

THE HOLT SCHOOL

Holt Lane
Wokingham
RG41 1EE



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Learning Support Assistants

Required: September 2023

16.5-27.5 hours per week

(Flexible to suite candidate 3-5 days per week)

Hours of work: Term time only 9:00 am to 3:30 pm.

Rate of pay: Grade 3 SCP 5-6

£11.18 - £11.39 per hour £21,575-£21,968FTE

(actual salary £8,028-£13,624pa)

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, which converted to academy status in July 2011. The school was judged 'outstanding' by Ofsted in March 2023; there are 1414 students on roll (222 in the Sixth Form).

A Learning Support Assistant is required to support students with a range of learning difficulties in mainstream classes and on a 1:1 basis in order that they achieve their full potential.

You will have a good standard of education including grade C GCSE or equivalent maths, English and science. You will be a good team player with excellent communication and interpersonal skills. Further training will be provided including funded ELSA training.

This post would offer a great opportunity for a graduate planning to apply for teaching in the future.

Application forms and further information are available to download from the school [website](#). Please note that CVs will not be accepted.

Prospective applicants are welcome to telephone Mrs Elizabeth Griffiths (SENCO) for more information about this post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure and Barring Service Check.

We would encourage you to apply early as applications will be reviewed as they are received and interviews arranged accordingly.

THE HOLT SCHOOL JOB DESCRIPTION



Job Title: Learning Support Assistant	Name:
Reports to: SENCO	Reviewed: May 2023
Grade/Pay Scale: 3	Hours of work: Flexible
Employment Status: Permanent	

Job Purpose:

To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupils achievement.

Departmental/Team Purpose:

The purpose of the school is to meet the educational needs of children and young people within the local community

Organisation Chart:

SENCO

HLTA

LSS

LSA

Summary of Main Contacts: Teachers, pupils, parents, other school staff and professionals.

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities:

1. Liaise with class teacher/SEN Coordinator on a daily basis to discuss class tasks and enable pupils to become independent learners within their own ability and assisting the teacher with social skills.
2. Attend departmental training and relevant whole school meetings.
3. Regularly report back to the teacher on pupil's progress and areas of concern.
4. Work with small groups or individual pupils, clarifying and explaining instructions, ensuring that pupils are able to use equipment and materials whilst motivating pupils to complete work.
5. To aid the teacher in classroom discipline re-enforcing the teacher's standards of behaviour and tidiness within the classroom.
6. Accompanying groups or individuals around the school e.g. library and school educational trips (if applicable).
7. To work with the SEN co-ordinator and help deliver educational programmes, assist with the development of reading, writing, spelling and listening skills.
8. Preparation of classroom/educational materials and organise supplies of classroom/educational materials and work with small groups of pupils on ICT equipment and programmes.
9. Prepare class lists, worksheets and carry out general examination administration tasks and invigilation of examinations (if required).
10. Help and support pupils create displays etc. for open evenings.
11. To help with special occasions in the school's annual calendar (if applicable).

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteachers

Person Specification: LSA	Essential	Desirable
Education		
GCSE Maths, English and Science or equivalent	✓	
A Levels or equivalent		✓

Skills		
Patient Calm and able to work under pressure	✓	
Initiative – be able to think on your feet	✓	
Ability to motivate and encourage	✓	
Good communication – orally and written	✓	
Good IT skills		✓

Committed to:		
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Promoting and safeguarding the welfare of students	✓	
CPSD (continuing professional self-development)		✓

About the School

Thank you for your interest in applying for a post at The Holt School.

The Holt is an “Outstanding” (OFSTED March 2023) girls’ comprehensive school with an eight form entry in the main school and a co-educational sixth form making a total roll of 1281

The school, situated on the western side of the town, was founded in 1931 and whilst we are proud to uphold those traditional values by maintaining high standards of behaviour and expectations we have a modern outlook, we are ambitious and excited to embrace change.

As well as the broad and balanced curriculum, students at The Holt enjoy a rich and varied extra-curricular programme. We are very fortunate to have an extremely talented and hardworking staff all of whom are committed to providing the best possible education both in and outside of the classroom. Teaching and support staff give generously of their time to provide a wide range of enrichment activities. As a school with a global outlook, we actively encourage all our students to experience other cultures through exchanges, trips and expeditions. Relationships between staff and students are excellent and across the whole school community there is an atmosphere of mutual respect.

The school’s success is a reflection of the dedication of our staff as well as the hard work from our students. The examination results at GCSE and ‘A’ level are amongst the best in the county. Most students go on to take 10 GCSEs and 90% of students achieve 5 or more standard passes including English and Maths at grade 4. ‘A’ level results are excellent with 61% of entries achieving A*AB and 30% A*A.

The school operates a 50 period fortnight which enables us to provide a balanced curriculum in Key Stage 3 and to increase option choices in Key Stage 4.

We have 88 teachers (some part-time) and 50 support staff (administrators, technical support, technicians, cover supervisors, learning support assistants, site team and lunchtime supervisors).

There is an excellent programme of training and professional development in which all staff are encouraged to participate. There are also personalised CPD pathways including coaching and leadership training and pathways for middle and senior leaders.

Please contact us if you have any questions or to arrange a visit.

We look forward to hearing from you and to receiving your application.

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