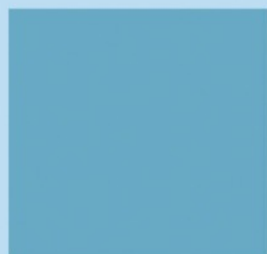




JARROW SCHOOL

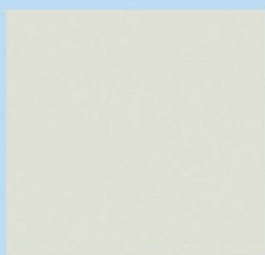


Excellence in
Education



Learning Support Centre

Assistant (Term Time Only)



Jarrow School, Field Terrace, Jarrow, NE32 5PR
Tel: 0191 4283200
www.jarrowschool.com

01. Jarrow School

Jarrow School is a forward-looking school which opened in September 2003 after secondary reorganisation in the town. Stemming from values blending tradition within a culture of innovation, Jarrow School offers an education characterised by breadth and depth, embracing the culture of change.

One of the real strengths of the school is its size. It is large enough to ensure a rich and diverse curriculum, yet small enough so that every student is well known.

We encourage everyone in the organisation to do their best and to realise their potential. We believe that an open mind, independence of thought and wide opportunity will together enable our students, the citizens of tomorrow, to make well-informed judgements throughout life.

Our curriculum is exciting and challenging. We aim for the highest standards in all curriculum areas and the range of extra-curricular opportunities is wide. We also encourage visits to places of educational interest and in recent times students have enjoyed trips to London, France, Austria and Italy.

Jarrow School is a safe and caring place to be. Our teaching and support staff ensure that teaching and the day to day care of our students is first class. We maintained our 'Good' judgement in our most recent inspection (June 2022).

Inspectors from Ofsted commented that: 'The behaviour and attitudes of pupils at the school is a strength. Pupils speak politely to one another, listen to staff and are welcoming to visitors to their school.' 'Pupils are encouraged to contribute to the school community. These opportunities help pupils develop a sense of pride in their school. They feel happy and safe.'



Situated close to the northern city of Newcastle Upon Tyne and the coastal resort town, South Shields there is easy access to the UK's motorway and rail networks and Newcastle airport is 14 miles away.

Lying adjacent to green fields, the school was entirely rebuilt as part of the BSF scheme in 2009 and the site is managed under a PFI contract. We have first class facilities in all areas including a community swimming pool.



02. Job Description

POST TITLE: **Learning Support Centre Assistant**
RESPONSIBLE TO: Deputy Head Teacher

Overall Objectives of the Post:

- Deliver and monitor an appropriate programme to students in the Learning Support Centre (LSC)
- Support all students referred to the LSC

Key Tasks of the Post:

- assist the LSC Manager in the running and co-ordination of the LSC.
- deputise for the LSC Manager when necessary.
- provide, where appropriate, one-to-one, group and in-class support for pupils in order to improve academic progress and learning in response to their individual needs.
- keep accurate and up to date records and report to teaching and pastoral staff as required.
- monitor the performance, attendance and behaviour (if appropriate) of students who have been in the LSC, support improvements in these areas and keep appropriate progress records.
- support pupils in the monitoring of their own progress and attainment.
- work in close collaboration with teaching staff to plan appropriate support for individual pupils in lessons when appropriate.
- communicate regularly with parents through meetings, correspondence and telephone calls.
- share communication regarding identified pupils with school/pastoral staff and other appropriate professionals e.g. learning support services, Educational Psychologists and Children's Services.
- work in partnership with appropriate agencies and support staff in a joint effort to help pupils and their families, and contribute to multi-agency assessments in respect of identified pupils as required.
- be responsible for your own administration and record keeping and for supporting the administrative systems in the school.

You will contribute to the school's overall achievement of its objectives. You will:

- comply with school and local authority policies and procedures relating to child protection, health and safety, data protection, equal opportunities, resource management and employment
- maintain school, student and staff confidentiality
- contribute to the overall ethos, aims and reputation of the school
- support the development of a Virtual Learning Environment, the Specialist College and other key priorities identified in the current School development plan



03.

Job Description Continued

- undertake training and development as required and use your own expertise to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

04. Person Specification

| | Essential | Desirable | Method of Assessment |
|-------------------------------------|---|---|--|
| Educational Attainment | <ul style="list-style-type: none"> ▪ Advanced level qualifications (or equivalent) | <ul style="list-style-type: none"> ▪ Higher education qualifications ▪ Teaching qualification | <ul style="list-style-type: none"> ▪ Application form ▪ Certificates |
| Work Experience | <ul style="list-style-type: none"> ▪ Experience of employment or voluntary work relevant to the education and inclusion of young people ▪ Work as part of a team | <ul style="list-style-type: none"> ▪ Experience of working with parents and public agencies ▪ Formal employment in education/youth work | <ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ References |
| Knowledge/ Skills/ Aptitudes | <ul style="list-style-type: none"> ▪ Excellent interpersonal skills ▪ Good communication involving oral, written and IT skills ▪ Ability to self motivate ▪ Knowledge of issues relating to social inclusion, behaviour management and raising achievement ▪ Ability to work independently and as part of a team | <ul style="list-style-type: none"> ▪ Skill in negotiating with teaching staff and external agencies | <ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ References |
| Disposition | <ul style="list-style-type: none"> ▪ Calm and able to work in busy environments and to short deadlines ▪ Patient and assertive ▪ Committed to the support and development of young people | <ul style="list-style-type: none"> ▪ Disposed to undertake professional development ▪ Good humour and common sense | <ul style="list-style-type: none"> ▪ Application form ▪ Interview |
| Circumstances | <ul style="list-style-type: none"> ▪ Able to be flexible in working patterns ▪ Enhanced DBS clearance ▪ Able to work with parents | | <ul style="list-style-type: none"> ▪ Application form ▪ Interview ▪ References ▪ DBS check |

05. How to Apply

How to Apply

Please submit the application form accompanied by a letter of application in which you should explain why you are applying for the job. Please indicate in this letter how you feel your experience, training and personal qualities match the requirements of the post.

Please do not hesitate to contact the school if you would like any further information or to arrange a visit.

Applications to be returned to Mr P. Atkinson by either email to: headspa@jarrowschool.com (please do not use any of the other email addresses that appear in our literature) or by hard copy to the address below:

Mr P. Atkinson
Head Teacher
Jarrow School
Field Terrace
Tyne and Wear
NE32 5PR

Closing date for receipt of applications for this post:

Noon on Monday 10 March 2025

Jarrow School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment and an Enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant pre-employment checks. In line with the guidance in Keeping Children Safe in Education, we may also carry out an online search as part of our due diligence on shortlisted candidates.