



FROM THE HEAD OF BOYS' DIVISION: NIC FORD

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LEARNING SUPPORT ASSISTANT

THE POST:

The position is for a part time Learning Support Assistant to work 18 hours per week, during term time, in a strong and vibrant Boys' Senior School.

THE SCHOOL:

With some 2,400 pupils, Bolton School is a large, thriving, academically selective day school. It is situated a mile or so from the town centre in a stunning 32 acre campus and is within easy reach of some of the nation's finest cities and countryside.

In Autumn 2021, significant changes were made to the leadership structure of the School Foundation, investing the newly created position of Head of Foundation with overall responsibility. Within the new structure, there are three sections: Girls' Division, Boys' Division and Primary Division. A Head of each Division and the Head of Foundation, together with the Clerk and Treasurer, are the Foundation's Senior Officers; they are directly accountable to the Governors.

Two adjoining and similar buildings, now attached by a state-of-the art Sixth Form Centre, house the Boys' and Girls' Senior Schools, each of which provides a traditional academic education from the age of 11 years. The Primary Division includes separate Junior Schools for boys and girls from the age of 7 and a co-educational Infant School and Nursery.

THE POST

We hope to appoint somebody who will be able to demonstrate outstanding pastoral care for our pupils and have the skills to be able to support teaching and learning both in and out of the classroom. In return, we offer the chance to work with wonderful children in facilities unrivalled in the north of England and the opportunity to be part of a high achieving and professional team.

APPLICATIONS:

We ask candidates to apply online for the position via the School's website at <https://bit.ly/41DOCNf>

The closing date for applications is 12 noon on 8 June 2023. Interviews will be held on 13 June 2023.

Bolton School is a warm and friendly community. We believe it provides an unusually rich experience for everyone involved and we are sure that you will find it to be a fulfilling place to work.

We aspire to have a diverse and inclusive workplace to reflect the diversity of our pupils and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and to join Bolton School. As an equal opportunities employer, we welcome applicants from all sections of the community and are committed to the equal treatment of all current and prospective employees. We do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Bolton School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undertake an Enhanced Criminal Records Check for Regulated Activity.

We look forward to receiving your application.

Nic Ford
Head of Boys' Division



JOB DESCRIPTION

LEARNING SUPPORT ASSISTANT

SENIOR BOYS' DIVISION

MAIN PURPOSE OF JOB:

- To work under the direction and supervision of the Head of Learning Support and Assistant Head, (Achievement and Assessment), to undertake 'specified work', using detailed SEN knowledge and specialist skills to ensure that pupils attain in line with school targets.
- To undertake specified work before school, at break, lunchtimes and on occasions during morning lessons to provide for academic intervention programmes.
- To work under the direct instruction of the Head of Learning Support to offer an effective administrative support service to the Learning Support department and pupils of Bolton School Boys' Division, which include duties covering all aspects of school life.

MAIN DUTIES:

Teaching and Learning Responsibilities (Individual or Groups of Pupils)

- To work as part of the Learning Support Team in supporting and including pupils with learning difficulties/disabilities in mainstream classes.
- Undertake appropriate planning and preparation of resources for effective delivery of lessons and intervention programmes aimed at individuals and groups across the senior school, working with the HLTA.
- Keep a written, up-to-date record of pupil meetings within the schools' database system.
- Promote pupils self-esteem, independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance, especially through the delivery of tailored pupil plans and directed study plans for those following a reduced curriculum.
- Undertake supervision and discipline of pupils in line with the procedures of the school.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To help pupils record work in an appropriate, purposeful way, preparing them beforehand for tasks as and when necessary.
- Establish good working relationships with the teachers of the supported pupils, as well as outside agencies, and to communicate effectively with them.
- To provide lesson support to teachers, working with the class as a whole, small groups and individuals, as specified by the Head of Learning Support / class teacher.
- To contribute to and attend SEN/Annual Review Meetings.
- To supervise practical tasks and support the class teacher on occasions.
- To assist pupils with sensory and/or physical needs.
- Utilise ICT in learning activities and develop students' competence and independence in its use.

Administrative Responsibilities

- Under the supervision of the Learning Support team, timetable the whole school literacy screening assessments and individual diagnostic assessments throughout the year, completing such assessments with individuals, as and when required.
- Under the supervision of the Learning Support team, assist with the completion of whole school literacy screening assessments with year cohorts and individuals throughout the year, as and when required.
- Contribute towards the development, implementation and evaluation of Pupil Plans devised by the Learning Support team and aid information sharing with pupils' teachers and parents.

- Manage the administration and supervision of paired reading for pupils with SEND, timetabling sixth form mentors to assist with younger boys.
- To carry out structured classroom assessment/ observation and feedback outcomes under the direction of the Head of Learning Support.
- To be involved in keeping records and evaluating identified pupils' progress.
- Assist with the organisation and facilitation of Access Arrangements for internal & external examinations.
- Assist with the collation of evidence for the purpose of Form 8 assessments and EHCP annual review meetings.
- Participate in personal and professional development activities to meet the changing demands of the job, encouraging and supporting other staff in their development and training during INSET days.
- Attend and participate in relevant Learning Support meetings as required.
- To take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Any other duties as directed by the Head of Learning Support that are commensurate with the level of the role.



PERSON SPECIFICATION

LEARNING SUPPORT ASSISTANT

SENIOR BOYS' DIVISION

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Five GCSE's, including English and Mathematics, Grades A-C or equivalent	E	Application Form
NVQ Level 3 Teaching Assistant Qualification (or equivalent)	D	Application Form
European Computer Driving Licence (ECDL) or equivalent IT qualification	D	Application Form
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Previous experience of working with children	E	Application form & Interview
Knowledge of the needs of pupils with special educational needs and the challenges they face, and a willingness to increase this knowledge	E	Application form & Interview
Previous experience working with high-functioning autistic pupils and those with ADHD	E	Application form & Interview
Experience of record-keeping and the organisation of paper and computer records	E	Application Form & Interview
Ability to organise efficiently and prioritise to meet deadlines	E	Application form, References & Interview
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Excellent interpersonal skills	E	Application form, Interview & Reference

Good written and verbal communication skills	E	Application form, Interview & Reference
Excellent team worker	E	Application form, Interview & Reference
Enthusiastic, conscientious and hardworking	E	Application form, Interview & Reference
Patient but tenacious, not easily upset	D	Application form, Interview & Reference
The ability to work in a calm and logical manner and to multitask in a busy school environment	E	Application form, Interview & Reference
The ability to prioritise own work, and use own initiative in order to meet deadlines, without supervision	E	Application form & Interview
Discretion and the ability to keep information confidential at all times	E	Interview & Reference
Kind and caring especially in relation to children	E	Application form, Interview & Reference



TERMS AND CONDITIONS

LEARNING SUPPORT ASSISTANT

SENIOR BOYS' DIVISION

SALARY
The salary will be based on point 03 on the Support Staff pay scale, £22,040 per annum; pro-rata this will equate to £8,849.91 per annum.
HOURS OF WORK
18 hours per week, Monday to Thursday, during term time. Term time work will be for 175 days per year (35 weeks, paid for 40.6), and will include Inset Days and the Entrance Testing Day. Where term time is less than 175 days, the additional days will be worked during the holidays by arrangement with the Head of Learning Support. The normal hours of attendance will be 9.00am until 2.00pm with a half hour unpaid lunch break.
HOLIDAY
Paid for 5.6 weeks holiday. All holidays are to be taken out of term-time.
LINE MANAGEMENT
Assistant Head (Assessment and Achievement) via Head of Learning Support.
PENSION
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of “qualifying earnings” and the School will contribute 5%. Further details are available upon appointment.</p>
OTHER BENEFITS
<ul style="list-style-type: none">• Lunches will be provided free of charge on campus.• Training and development opportunities will be offered.• Easily accessible campus with strong transport links (including being on a direct bus route) and free parking on site.• Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.• Ride to Work Scheme available.• Access to a free Employee Assistance Programme for all employees and their family members. As well as access to a 24-hour confidential helpline with counselling services, this benefit includes access

to the Health Assured website and App, both of which have a wealth of wellbeing advice and guidance available.

- Life Assurance cover up until the age of 65.
- Warm and friendly community.
- Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked. After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.