

Learning Support Assistant

Salary - Scp 3-4 (£20,812- £21,189 per annum pro-rata)

Required April 2023



Birkdale
High
School



Aspire - Thrive - Succeed

INFORMATION PACK - GENERAL INFORMATION.

Birkdale High School is a successful, oversubscribed 11- 16 all-boys High School. There are currently 890 pupils on roll. The school is situated in Southport and is very accessible from Liverpool, Preston and West Lancashire.

We are specialists in the education of boys and firmly believe that this gives us the opportunity to create a unique environment that will enable all our boys to develop their full potential both academically and personally, free from many of the gender based prejudices that so often put pressure on young men. In an all-boys setting, they can mature at their own pace, supported and challenged by staff who are experts in teaching boys, and surrounded by peers to whom they can closely relate.

We are proud of our academic achievements and the examinations success of our boys over the years. These achievements would not be possible without our talented and dedicated staff, who work tirelessly to engage and challenge each and every student, or without the hard work of the boys and the support of their parents and carers.

We also have a sporting record that is second to none amongst the local schools, whether on the track, the field or the court. We regularly top the local league tables and enjoy success at regional and national level too.

We are, however, most proud of our students themselves and the ethos they embody: Aspire, Thrive, Succeed. I hope that as you browse through this welcome pack you start to get an idea of the many different ways in which our pupils exemplify this motto: through our student leadership team, the school council, peer mentors, sports leaders, charity fundraisers and countless other examples.

We are a school for all boys, regardless of their backgrounds, abilities or interests. There are many different ways to be a boy and we value and celebrate every one of them, so we can help each student to succeed and become the young man they aspire to be.



Values and Ethos

Our vision is driven by the strong moral imperative that it is our mission to provide all our boys with a first class education, outstanding outcomes and better life chances. We seek to challenge stereotypes, we are ambitious for every boy we teach and we want to see a society that benefits from the contributions of our well-educated, well-rounded and empowered young men.

We believe that every child, regardless of their background, should be able to fulfil their academic potential and go on to thrive amongst the demands and expectations of life in modern Britain and beyond. The school's motto is **“Aspire – Thrive – Succeed”** and underpins its ethos and approach.

We aim to engage, support, stretch and challenge all boys by providing them with a range of exciting opportunities; a varied and purposeful curriculum and a strong set of core values, demanding of all its students the highest standards in all they undertake whilst supporting them in the fulfilment of their personal and academic potential.

We strive to be an inclusive school, an outward facing centre of academic, professional and personal achievement, prepared to lead, learn from and collaborate with all available partners in the pursuit of excellence for our pupils and staff.



SEND Department

The SENDCO works alongside 11 Learning Support Assistants. One HLTA is the school's safeguarding and medical officer so has a reduced in-class support timetable. Six LSAs work with whole year groups to provide a link person to liaise with parents and Head of Year. These LSAs have really got to know the pupils they support in class and also offer some bespoke interventions for some of these students. We then have 4 LSAs who are employed on a temporary basis to work with specific children who are in receipt of High Needs Funding who require 1 to 1 support.

Aside from in-class support, we also offer a wide range of support outside of the classroom in order to support our boys' learning, social communication and mental health. The interventions & additional support strategies currently taking place are:

- Extra literacy in place of French lessons (3 lessons per fortnight) for year 7 and 8 pupils with the lowest reading age. During these lessons, year 7s do IDL (Indirect Dyslexia Learning which is a specific multi-sensory reading, spelling and grammar software), handwriting practice, individual and small group reading.
- Specific homework support after school - optional for all pupils but compulsory for those SEND students who need support.
- Specialist dyslexia tuition with an external tutor - 1 to 1 or 1 to 2 once a week for individuals in all year groups who require specialist literacy input.
- Specialist autism mentoring by OSSME (Autism Initiatives) - 1 to 1 once per fortnight for 8 of our students on the autistic spectrum.
- EAL support either in-house with one of our LSAs or external tutoring with a specialist tutor.
- LSAs arrange a check-in mentoring type session with some boys they support in class to ensure they are on track and organised for school or to chat about their well-being.



Job Description - Learning Support Assistant

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| Reporting to: | SENDSCO |
| Working time: | Term time only |
| Salary Grade: | £20,812 - £21,189 per annum pro rata (39 weeks, 37.5 hours per week) Working hours are negotiable. |
| DBS check: | Enhanced with barred list information and prohibition order checks |

Main purpose

- To support pupils within the classroom environment or provide targeted specialist 1 to 1 support for individuals and/or groups of pupils with a range of special educational needs including physical disabilities under the direction/instruction of teaching and/or senior staff, inclusive of physical, personal and general care and basic classroom management techniques.
- To support the school and the SENDSCO in securing a high quality of education for all learners.

In addition, you are required to undertake the following responsibilities, which may or may not be included above:

General responsibilities

- To support and promote the school's aims and objectives.
- To ensure a duty of care at all times to safeguard and promote the welfare of all students.
- To work within the school's Health and Safety policies to ensure a safe working environment for all students, staff and visitors.
- To work within the school's Equal Opportunities policies to promote equality of opportunities for all students and staff.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and courteous, positive relations with students, parents, colleagues and visitors.
- To actively support and promote positive professional and curriculum links across the school and with partner schools.
- To actively engage with the performance management process and continue with personal and professional development.
- To adhere to school policies and procedures as set out in the Staff Handbook and other documentation available.
- To adhere to and support as appropriate school and departmental procedures regarding assessment including preparation and entry for public examinations as specified by the boards.

Support for Pupils

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

Support for the Teacher

- Provide minimal clerical/administration support (eg photocopying, typing, filing etc).
- Assist with the display of pupils' work.
- Prepare classroom as directed for lessons and clear afterwards.
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested – may be deleted if not appropriate to school need.
- Manage pupil behaviour in line with school policy and ensure reports are made in agreed school format.
- Gather/report basic information from/to parents/carers as directed.

Support for the Curriculum

- Prepare and maintain equipment and resources as directed.
- Assist pupils in the use of appropriate resources within appropriate lesson plan.
- To attend meetings as directed in the school calendar.
- To participate in whole staff training and Continuing Professional Development.
- To attend meetings as directed in the school calendar.
- To work collaboratively with all colleagues.
- To encourage cultural, moral and spiritual growth, and the development of civic and social responsibilities amongst students in preparation for life in modern Britain.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

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| Support for the community | |
| <ul style="list-style-type: none">• To ensure effective communication/consultation as appropriate with the parents of students.• To contribute to and actively engage with the school liaison and marketing activities as appropriate.• To play a full part in the life of the school community and to encourage and ensure staff and students follow this example. | |
| Other Specific Duties: | |
| <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> | |
| <p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary/grade and job title.</p> | |
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| DATE: | March 2023 |

Person Specification - Learning Support Assistant

L - Letter, A – application, I – interview / D – Desirable, E – Essential

| Personal attributes/skills | | | L | A | I |
|-----------------------------------|--|---|---|---|---|
| Ethos | | | | | |
| 1 | Support for the aims and objectives of Birkdale High School | E | X | | X |
| 2 | A commitment to work and liaise with members of the school community | E | X | | X |
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| Qualifications/Training | | | | | |
| 3 | Grade C or above at Level 2 in Maths and English | E | | X | |
| 4 | Willingness to participate in relevant training and development opportunities | E | | | X |
| 5 | Willingness to undertake certificate in First Aid administration | E | | | X |
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| Experience | | | | | |
| 6 | Experience of working with and/or caring for children | E | X | X | |
| 7 | Experience working in a school context | D | X | X | |
| 8 | Experience of work on a 1:1 basis with a child with complex difficulties such as physical disabilities. | D | X | | X |
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| Knowledge and Skills | | | | | |
| 9 | Awareness and basic understanding of school curriculum | D | X | | X |
| 10 | Awareness of inclusion principles, especially within a school setting | D | X | | X |
| 11 | Understanding of basic technology – computer, photocopier | E | X | | |
| 12 | To have high expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements | E | X | | X |
| 13 | Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners | E | X | | X |
| 14 | Demonstrate and promote the positive values, attitudes and behaviour from pupils with whom they work | E | X | | X |
| 15 | Ability to work collaboratively with colleagues and carry out their role effectively, knowing when to seek help and advice | E | X | | X |
| 16 | Ability to liaise sensitively and effectively with parents and carers, recognising their role in pupils' learning | E | X | | X |
| 17 | Ability to improve their own practice through observations, evaluation and discussion with colleagues | E | X | | X |
| 18 | A commitment to providing extra curricular activities | E | X | | X |
| 19 | A commitment to safeguarding and the pastoral care and personal development of students | E | X | | X |

Summary

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| Role | Learning Support Assistant |
| Reporting to | Mrs Weir /Mrs Cassidy (SENDCO) |
| Start Date | March/April 2023 |
| Salary Grade | scp 3-4; £20,812 - £21,189 per annum pro-rata |
| Tour or discussion details | To arrange a tour or have a chat to Mrs Cassidy (SENDCO) please email kanslow@birkdalehigh.co.uk |
| Deadline for applications | Monday 27 March 2023 |
| Interview Dates | Friday 31 March 2023 |
| Type of School | Multi Academy Trust |
| Age Range | 11-16 (All boys) |
| Location | Southport, Sefton |
| Number of pupils | 890 |

It was a pleasure to be shown around your high school today. We were very impressed firstly by Mr Bourgade taking the time to show us around and making our son feel so welcomed and calm. The school has a wonderful calm and caring feel and we were so happy with the subjects on offer, the hub, staffing and how well the school has adjusted during covid. It was a big step bringing our son today and he came away so happy about Birkdale High and not at all anxious. He skipped into primary telling his teacher all about his amazing time at Birkdale High.

A parent of a y6 pupil

