

Whitby Secondary Partnership



**Part-Time Learning Support Assistant
Whitby Secondary Partnership Federation
(Based at Caedmon College)
Fixed term post, until 31st August 2024
To start as soon as possible**

Recruitment Information Pack

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Caedmon College

Caedmon College Whitby is a comprehensive 11 to 18 College

The College combines strong academic achievement and excellent facilities with excellent pastoral care – the welfare and happiness of our students is a top priority. Students form enduring friendships at the College, fostered by the fantastic community spirit that is evident here. This, alongside the intellectual, physical and cultural interests that students develop provides them with skills for life.

LATEST OFSTED REPORT

Our most recent Department for Education Inspectorate (Ofsted) Report concluded that the College was 'A Good school'. Ofsted also commented that:

- The College “is effective in delivering outcomes that provide well for all its pupils’ needs. Pupils are well prepared for the next stage of their education, training or employment”.
- “Standards are rising and students are making good progress across the range of subjects.”
- “Teachers have good subject knowledge and set tasks which motivate students as well as preparing them for examinations. There are examples of outstanding teaching.”
- “Behaviour and safety are good because students demonstrate high levels of respect for their teachers and each other.”

Thank you for your interest, and we look forward to receiving your application.

Application Process

The closing date for all applications is **12 noon, Monday 9th October 2023**.

Interviews will be held as soon as possible after the closing date. We require the postholder to start as soon as possible.

Please apply online. If you need any assistance with your application, please email us at: NYES.Resourcing@northyorks.gov.uk

An email will be sent to shortlisted candidates with details of the interview process.

Queries

For queries or to arrange a call with the Head of School / SENCo, please contact:

Sarah.Hunter@northyorks.gov.uk or on 07816 251271.

We actively welcome you to contact us to chat through the role and talk informally about the school/post and how working here will make a real difference to the children and young people on the coast.

Job Description

Job Title: Learning Support Assistant

POST:	Learning Support Assistant
GRADE:	Grade C/D
RESPONSIBLE TO:	SENCo
RESPONSIBLE FOR:	None
POST REF:	JOB FAMILY: 7
JOB PURPOSE:	To work with teachers to support teaching and learning by working with individuals or small groups of students under the direction of teaching staff/the SENCo. To be responsible for some learning activities within the overall teaching plan, to support staff and students. May work in the classroom or appropriate location within the College, with access to support and guidance as required. The postholder may be asked to work across our Federation or in an area of our specialist provision, such as in our Alternative Provision facility, as directed by the SENCo.
JOB CONTEXT:	<p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	<ul style="list-style-type: none"> • Support pre-planned learning/behaviour activities as directed by the teacher • Using agreed, structured observation as directed by the class teacher to feedback on learning, behaviour, participation and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students

	<ul style="list-style-type: none"> • Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning • Assist teachers in the implementation of appropriate behaviour management and teaching & learning strategies • Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs • Assist in escorting and supervising pupils on educational visits and out of school activities • Undertake break supervision as required
Communication	<ul style="list-style-type: none"> • Under the general direction of the teacher, participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals • Communicate effectively with all pupils, families, carers and other agencies/professionals
Sharing Information	<ul style="list-style-type: none"> • Share information confidentially about pupils with teachers and other professionals, as required • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Participate in staff meetings as required
Safeguarding and Promoting the Welfare of Children & Young People	<ul style="list-style-type: none"> • Carry out tasks associated with pupil's personal hygiene and welfare, including personal intimate care, physical and medical needs, whilst encouraging independence • Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate
Administration/Other	<ul style="list-style-type: none"> • Assist the teacher and work as directed in preparation of the classroom and resources for planned work to take place • Undertake routine clerical duties as required • Support the use of ICT and adhere to relevant policies • Supervise and provide access arrangement for pupils sitting internal and external examinations and tests, ensuring that examinations comply with Examination Board Regulations • Participate in appraisal, training and other learning activities

Data Protection	<ul style="list-style-type: none"> To comply with the Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Health and Safety	<ul style="list-style-type: none"> Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure Work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	<ul style="list-style-type: none"> Promote inclusion and acceptance of all pupils Within own area of responsibility work in accordance with the aims of the Equality Policy, treating individuals with respect for their diversity, culture and values
Flexibility	<ul style="list-style-type: none"> North Yorkshire Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Council Policies and Procedures
Customer Service	<ul style="list-style-type: none"> The Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values
Date of Issue:	July 2023

WHITBY SECONDARY PARTNERSHIP FEDERATION

CAEDMON COLLEGE WHITBY - PERSON SPECIFICATION

JOB TITLE: LEARNING SUPPORT ASSISTANT

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none">• Good understanding of child/ young people's development and learning processes• Understanding of individual children and young people's needs• An understanding that children/Young people have differing needs and knowledge of inclusive practice	<ul style="list-style-type: none">• Knowledge of Behaviour Management techniques• Knowledge of Child Protection policies & Procedures• Knowledge of Health & Safety legislation• Knowledge of inclusive practice
Experience <ul style="list-style-type: none">• Appropriate experience working with children in an education setting	
Occupational Skills <ul style="list-style-type: none">• Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers• Behaviour management• Good reading, writing and numeracy skills	<ul style="list-style-type: none">• Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe
Qualifications <ul style="list-style-type: none">• Relevant NVQ Level 2 or equivalent	<ul style="list-style-type: none">• Appropriate first aid training• SEN-Support assistant related training
Personal Qualities <ul style="list-style-type: none">• Demonstrable interpersonal skills• Ability to work successfully in a team• Able to exercise judgement• Confidentiality• Flexibility	<ul style="list-style-type: none">• Creativity
Other Requirements <ul style="list-style-type: none">• Enhanced DBS clearance• To be committed to the school's policies and ethos• To be committed to Continuing Professional Development• Motivation to work with children and young people	

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| <ul style="list-style-type: none">• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours and attitudes• Ability to use authority and maintaining discipline• An empathy for equality & diversity• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post | |
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