



Our Ref: NM/LHH
February 2019

Learning Support Assistant

Dear Colleague

Thank you for your interest in the post of Learning Support Assistant Grade 2 at our fabulous, vibrant oversubscribed Worcester City school that opened its sixth form in September 2015.

This position, to commence as soon as possible is to be worked over 5 days Monday to Friday, 22 hours per week, term time only plus 4 teacher education days (TEDs). The salary is paid at Grade 2, points 14 to 17 plus special needs allowance (SNA), £9634-£10138 per annum (£18945 - £19936 full time equivalent).

Christopher Whitehead Language College is an 11-18 school 'in pursuit of excellence' in all areas of its community's life. Near to the cricket ground, on the west bank of the River Severn in Worcester, it is a larger than average, inclusive and community-focused comprehensive school with over 1400 students. The school was awarded International School status and became a phase two academy in July 2011, and judged to have "outstanding behaviour" in the last four inspections, including 2018. The school has 124 students on the AN register and 198 students on the SEN register, with currently the highest number of LAC, EAL children in the county and was re-awarded the prestigious Inclusion Quality Mark Centre of Excellence in June 2017. Our provision for AN, SEN and EAL has been described by the last four Ofsted inspections as 'outstanding' and we are the lead school for EAL in the county. In the last five years, the school has enjoyed a huge rise in popularity amongst the local community.

Please read the job description and person specification on the following pages as they are crucial in informing you of our requirements. As well as being experienced in working with young people in a school setting, it would also be beneficial for this post to have experience working with young people on the autistic spectrum and with visual impairments. You must be enthusiastic in your support of our hard working and successful school.

Please see our informative website www.christopherwhitehead.co.uk for further information and read the 'Privacy Notice for Job Applicants', which explains how we process and look after your personal data.

If you wish to apply, please complete the application form and self-disclosure form and submit by email only to recruitment@cwlc.email. **Please do not send a CV.**

The deadline for receipt of completed applications is 10.00am on Monday 25th February 2019 and interviews will be held on Monday 4th March 2019.

Please would you ensure you provide email addresses for your referees and perhaps alert them to this fact.

As I will only be contacting short-listed candidates, I would like to thank you for your time and effort, and if unsuccessful, wish you well in your future career.

I look forward to hearing from you.

Yours sincerely

Neil S Morris
Headteacher

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.

Job Description

Post Title:	Learning Support Assistant Grade 2
Terms & Tenure:	22 hours per week, 5 days per week, Grade TA2 (Pts 14-17) + SEN Allowance + TEDs
Line Manager:	Classroom teacher and SEN Coordinator
Staff Supervised:	None

Purpose of the Role

The support the classroom teacher with the development and education of students; to provide care and the supervision of students who experience learning, physical, social and emotional needs in the mainstream classroom; to utilise a good standard of practical knowledge and skills.

Responsibilities

All responsibilities will be under the direction of the education plan provided by the classroom teacher or SEN Coordinator.

- The supervision of the activities of individuals or groups of students to ensure their safety and facilitate their physical, social and emotional development.
- Use specialist skills to undertake those activities necessary to meet the physical, social and emotional needs of individuals and groups of students.
- Use specialist skills to foster the intellectual, emotional and social development of students.
- To undertake those activities necessary to meet the physical, social and emotional needs of individuals and groups of students, including those with special educational, physical and emotional needs.
- Undertake those activities necessary to foster the intellectual, emotional and social development of students.
- Within competence, to assist the teacher in the delivery of educational and developmental schemes of work.
- To monitor individual student's progress in relation to their achievements, learning targets and emotional development and report to classroom teacher and/or SEN Coordinator.
- Actively engage in the delivery of schemes of work in subject areas and support individuals and groups of students in the completion of tasks.
- To assist the teacher in maintaining a positive learning environment for all students.
- To assist the classroom teacher in the planning and modifying of schemes of work for individuals and groups of students.

Post Title:

Learning Support Assistant Grade 2 (*continued*)

General and review

To understand and be prepared to support the ethos of the school by:

- Promoting good relationships with students, parents, colleagues, governors, LA and agency staff and visitors to the school;
- Promoting high standards of student behaviour inside the classroom and around the school generally, following the school's behaviour policy;
- Promoting high standards of personal presentation and conduct, including being punctual and using social network media appropriately;
- Completing training in the relevant areas to meet all safeguarding and health and safety standards as advised by CWLC and government policy.
- Being aware of all matters of health and safety related to the working environment.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate. It may be subject to change or modification at any time after consultation.

Christopher Whitehead Language College and Sixth Form has a strong commitment to achieving equality of opportunities in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Christopher Whitehead Language College and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

	Essential	Desirable	Method of Assessment
Qualifications and Training	3 GCSE / O Level including English and maths	Evidence of training in an educational, care or medical setting Training in first aid	Application form Certificates Application form
Experience and Knowledge	Experience of working with young people in a school setting	Experience as a carer working with adults or young people Experience as a play worker, play leader or child minder Experience of working with young people on the autistic spectrum Experience of working with young people with a visual impairment.	Application form Interview References Application process
Skills and abilities	<p>Knowledge/ awareness of effective strategies for working with young people on the autistic spectrum</p> <p>Knowledge/ awareness of effective strategies for working with young people with a visual impairment.</p> <p>The ability to work unsupervised in delivering programmes of work</p> <p>Proven commitment to following established routines and practices</p> <p>Proven ability in benefiting from practical training and developing a range of specialist skills</p> <p>Ability to work supportively and collaboratively with staff and work as part of an effective team</p> <p>Good level of communication and literacy skills, including the proven ability to accurately record work</p>	Additional skills relevant and transferrable to an educational/ care setting.	Application form Interview References

Post Title:

Learning Support Assistant Grade 2 (*continued*)

<p>Skills and abilities (continued)</p>	<p>Good ICT skills and competencies</p> <p>Ability to support individual and small groups of students</p> <p>Ability to contribute to and adapt planning effectively to support and encourage access to the curriculum</p>		
<p>Professional knowledge and understanding</p>	<p>A clear understanding of the holistic nature of education and the pastoral and practical care required for students with SEN</p> <p>A proven commitment to multi-disciplinary working and the contribution of a team approach</p> <p>Clear understanding of, and good evidence of adhering to, the effective implementation of health, safety and safeguarding procedures</p> <p>An understanding of the concept of confidentiality within a professional setting, evidence of promoting and maintaining this</p>	<p>An awareness, understanding and commitment to the pursuit of equality and anti-oppressive practices</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
<p>Personal Qualities and Additional Factors</p>	<p>Self-motivated and hardworking</p> <p>Sense of humour</p> <p>Flexible, willing to adapt and responsive to individual needs</p> <p>Be realistic in approach</p> <p>Good interpersonal</p>		<p>Application form</p> <p>Interview</p> <p>References</p>