in the first instance Monday to Friday 8.20am – 4.00pm (to be discussed with successful candidate)
Start date:	November 2019
Salary:	SCP 4, Grade 7-8 = £15,821 - £16,137
Closing Date:	Sunday 17 th November 2019 at Midnight

The Governing Body of St Mark's School, Bath are seeking a talented and enthusiastic Learning Support Supervisor to join our supportive and friendly team.

The successful candidate will work flexibly within the Student Support Team to meet a range of student needs and to assist in the day to day running of our base in Orchard Lodge. We are very excited to have recently open Orchard Lodge which is a newly re-furnished workspace for a range of learning support interventions.

Applicants must have a minimum of 3 GCSE passes at Grade C or above including Literacy and Numeracy, be qualified to NVQ 2 for Teaching Assistants (or equivalent) and have the flexibility to contribute to in-class support and support students with SEND.

The department benefits from experienced, dynamic and visionary leadership and applications are welcome from those looking to begin their career in education, perhaps as a trainee teacher or special needs professional, or an experienced colleague looking for their next career move in a rapidly growing and vibrant school.

In particular, applications are invited from individuals who can demonstrate:

- Experience of individual or group work with young people and families;
- Willingness to develop supportive relationships with students in order to improve levels of achievement;
- Ability to relate well to both children and adults.

In return, the successful candidates can expect:

- Outstanding professional support;
- A vibrant and dynamic student body that deserves the very best in teaching and support;
- Free on-site parking;
- Access to the Local Government Pension Scheme

If you would like to be a part of this ambitious school and are suitably qualified we would like to hear from you.



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Welcome from our students

St Mark's is a small, friendly school. The staff know our names and take an interest in us as individuals. They spend time getting to know us and know how to make us work hard and achieve more at school. Everyone is kind and supportive and it's like we are a part of one big family.

In a Learning Support Supervisor we want someone who cares about those they work with and their success. They should be someone we feel we can go to in times of need and not be intimidated by. However, this does not mean we want someone without an eye for discipline. Exercising both restraint and leniency as they see fit when taking disciplinary action is key to helping us succeed.

Our Headteacher, Mr Ash, has lead the school's development and has ambitious plans to make our school the best in Bath.

We would like those that work in our school to be positive and caring, firm but fair and for them to challenge us in lessons and help us to gain greater experiences of life. We want a balance between having fun and working hard.

Our **Learning Support Supervisor** should be:

- Passionate about supporting and helping students with needs
- Kind and compassionate
- Interested in us
- Not scary or intimidating
- Positive when we are doing things well
- Helpful when we might not understand things
- Strict but fair

Head Boy and Head Girl, May 2019



St Mark's School Bath

About St Mark's School, Bath

St Mark's School, Bath, seeks to provide excellence in education as an 11-19 mixed comprehensive school. Our vision is to inspire students for future success by developing confidence, ambition and independence, whilst encouraging a strong sense of adventure. We achieve this through the combination of a personalised and dynamic curriculum, quality teaching, enriching opportunities and high expectations.

St Mark's School was inspected by 'Ofsted' in June 2015, and was judged to be a 'Good' school across all areas. This inspection highlighted the quality education that St Mark's provides for young people in Bath and the surrounding areas. The school was inspected in November 2018 and retained its Good status.

Further to this, the school has also been recognised as a 'Good' Church of England school in its most recent SIAMS inspection, under a rigorous new framework. The pastoral and academic support, the school's ethos and values as well as a commitment to academic development and well-being, were noted as particularly positive areas.

St Mark's continues to offer academic excellence rooted in Christian values, providing a personalised and dynamic curriculum, which includes careers and aspirations programmes, strong partnerships with universities, local businesses and a thriving Sixth Form.

As a result of rapidly improving confidence in the school from the local community and as a result of demographic changes in the city of Bath, the student population is projected to increase dramatically over the next five years. In September 2018, the school took in its first 100-student cohort.

Location

We are located in one of the most beautiful corners of Bath, nestled between rolling hills on one side and the bustling and vibrant village of Larkhall on the other. It has the feel of a semi-rural village with the advantage of being a stone's throw from the centre of Bath.

Our school sits at the heart of Larkhall, a vibrant, creative and thriving community, popular with families and with a wonderful array of shops, businesses, community centres and schools, all on the doorstep.



Person Specification:

Person Specification	Essential	Desirable
Qualifications: A relevant, recognised qualification such as <ul style="list-style-type: none"> NVQ Level 3 for Teaching Assistants, Level 3 Diploma in Child Care and Education (previously known as the NNEB Diploma in Nursery Nursing), NVQ Level 3 Childcare in Education, City and Guilds Advanced Certificate in Learning Support, (A relevant professional qualification e.g. Teaching, Social Work or Nursing would be treated as equivalent for these purposes.) or <ul style="list-style-type: none"> the post holder should have HLTA status. 		✓ ✓ ✓ ✓ ✓
Experience and Knowledge: <ul style="list-style-type: none"> Experience of working in a school setting Experience of individual or group work, with young people Experience with learning, emotional or behavioural difficulty at any school level Understanding of Child Development Experience of working with SEND students at primary or secondary level or students with learning difficulties 	✓ ✓ ✓ ✓ ✓	
<ul style="list-style-type: none"> Appropriate knowledge of general first aid Ability to effectively use ICT to support learning and use of other equipment technology ie computer, video, photocopier. Ability to self-evaluate learning needs and actively seek learning opportunities. Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies/codes of practice. 	✓	✓ ✓ ✓



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Personal Attributes:

- Willingness to develop supportive relationships with students in order to improve levels of achievement
- Sympathetic to the Christian ethos of the School
- Emotionally intelligent
- Motivated and energetic
- Enthusiastic and positive
- Committed to progress and well-being of young people
- A willingness to contribute to the wider life of the school
- Personable, approachable and courteous at all times
- Excellent communicator to a variety of audiences
- Resilient and calm in the face of difficult situations
- Flexibility in role when circumstances demand (i.e. on occasions attend after school meetings or accompany trips returning later than the end of a school day)

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St Mark's School Bath

Job Description: LEARNING SUPPORT SUPERVISOR

Post: Learning Support Supervisor
Contract type: 35 hours per week, Term Time Only plus
pro rata INSET days
Fixed term one year contract, in the first
instance
Monday to Friday 8.20am – 4.00pm (to be discussed with
successful candidate)
Start date: November 2019
Salary: SCP 4, Grade 7-8 = £15,821 - £16,137
Closing Date: **Sunday 17th November 2019 at Midnight**

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Appraisal Policy.

This is a fixed term appointment related to the provision of special needs support in respect of a named student/or students with High Needs and will continue pending the review of the Statement of Special Needs or the students' departure from the school, if earlier.

Core Purpose

1. To work under the guidance of the SENDCO and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, within Orchard Lodge. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the SENDCO in the whole planning cycle and the management/preparation of resources.

Key Duties and Responsibilities

2. MAIN DUTIES AND RESPONSIBILITIES

Support for Pupils

- Organise programmes of learning for key students with SEND.
- Organise and co-ordinate intervention programmes/facilities.
- Assist students in making exceptional progress.
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, as appropriate.
- Supervise and support pupils ensuring their safety and access to learning.
- Use specialist (curricular/learning) skills/training/experience to support pupils.



- Assist with the development and implementation of Individual Education/Behaviour Plans and personal care programmes.
- Establish constructive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

Support for SENDCO

- Work with the SENDCO to establish an appropriate learning environment.
- Work with the SENDCO in session planning, evaluating and adjusting sessions/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the SENDCO on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the SENDCO, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the SENDCO within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests.



- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs within the learning support environment.
- Implement local and national learning strategies provided by teaching staff e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills and feeding back to the SENDCO, as appropriate.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help students to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the SENDCO, to support achievement and progress of students.
- Attend and participate in regular meetings, as required.
- Participate in training and other learning activities and performance development, as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Supervise pupils on visits, trips and out of school activities, as appropriate.



- Work constructively as part of a team.
- To undertake other relevant duties allocated at the discretion of the SENDCO, Headteacher or other Senior leader.

Qualifications, Knowledge and Experience (see Person Specification)

Post Dimensions

- The post is not subject to any responsibility in the budget management process and holds no Line Management responsibility.

Physical Effort

- The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assist pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

Contacts

- Staff and students within the school, parents, the Local Authority and outside agents.

General

- The postholder will be expected to undertake any appropriate training provided by the Authority and/or School to assist them in carrying out any of the above duties.
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
- This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement



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Appointment Process

Closing date for applications: Midnight on Sunday 17th November 2019

Interviews will be held week beginning: 25th November 2019.

Applicants are asked to submit their application, consisting of an application form and supporting statement to:

Mr Barnaby Ash, Headteacher
St Mark's School, Bath
Bay Tree Road
Larkhall, Bath, BA1 6ND

They may also be submitted by email to the Clerk to the Governors, Mrs Tracy Vaid:
clerkgov@st-marks.org.uk.

Your application form and supporting statement (maximum 2 sides A4) should be received in the school by **Midnight on Sunday 17th November 2019.**

Interviews will be held during the week beginning **Monday 25th November 2019.**

Your supporting statement should relate to the school, the details you have received, and in particular to the selection criteria in the person specification. Shortlisting will very much relate to how convinced the panel are that you meet the criteria as stated. Please note that no other material (such as testimonials or CVs) will be considered during the selection process.

If you would like to discuss the role further, or arrange a visit prior to application, please contact the Clerk to the Governors Mrs Tracy Vaid on 01225 312661 or email: clerkgov@st-marks.org.uk to arrange a suitable time.

St Mark's School, Bath are an equal opportunities employer and are committed to the safeguarding and welfare of our students and expect all staff to share this commitment. An enhanced disclosure from the Disclosure and Barring Service is required for all successful applicants.