



*Welcome to Colne Valley High School where we are currently looking to appoint a new Support for Learning Assistant. This is an exciting time to join the Colne Valley Journey.*

*At Colne Valley High School we are a warm, welcoming community that works together to achieve the best possible outcomes for every single child in our community.*



## **Support for Learning Assistant**

CANDIDATE INFORMATION PACK

## ► Welcome

Dear Colleague

I am delighted that you are considering the position of Support for Learning Assistant at Colne Valley High School.

We are seeking to recruit a Support for Learning Assistant for our secondary school who has the inspiration, drive and motivation to make a difference to the lives of young people. It is a unique moment in time to join our wonderful team.

I am excited to start my role as Principal at Colne Valley High School and I am keen to build a highly effective, wider team in order to make further improvements and secure excellent progress for all of our students.

I strongly believe Colne Valley High School has an inspirational, positive, caring, and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at Colne Valley High School strives to 'achieve excellence together' and this role is integral to fulfilling the school's vision and supporting the shared RITA values.

We look forward to reading your application, best of luck to all.

Yours sincerely

Ms. Kate Smith

Principal



## ► Overview of the Position

Colne Valley High School are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and staff at all levels.



## JOB DESCRIPTION

<b>Position:</b>	Support for Learning Assistant
<b>Department:</b>	SEND
<b>Pay range:</b>	Grade 5
<b>Hours of work:</b>	31 hours per week, term time only
<b>Responsible to:</b>	SENDCo

### Prime Objectives of the Post

The post holder is responsible for under the direction of the teacher and line manager, the support that is given to students on the Special Educational Needs list, particularly with literacy and numeracy skills.

The postholder will ensure effective communication with all key stakeholders, including the families of students, engaging them in their child's educational experience.

### Range of duties:

- To develop and maintain positive relationships with students and their parents/ carers.
- To assist students with basic skills such as literacy and numeracy.
- To encourage students' interest and motivation in the task at hand providing individual assistance or assistance with small groups of up to 8 students.
- To liaise with the teacher to define your role in supporting students.
- To ensure effective recording of all safeguarding concerns.
- To become knowledgeable about the specific curriculums or behavioural needs you specialise in.
- To administer reading tests as required and to help students on a one-to-one basis with guided reading.
- To make basic observation notes on students if necessary to pass onto the line manager of Support for Learning.
- To participate in and assist in the supervision of educational visits, under the direction of the teacher or line manager.
- To attend and participate in any meetings with external agencies where necessary.
- To work in accordance with the school's policies and procedures.

### Safeguarding:

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

**Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.

## Person Specification: Support for Learning Assistant

**Key to identification:** A = Application I = Interview R = Reference

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Minimum of a grade C (level 4 equivalent) in GCSE English and Maths	✓		
Relevant professional training or development	✓		
Recent safeguarding training		✓	
First Aid Training		✓	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Working with or caring for children of relevant age.	✓		
Collaborative and supportive work with colleagues within the organisation	✓		
Collaborative and supportive work with parents.	✓		
<b>Knowledge and understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Basic understanding of child development and how children learn	✓		
Understanding of relevant policies/code of practice and awareness of relevant legislation	✓		
General understanding of the curriculum and other learning programmes.	✓		
Good understanding of how to relate well to young people and adults.	✓		
Good oral and written communication skills.	✓		
Good listening skills.	✓		
ICT skills appropriate to the role, including the use of Arbor, CPOMS	✓		
Effective time management.	✓		
Committed to continual personal and professional development.	✓		
<b>Skills and abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
A commitment to maximising the academic, personal, social, and emotional development of all students.	✓		
Work constructively as part of a team.	✓		
Willing to work within organisational procedures, processes and to meet required standards for the role.	✓		
Be resilient and demonstrates ability to work well under pressure.	✓		
Able to adopt a flexible working practice.	✓		
Effective and efficient organisation and administrative skills.	✓		
Excellent record of attendance and punctuality.	✓		



## Reasons to work at Colne Valley High School



### A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



### Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



### Career Opportunities

Career opportunities across the MAT.



### Cycle to work scheme

Tax free cycle scheme.



### Holiday package

The Trust provides staff with a generous holiday entitlement.



### Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

