



SN NORTHAMPTON
SCHOOL FOR GIRLS

Respect for Self | Respect for Others | Respect for Learning

Learning Support Assistant

Closing date: 9am, Monday 25th September 2023

How to Apply.

We warmly invite you to arrange an informal telephone or video call so that you can learn more about our wonderful school. Please also take a look at our **website** which will help bring to life the essence of NSG.

Applications are accepted via the school application form (available on the vacancies page) or via TES QuickApply. Please contact the school if you need to request the application form in an alternative format.

We would encourage you to submit your application as soon as you are able as we reserve the right to act on received applications before the closing date has passed.

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Monday 25th September
2023**

Welcome

Thank you for your interest in joining us at Northampton School for Girls.

We have an opportunity to grow and develop our SEND team further and increase capacity within the team. We are looking for someone who shares our vision, will ensure our provision is inclusive for all, and will support and enhance our student's experience at NSG.

We will provide you with a range of bespoke opportunities to support your career and ongoing professional development. At Northampton School for Girls, we are committed to caring for and supporting the development and growth of all our school community, students and staff alike.

Northampton School for Girls is a truly remarkable school that students and staff are, rightly, proud to be part of. It has a unique vitality that springs into life as students and staff arrive through its doors. Our school is everything but ordinary and our students never fail to impress us with their achievements and the genuine desire they have to help others. They are incredibly talented, open hearted and courageous and we are unapologetically driven to supporting them to succeed.

Underpinned by our values of '**Respect for Self, Respect for Others and Respect for Learning**', we provide our students a rigorous and ambitious curriculum which meets the needs of individual learners' talents and interests, building the foundation for their future successes in a fast-changing world.

From its inception in 1915, Northampton School for Girls has recognised and celebrated everyone as individuals and has also embraced the power of the community. Our students recognise the impact they have on others and particularly the responsibility that they have to give of their time, talents and charity to the wider community. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow as individuals.

We are a school with an impressive reputation, rich cultural diversity and a long-standing track record of success: we are proud to be Northampton School for Girls.

I very much look forward to welcoming you.

Cristina Taboada-Naya | Headteacher



<https://www.nsg.northants.sch.uk/vacancies>



@NSGPeople



01604 679540



people@nsg.northants.sch.uk

Job Description.

Learning Support Assistant

Salary: Grade D (points 3-4)

FTE: £20,812 - £21,189

Pro-Rata: £16,405 - £17,077

Working pattern: 35 hours per week / 38 weeks per annum

8.15am to 3.45pm, Monday to Friday, with 30 minutes unpaid lunch break

Reporting to: SENCo/HLTA

Liaising with: Line Manager, TLR holders, teachers, relevant support staff, parents/carers

Start date: ASAP

Purpose

- Work with class teachers to raise the learning and attainment of students
- Promote students' independence, self-esteem and social inclusion
- Provide support to students, individually or in groups, to enable them to access the curriculum, take part in learning and experience a sense of achievement.



Role Responsibilities

School Ethos in Action

- To uphold the school ethos: 'Respect for Self, Respect for Others, Respect for Learning'.
- To promote the school's non-negotiables: high achievement, inclusion and development of the whole child
- To promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
- To provide a safe, happy, ordered, lively, stimulating environment and to give guidance, good examples and teaching so that each child has the opportunity to develop educationally, physically, emotionally, socially and spiritually to their full potential
- To support school policies with a commitment to high standards, high expectations and high achievement
- To foster children's development in the fullest sense, paying particular regard to the attitude and values the school promotes
- To promote a climate of encouragement and praise and actively support the school's rewards system.

Linked to Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase the achievement of all students including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging the participation of all students in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment
- Organise teaching space and resources to help maintain a stimulating and safe learning environment
- Observe student performance, undertaking formative marking of students work and supporting the completion of feedback activities. Monitor, feedback, record and report of student progress to the SENCO as requested

Job

Description.

SEND at NSG

Supporting SEND at Northampton School for Girls is everyone's responsibility. To support this, we have specialists who are dedicated to ensuring that we are proactive in creating provision that is inclusive for all. For some, this will be supported within the classroom through our team of trained **Learning Support Assistants**, whereas others will receive specialist subject specific or health related interventions beyond the classroom.

In all cases, the students are at the heart of what we do, and we are committed to ensuring that they have a brilliant experience at NSG.

We are excited to be able to welcome new people so we can further enhance the opportunities of success for our students and the skillset within our team.

Linked to Teaching and Learning (cont...)

- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance students' learning
- Undertake any other relevant duties given by the SENCO

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of students' performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare rooms and learning areas ready for lessons
- Adapt, develop and produce learning materials to support the progress and achievement of identified students

Working with colleagues and other relevant professionals

- Communicate effectively with colleagues, students, parents and carers
- Communicate their knowledge and understanding of students to colleagues and education, health and social care professionals, so that informed decision-making can take place regarding intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the students they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop and maintain effective, respectful and professional relationships with colleagues

Health and Safety

- Promote the safety and wellbeing of students, and help to safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education and our school's Safeguarding and Child Protection policy
- Look after students who are upset or have had accidents
- Ensure safe evacuation in case of emergency and undertake specific training as required to support this role
- Provide supervision during work time including students' break time, as directed
- Support students to access trips, visits and after school activities by prior consultation

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Professional Development

- Keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and Professional Conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Whole School Contribution

- To follow the school's policies and procedures for securing the safeguarding and welfare of students and staff
- To contribute to the development of whole school policy, aims and outcomes
- To play a full part in the life of the school community, support the distinct NSG ethos, and encourage staff and students to follow this example
- To attend staff meetings and other meetings with colleagues or parents as appropriate and as reasonably directed
- To carry out duties assigned by members of the Senior Leadership Team

Additional Duties

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Person

Specification.

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TLR holders, teachers,
relevant support staff,
parents/carers

Start date: ASAP

Education / Training / Qualifications	Essential / Desirable
<ul style="list-style-type: none">Level 2 Certificate in Supporting Teaching and Learning in Schools, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held)GCSE or equivalent in English and Maths, grades 9-4 (A*-C)	<i>Essential</i>

Experience	Essential / Desirable
<ul style="list-style-type: none">Working with childrenAppropriate level of data protection, security and confidentiality awareness	<i>Essential</i>
<ul style="list-style-type: none">Contact with various stakeholders including parents and external agencies	<i>Desirable</i>

Abilities, Skills and Knowledge	Essential / Desirable
<ul style="list-style-type: none">Good literacy and numeracy skillsGood organisational skillsAbility to build effective working relationships with students and adultsSkills and expertise in understanding the needs of all studentsKnowledge of how to help adapt and deliver support to meet individual needsSubject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and studentsExcellent verbal communication skillsActive listening skillsThe ability to remain calm in stressful situationsKnowledge of guidance and requirements around safeguarding childrenGood ICT skills, particularly using ICT to support learningUnderstanding of roles and responsibilities within the classroom and whole school context	<i>Essential</i>

Personal Skills and Attributes	Essential / Desirable
<ul style="list-style-type: none">Enjoyment of working with children and young peopleSensitivity and understanding, to help build good relationships with studentsA commitment to getting the best outcomes for all students and promoting the ethos and values of the schoolCommitment to maintaining confidentiality at all timesCommitment to safeguarding pupil's wellbeing and equality	<i>Essential</i>

Other	Essential / Desirable
<ul style="list-style-type: none">An ability to fulfil all spoken aspects of the role with confidence through the medium of English	<i>Essential</i>



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