



Penistone Grammar School
Learning Support Assistants:
SEND and HeartSpace

Never Stop Flying



Penistone Grammar School

Never Stop Flying

Principal: Mr P Crook (B.Ed Hons)
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Achieving Excellence through a Values Driven Education

20 September 2023

Dear Applicant

Thank you for expressing an interest in Penistone Grammar School. I hope that the information in this pack is helpful in providing an insight into our learning community.

Penistone Grammar School really is a special place to work. There's no doubt that our amazing student body of 1,900 and our state-of-the-art building, set in beautiful surroundings, make coming to work worthwhile. However, what really makes Penistone the school it is, is our staff. Our success as a school is directly attributable to the collaborative interaction and support between colleagues, complemented by a commitment to doing all they can for the benefit of each and every one of our students. We value the unique contribution each member of staff makes to our learning community.

If you would like to apply for this post, please complete the attached application and write a supporting statement on the following:

- Why you want to apply for this post
- Your relevant experience and skills that make you a suitable candidate

Your statement should be no more than 2 sides of A4 (font size 12). If you have any queries about any aspect of the post, please do not hesitate to contact Sue Williams, HR Officer on 01226 762114 ext 1022 or swilliams@penistone-gs.uk

Yours sincerely

Mr Paul Crook
Principal



The Quality in Careers Standard >>>>

Aim High



Be Determined



Be Brave



Be Supportive



Be Proud

Penistone Grammar School

We are a large and successful school with state-of-the-art facilities. The school comprises of 1900 students including 300 post 16 students. We are fully committed to meeting the needs of all our students and providing them with the very best teaching and learning. Students come to us from the small town of Penistone and from the surrounding villages. We also take students from further afield and we are over-subscribed. Our intake is genuinely comprehensive although we have retained Grammar School in our name to maintain the link with our history.

As the Principal, I am very excited about our future plans and as a staff we are working hard to make the most of our building to ensure that we can provide fantastic new and exciting learning opportunities. We already share our best practice with other schools. Our ICT infrastructure is first class and the strategic development of ICT is central to the learning and teaching agenda for the school. This is a major focus of the Continuous Professional Development (CPD) programme to make sure that our staff have the skills to deliver new courses and to deliver learning in new and innovative ways. We are focussed on developing our students' ability to learn how to learn and we respond in a structured way to the individual needs of learners. Within this context we are always exploring new approaches to learning for both students and staff. At PGS we are researching and developing the very best pedagogical practice to ensure that Penistone is a flagship for innovation and creativity.

We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects; we are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 10% for performance nationally (according to DFE Figures) and over 98% of all students gaining entrance to their university of choice in 2023.

Our school culture is built around our 5 Core Values: Aim High, Be Brave, Be Determined, Be Proud and Be Supportive. We are also extremely proud of our Values Driven approach. Our last Ofsted inspection was very positive, confirming that we are securely 'good' in every category with many outstanding features.

We have a great deal to offer, we are a happy educational community where the quality of relationships is of paramount importance for both our students and staff. You will be part of an excellent staff team whose aim is to deliver the highest quality learning opportunities for our students and to ensure that they achieve at the highest possible level. We will support your professional development and work with you in the achievement of your professional objectives.

You will work hard if you join us, but the rewards will be great. We hope you are creative, energetic, skilled, knowledgeable and innovative. We hope you will help us to take our school forward to become truly outstanding in every respect.

We look forward to receiving your application and thank you for the interest you have shown.



Learning Support Assistants: HeartSpace and SEND Teams

It takes a whole team to make our school a safe and happy place for our students to learn and we are looking to recruit proactive and innovative people to join our associate staff team, who have the enthusiasm, drive and determination to make a difference in the life of our students.

Contract: **Permanent**
Hours: **Full Time: 35 hours per week, 39 weeks term time.**
Salary Range: **Grade 4 Points 7 – 11, (£22369 to £24054 per annum)**
Actual Salary: **£18067 - £19362 per annum**

Penistone Grammar School has vacancies for Learning Support Assistants with the enthusiasm and drive to join our SEND provisions within either our specialist provision in HeartSpace or within our mainstream SEND team. You will be a Learning Support Assistant who has the determination and enthusiasm to make a difference in the life of each and every student you work with. You will share our vision and will have the ability to inspire our young people to achieve more than they believe is possible.

LSA 1

Working with the SEND Mainstream Team, this post will support a student on a 1-1 basis.

LSA 2

Working with students with SEND needs in HeartSpace. The HeartSpace at Penistone Grammar School is a bespoke provision for students who have an EHCP with specific needs, that require additional support in both mainstream and HeartSpace lessons. The LSA role includes supporting students in mainstream lessons so they can access the content of the lesson and provide scaffolding so they can achieve their potential. The LSA is also the key worker for multiple students and will be responsible for weekly communications with parents/carers. They will work alongside the Year group teachers to track and review EHCP outcomes as well as deliver interventions related to their EHCP outcomes.

It would be advantageous for candidates to have some experience of working with young people with SEND needs.

Please clearly indicate on the application form which post(s) you are applying for.

About our school:

Our school culture is built around our 5 Core Values: Aim High, Be Brave, Be Determined, Be Proud and Be Supportive. We are also extremely proud of our Values Driven approach. We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects and are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 10% in the country for the last 3 years of validated outcomes, and over 98% of students gaining entrance to their preferred choice of university in 2023.

We are committed to professional development for all staff, regardless of role. We have an innovative staff development programme, which truly empowers teachers to take control of their own professional development through a supportive peer-coaching model. Regardless of what point you are at in your career and whatever your aspirations may be, Penistone Grammar School can support you to achieve them.

As a school, we pride ourselves on innovative practice, consistently high standards of teaching and learning, and a commitment to the success of all students, both academically and pastorally. If you share our vision, we want you to be part of our team.

Who can I speak to for more information?

For an application form and pack please contact our Recruitment Partner, Adele Hall at Hays Education on 01142721470 or email adele.hall@hays.com Further information can be found on www.hays.co.uk/jobs/penistone-grammar-school or <https://penistone-gs.uk/current-vacancies>.

The closing date for receipt of completed application forms is **Monday 11 October at 10.00am**.



Job Title	Learning Support Assistant
Responsible to	Learning Support Team Coordinator
Responsible for	(Not Applicable)
Grade	Grade 4
Purpose of the Role	To support students for whom special educational needs and disabilities are a barrier to learning to secure good and outstanding outcomes across the curriculum in line with agreed Individual Education Plans.

The following information is provided to assist staff joining the school to understand and appreciate the work, content of the post and role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

CONTEXT

Working as a Learning Support Assistant (LSA) within the SEND Team (currently comprising of a SENDCo, Learning Support Team Coordinator and 10 Learning Support Assistants) and under the direction of the Learning Support Team Coordinator, the Learning Support Assistant will work with students with a variety of special educational needs and disabilities which may include emotional and behavioural, physical, learning, medical and communication difficulties. This will be both in the mainstream school setting and with small groups of students.

MAIN DUTIES

ORGANISATION

1. To implement predetermined teaching and other support programmes.
2. To use a variety of communication aids.
3. To provide general subject support for individual students.
4. To support pupils with medical conditions and physical disabilities.
5. To provide support for those students with emotional and behavioural problems.
6. To encouraging independence.
7. To assist with pupil first aid and welfare and liaising with parents and staff as required.
8. To organise work and support students who are working towards ASDAN (or similar) qualifications.
9. To organise the work of students for displays.
10. To assisting Learning Mentors as and when required.
11. To support those students who are being reintegrated back into mainstream lessons following absence or intervention.
12. To contribute to the development of Individual Education Plans.
13. To communicate with other colleagues, parents and external agencies as directed and within the context and scope of the role.
14. To contribute to the preparation of information for annual reviews.
15. To assist in arrangements for and attend school visits and events.
16. To attend and contribute to meetings.

ADMINISTRATION

1. To provide general clerical and administration support, for example, photocopying, filing, faxing, completing standard forms and responding to routine correspondence.
2. To maintain manual and computerised records and management information systems.
3. To produce lists and information and input data as required.
4. To undertake word processing and other IT based tasks.
5. To maintain, collate and contribute to student reports.
6. To assist the SENCO in administrative tasks as directed.



MAIN DUTIES

RESOURCES

1. To operate relevant equipment and/or ICT packages, for example, Microsoft Office Word, Excel, Outlook and Bromcom.
2. To maintain stock and supplies, cataloguing and distributing as required.
3. To provide general advice and guidance to staff, students and others within the scope and responsibility of the post.
4. To undertake general financial administration, for example, processing orders.

GENERAL INFORMATION

1. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
2. To promote actively the school's policies.
3. To actively promote and undertake personal professional development and contribute to the professional development of colleagues.
4. To participate within the school's process for appraisal and performance management.
5. To comply with the school's Health and Safety Policy and undertake risk assessments as necessary.
6. To comply with the school's procedures concerning safeguarding.

OTHER POINTS OF NOTE

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description on a short-term basis.
- Employees are expected to maintain a standard of business dress conducive to their position as a professional and in setting an example to students. This may include the wearing of a uniform and/or personal protective equipment.

REVIEW ARRANGEMENTS

The details within this job description were reviewed on **1 September 2022** and will be reviewed annually as part of the appraisal process.



Job Title	Learning Support Assistant
Responsible to	Learning Support Team Coordinator
Responsible for	(Not Applicable)
Grade	Grade 4
Purpose of the Role	To support students for whom special educational needs and disabilities are a barrier to learning to secure good and outstanding outcomes across the curriculum in line with agreed Individual Education Plans.

SKILLS AND ABILITIES	Essential	Desirable
Ability to communicate at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to be patient	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to relate to young people	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The ability to effectively use a variety of ICT packages including Microsoft Word, Excel and Outlook	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To be confident working with students in a classroom environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work under pressure and to meet deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confident using your own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confident working as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to understand school roles and responsibilities and your own position within these	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to identify own training and development needs and cooperate with means to address these	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE	Essential	Desirable
Experience within a similar environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of working with young people	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General clerical and administrative experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of identifying priorities and delivering results	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of working with a wide range of people	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EDUCATION, QUALIFICATIONS AND TRAINING	Essential	Desirable
4 GCSEs at grade A* to C (or equivalent)	<input checked="" type="checkbox"/>	<input type="checkbox"/>



EDUCATION, QUALIFICATIONS AND TRAINING	Essential	Desirable
An understanding of current national educational issues directly relating to the post	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to undertake further professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An appropriate, relevant qualification at grade/level 2 or 2 years relevant experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL FACTORS	Essential	Desirable
A commitment to the on-going development of Penistone Grammar School	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A willingness to share information and expertise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Honesty and reliability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A flexible approach to accommodate the changing needs of the ALC	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A positive attitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to delivering high standards of customer service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personally well presented	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A willingness to lead by example	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Learning Support Assistant Job Description

Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Learning Support Assistant
Responsible to	Leader of Learning Support
Responsible for	(Not Applicable)
Grade	Grade 4
Purpose of the Role	To support students who are part of The HeartSpace at Penistone Grammar School. Students for whom special educational needs and disabilities are a barrier to learning to secure good and outstanding outcomes across the curriculum in line with agreed EHCPs.

The following information is provided to assist staff joining the school to understand and appreciate the work, content of the post and role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

CONTEXT

Working as a Learning Support Assistant (LSA) within the HeartSpace at PGS and under the direction of the Leader of Learning Support, the Learning Support Assistant will work with students with a variety of special educational needs and disabilities which may include social, emotional and mental health; physical and sensory, learning and cognition or language and communication difficulties. This will be both in the mainstream school setting and with small groups of students.

MAIN DUTIES

ORGANISATION

1. To implement predetermined teaching and other support programmes.
2. To use a variety of communication aids.
3. To provide general subject support for individual students.
4. To support pupils with medical conditions and physical disabilities.
5. To provide support for those students with emotional and behavioural problems.
6. To encouraging independence.
7. To assist with pupil first aid and welfare and liaising with parents and staff as required.
8. To organise work and support students who are working towards ASDAN (or similar) qualifications.
9. To organise the work of students for displays.
10. To assisting Learning Mentors as and when required.
11. To support those students who are being reintegrated back into mainstream lessons following absence or intervention.
12. To contribute to the development of Individual Education Plans.
13. To communicate with other colleagues, parents and external agencies as directed and within the context and scope of the role.
14. To contribute to the preparation of information for annual reviews.
15. To assist in arrangements for and attend school visits and events.
16. To attend and contribute to meetings.

ADMINISTRATION

1. To provide general clerical and administration support, for example, photocopying, filing, faxing, completing standard forms and responding to routine correspondence.
2. To maintain manual and computerised records and management information systems.
3. To produce lists and information and input data as required.
4. To undertake word processing and other IT based tasks.
5. To maintain, collate and contribute to student reports.



MAIN DUTIES

6. To assist the SENDCO/ Head of Heart Space in administrative tasks as directed.

RESOURCES

1. To operate relevant equipment and/or ICT packages, for example, Microsoft Office Word, Excel, Outlook and Bromcom.
2. To maintain stock and supplies, cataloguing and distributing as required.
3. To provide general advice and guidance to staff, students and others within the scope and responsibility of the post.
4. To undertake general financial administration, for example, processing orders.

GENERAL INFORMATION

1. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
2. To promote actively the school's policies.
3. To actively promote and undertake personal professional development and contribute to the professional development of colleagues.
4. To participate within the school's process for appraisal and performance management.
5. To comply with the school's Health and Safety Policy and undertake risk assessments as necessary.
6. To comply with the school's procedures concerning safeguarding.

OTHER POINTS OF NOTE

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description on a short-term basis.
- Employees are expected to maintain a standard of business dress conducive to their position as a professional and in setting an example to students. This may include the wearing of a uniform and/or personal protective equipment.

REVIEW ARRANGEMENTS

The details within this job description were reviewed in September **2022** and will be reviewed annually as part of the appraisal process.





Learning Support Assistant Person Specification

Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Learning Support Assistant
Responsible to	Leader of Learning Support
Responsible for	(Not Applicable)
Grade	Grade 4
Purpose of the Role	To support students who are part of The HeartSpace at Penistone Grammar School. Students for whom special educational needs and disabilities are a barrier to learning to secure good and outstanding outcomes across the curriculum in line with agreed Individual Education Plans.

SKILLS AND ABILITIES	Essential	Desirable
Ability to communicate at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to be patient	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to relate to young people	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The ability to effectively use a variety of ICT packages including Microsoft Word, Excel and Outlook	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To be confident working with students in a classroom environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work under pressure and to meet deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confident using your own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confident working as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to understand school roles and responsibilities and your own position within these	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to identify own training and development needs and cooperate with means to address these	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE	Essential	Desirable
Experience within a similar environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of working within a primary school setting		<input checked="" type="checkbox"/>
Experience of working with young people	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of creating and maintaining displays		<input checked="" type="checkbox"/>
General clerical and administrative experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience of identifying priorities and delivering results	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of working with a wide range of people	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of children with SEND		<input checked="" type="checkbox"/>

EDUCATION, QUALIFICATIONS AND TRAINING	Essential	Desirable
4 GCSEs at grade A* to C (or equivalent)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An understanding of current national educational issues directly relating to the post	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to undertake further professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An appropriate, relevant qualification at grade/level 2 or relevant experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL FACTORS	Essential	Desirable
A commitment to the on-going development of Penistone Grammar School	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A willingness to share information and expertise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Honesty and reliability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A flexible approach to accommodate the changing needs of the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A positive attitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to delivering high standards of customer service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personally well presented	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A willingness to lead by example	<input checked="" type="checkbox"/>	<input type="checkbox"/>

