

St Philip Howard

CATHOLIC SCHOOL



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LEARNING SUPPORT ASSISTANT RECRUITMENT PACK



LEARNING SUPPORT ASSISTANT

Salary WSCC Grade 4, point 5 (£19,312 pro rata, equating to £14,092.54 actual, per annum)

32.5 hrs per week, term time only (inset days as required)

8.30am - 4.00pm Monday – Friday

We are looking to appoint an individual with a genuine passion for working with students with a range of special educational needs and disabilities. Our Learning Support Assistants work with young people in the classroom, in small groups and one-to-one interventions.

The school is an equal opportunity employer and supports the safeguarding and protection of children and individuals. This post is subject to a DBS Enhanced Disclosure.

HOW TO APPLY

Please complete the CES application form and email to Jacqui Inglis at jinglis@sphcs.co.uk or send to the school address.

Closing date for applications: 10am on Monday, 4 October 2021

Interviews: Tuesday, 12 October 2021

School tours on request



JOB DESCRIPTION: LEARNING SUPPORT ASSISTANT

Responsible for:	Committed and efficient classroom support of students with a wide range of learning, emotional, language and physical needs both in class, small group and one-to-one contexts
Reporting to:	SENDco
Consulting with:	Deputy SENDco All Inclusion staff Subject teachers Pastoral staff Learning Mentors
Current hours per week:	32.5
Current salary:	Grade 4

SPECIFIC DUTIES OF THE POST

- To create a mutually supportive relationship with all teaching staff in which effective planning to provide outstanding learning opportunities for our students.
- To supervise and assist individuals or small groups of students engaged in educational activities set by the teacher.
- To demonstrate a willingness to support students of all ages and stages across the full curriculum.
- To become closely acquainted with the students to whom they are allocated and become familiar with their strengths and weaknesses, and their personalised targets.
- Have an awareness of the needs of all students on the SEND and Inclusion registers.
- To maintain daily records of student engagement to include output of work, independence levels, appropriateness of resource, attitudinal approaches etc.
- To maintain a home/school liaison record if required.
- To supervise students at break times if required.
- To assist with the identification and assessment of students with Additional Educational Needs (AEN).
- To assist with the development and production of personalised targets, and their monitoring/evaluation.
- To assist with the collation of information as required.
- To assist SENDco with routine administrative tasks.

- To assist subject teachers with the preparation of structured learning materials that are accessible and visually stimulating.
- To assist with the differentiation of instructions and resources with guidance from the classroom teacher.
- To enable students to become more effective and independent learners through a range of different strategies.
- To assist in raising the self-esteem of students by taking an interest in their work and extra-curricular activities.
- To support subject teachers with the general management of students with difficulties with executive functioning
- To support teaching staff to comply with all school policies.
- To assist tutors and subject teachers in developing independent organisational skills in students on the inclusion and SEND registers (to include appropriate equipment)
- To implement structured behavioural management programmes under the direction of SENDco, teachers or outside agencies.
- To implement structured skills-based learning programmes under the direction of SENDco, teachers or outside agencies.
- To attend meetings with staff, parents and outside agencies as required.
- To attend training courses as required or necessary.
- To assist with the preparation of classroom displays.
- To provide First Aid support to the students and staff of the school in the absence of the school nurse or under her guidance at busy periods. Full training will be provided.
- To undertake any other reasonable duties commensurate with the grade as and when required by SLT
- To support the school directly and/or indirectly in the fulfilment of its Catholic mission, and to identify with our Catholic/Christian ethos and behavioural standards.

PERSON SPECIFICATION

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> • Good basic education to GCSE level (A-C / 9-4) in literacy and numeracy, or the equivalent • Ability to aid professional staff to achieve their objectives • Assist students on an individual basis, in small group and whole class work • Explain tasks simply and clearly and foster independence • Supervise students and adhere to defined behaviour management policies • Accept and respond to direction and supervision • Work with guidance but under limited supervision • Liaise and communicate effectively with others • Demonstrate good organisational skills • An ability to prioritise your workload and remain calm and efficient under pressure • Monitor, record and make basic assessments about individual progress • The ability to work well as part of a team and also on your own initiative • Be flexible, adaptable and versatile 	<ul style="list-style-type: none"> • A relevant qualification in childcare and/or education • Experience of working with children, perhaps as a parent or voluntary worker • A level of computer literacy is desirable
<ul style="list-style-type: none"> • Demonstrate commitment to continued professional development • Ethos commitment to promote safety and well-being of students • Uphold core values of the school 	

BOSCO CATHOLIC EDUCATION TRUST



St John Bosco, founded the Salesian Order in the 19th Century. He had a profound and compelling vision for education, reaching out to some of the most vulnerable, disaffected and uncared for children in Turin and surrounding areas. He provided them with faith, hope and love; giving them opportunities and a future that no one else had afforded them. Don Bosco spoke about the need for children to be 'known and loved'. The deanery schools chose Don Bosco as the patron of the multi-academy trust as it was felt he encapsulated all that we cherished in Catholic education, providing us with a model of leadership and education which would sustain and nourish us on the exciting journey ahead.

The Bosco Catholic Education Trust (BCET) opened in April 2017 with St Mary's and St Philip Howard Catholic School (SPH), Barnham. Annecy joined in February 2019 and St Joseph's in September 2020. SPH is an outstanding Catholic secondary school, a National Teaching School and has a proven track record of raising achievement through school to school partnerships. CEO of Bosco CET, Dave Carter, is a National Leader of Education and Headteacher of SPH.

As in other areas of the Diocese of Arundel & Brighton, Catholic schools are working collaboratively, cross-phase to develop an exciting vision for Catholic Education which is fit for the future. Within Sussex, there are 36 schools: 30 primary and 6 secondary. Over time it is anticipated that other schools within Sussex will join BCET, to help develop Catholic Education across the South Coast.