Farlingaye HIGH SCHOOL

Headteacher: Dr A Sievewright

A member of the EAST ANGLIAN SCHOOLS TRUST



Learning Support Assistants

Information for Applicants

January 2023

The Support Staff

The support staff at Farlingaye High School consists of hard working and friendly individuals who support the work of the school. We work well together as a team, supporting each other through our job roles.

Farlingaye is a thriving school of over 1900 students, we are part of East Anglian Schools Trust (EAST) alongside Kesgrave High School, Bungay High School and Castle East School. We are passionate about learning and student achievement and our support staff play an integral role in the process of improving standards. Our most recent Ofsted report graded us “Good with Outstanding” features.

We are committed to providing excellent staff opportunities through developing and promoting our staff and offering an excellent CPD and support programme for new staff. We are also extremely pleased to have launched our own teacher training provider: EAST SCITT. This allows us to award QTS and also QTS + PGCE Programmes within both Primary and Secondary schools.

Colleagues work together well at faculty and school level and enjoy a high level of personal and professional support. Visitors often comment on the positive and friendly atmosphere in the school and on the hard work of staff. We strive to help students to maximise their full potential and take pride in the progress the school continues to make.

If you feel that Farlingaye is a school where you could make a contribution, we will be delighted to receive your application. If you would like to discuss the job role further, please contact either our SENCO Julie Moore via email: jmoore@farlingaye.suffolk.sch.uk or me via email: hr@farlingaye.suffolk.sch.uk

Linda Marsh
HR Manager

Learning Support Faculty

The Learning Support Faculty at Farlingaye High School consists of a team of High Level Teaching Assistants and Learning Support Assistants, who work with students both in small groups and in mainstream classrooms.

We have a wide variety of students with special educational needs, ranging from communication and interaction, cognition and learning, social, emotional and mental health and various physical needs. There are currently 49 students with educational healthcare plans and over 192 on the school's SEN Register. The work of the Learning Support Faculty in the school is co-ordinated by the SENCO, Julie Moore.

Our policy is that students with special educational needs should be as integrated as possible into the life of the school. The Learning Support Assistants have an important role to play in this since much of their work is based in mainstream classrooms, however they are also expected to work with students on an individual or small group basis, and for some of the time with students with complex physical needs who require one-to-one support. They work with all years from Year 7 through to Sixth Form – Year 13 and in a variety of subjects across the whole school curriculum base, liaising with mainstream teaching staff to meet the needs of the students.

Learning Support Assistants are expected to be flexible, show initiative and, most importantly, be able to form good working relationships with staff and students whilst being careful to encourage independence. It is essential that you feel as comfortable working with our younger students as with our older ones in their GCSE and 'A' level classes.

All Support Assistants act as a lead LSA for 3 or 4 students. They maintain the graduated support plans of the students and are able to work on the targets in lessons, recording progress in the student's folder.

Short team meetings are held twice weekly to discuss the needs of the students and any problems that may have arisen. Staff training is also carried out through the school CPD programme.

Learning Support Assistants play an essential role in the education of our students with special educational needs and their work is valued in the school as a whole.

Due to the complexity of timetabling our Learning Support Assistants across the full range of our students, we are ideally looking for applicants who will be able to work 30 hours per week. However, we would consider requests to work either 18 hours or 24 hours. Please state the number of hours that you are able to work in your supporting statement.

This role is required as soon as possible.

Learning Support Faculty

Learning Support Assistant

Farlingaye High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. DBS checks required for all posts.

SALARY: Grade 3, SCP 4 – £8,749.81 up to £14,583.02 (FTE £21,189)

HOURS: Between 18 and 30 hours per week, 39 weeks per year
Approximately 8.45 am to 3.30 pm – 6 hours per day

CONTRACT STATUS: Permanent

ACCOUNTABLE TO: SENCO (Special Educational Needs Co-ordinator)

PURPOSE OF THE POST: To assist in promoting the learning and personal development of students, to enable them to make the best use of the educational opportunities available to them

GENERAL COMMENT

Required to start as soon as possible. We are looking to appoint additional Learning Support Assistants to join our vibrant and driven Learning Support Team. The successful candidates will ideally have experience of working with students, although this is not essential. The ability to relate to young people is essential.

It is also essential to be a team-player but also able to work with minimum supervision, knowing when to seek support and advice. You will need to be calm, patient and firm, with an ability to empathise with students who have difficulties with communication and social skills. Have a flexible approach to all aspects of the job role and the ability to cope with a wide range of tasks. You will need to have good communication skills and be able to foster good working relationships with students and colleagues. A sense of humour is a serious advantage. You must be able to handle sensitive information confidentially.

The successful applicant is required to have a good working knowledge of Microsoft products and have English and Maths GCSE Grade C or above. A Levels (or equivalent) are desirable.

Please state how many hours per week you are able to work in your supporting statement. We would consider requests to work either 18, 24 or 30 hours per week.

18 hours per week, 39 weeks per year - £8,749.81per annum
24 hours per week, 39 weeks per year - £11,666.41 per annum
30 hours per week, 39 weeks per year - £14,583.02 per annum

JOB DESCRIPTION

- Act as lead LSA for identified students.
- Work with students with Special Educational Needs and physical disabilities, as well as other SEND students as required.
- Support teaching staff by working with the students on individual programmes, working within the classroom setting or in small groups as required by the activity.
- Clarify and explain instructions, ensuring that this is adapted to meet the needs of the student.

- Ensure the student is able to use tools, equipment and materials provided, including ICT applications to support learning.
- Motivating and encouraging the student as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to student's needs.
- Assist in weaker areas e.g speech and language, reading, spelling, numeracy, handwriting/presentation etc.
- Undertake a range of routine tasks, eg listening to reading, note taking, social skills support, etc.
- Using praise, commentary and assistance to encourage the student to concentrate and stay on task.
- Develop a positive and supportive relationship with students. Be aware of and support difference, ensuring that students have equality of access to opportunities to learn and develop.
- Support with audits and feedback on student progress through a range of methods as directed by the SENCO.
- As appropriate, look after student if sick/upset and attend to physical needs.
- Manual handling training may need to be undertaken to assist in helping a student into/out of wheelchair, also for toileting and personal care etc.
- Provide support for the teacher during lessons
- Assist with information gathering and differentiating resources as appropriate
- Ability to recognise and resolve problems or know when to refer these to line manager
- Maintain records of student needs and progress in red folders.
- Provide information to colleagues in relation to students' behaviour, activities and general progress.
- Assist teaching staff to ensure that the aims and objectives of the school are achieved
- Accompany students on educational visits.
- Run interventions for individuals or small groups of students
- Establish constructive relationships with parents/carers.
- Maintain confidentiality.
- Undertake tasks to support the curriculum and assist with events organised as part of the curriculum.
- Support implementation of Government initiatives under the direction of the teacher
- Be aware of and follow school Safeguarding procedures.
- Attend and contribute to appropriate review meetings, if required by the Headteacher.

This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised. The duties and responsibilities of this post may change from time to time and the post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Headteacher.

Similarly, the duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. When necessary, appropriate training will be given to enable the post holder to undertake new/varied work

PERSON SPECIFICATION

	Essential	Desirable
Education & Qualifications	GCSE Grade C or above in English and Maths or equivalent	European Computer Driving License (ECDL) or equivalent.
Relevant Experience	Demonstrable experience in providing support to young people or young adults through a range of methods. Experience of encouraging students to participate in or complete tasks	Previous experience of working as a Learning Support Assistant or Teaching Assistant Broad awareness and understanding of medical conditions such as asthma, epilepsy etc.
Knowledge & Skills	Good working knowledge of Microsoft packages, e.g. Word, Excel, PowerPoint, Publisher, Outlook etc. Knowledge and use of crafting equipment: use of guillotine, craft knives, glue guns etc. Knows how to maintain accurate records; maintaining confidentiality at all times. Demonstrates an understanding of confidentiality and data protection requirements in the workplace. Works on own initiative. Research and problem solving skills to deal with queries and issues.	Experience of SIMS Knowledge of school policies and procedures Knowledge of own and others responsibilities for health and safety.
Interpersonal & Communication Skills	Good verbal and written communications skills. Able to communicate effectively with students and colleagues Works effectively as a member of a team, supporting team members and demonstrating a flexible approach. Demonstrates a positive attitude, commitment and enthusiasm thereby creating a positive learning environment. Ability to be calm whilst responding to challenging situations. Able to be empathetic and a good role model Sensitivity to students' and other people's needs	Ability to contribute to the delivery of continuous improvement.
Additional Requirements	Willingness to learn relevant procedures and systems.	

APPLICATION PROCESS:

If you are interested in this post, please apply using our on-line application process which can be found on the school's website www.farlingaye.suffolk.sch.uk under 'Join FHS'. Applications should be submitted as soon as possible but by **12.00 Noon on Tuesday, 31st January 2023** at the latest. However, please be aware that as we have more than one position available, we will hold interviews when we have received enough applications from suitably qualified applicants.

As part of the on-line application process you will need to confirm your email address and then complete a series of standard application form questions. In addition, you are required to submit a supporting statement/cover letter. Please be aware that the information in your supporting statement along with your application form will be used to shortlist applicants for the role and therefore it is **very important** that you provide enough detail to give a full picture of your skills and experience and how they meet the specific needs of the role.

Our on-line process allows you to save and return to your application if you are unable to complete all the questions at one time.

If you require any further information regarding the job role or application process, please contact Linda Marsh, HR Manager via email hr@farlingaye.suffolk.sch.uk. Any specific questions about the role can be sent to jmoore@farlingaye.suffolk.sch.uk

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. This Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. Enhanced DBS checks are required for all posts.

CHILD PROTECTION POLICY

At all times the Headteacher and governing body will ensure that safe recruitment practices are followed. At Farlingaye High School we require evidence of identity and original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the content of the on-line application form during the interview if we are unclear about them, we will undertake enhanced Disclosure & Barring Checks (DBS) and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

INTERVIEW PROCESS

The purpose of the interview is to assess your suitability for the above post and give both the panel and yourself an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information that you have provided via the on-line application form and accompanying information. The interview will assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Please note that current or previous employers will be contacted as part of the verification process. We require two work-related referees to be listed on your on-line application form and we will contact those referees before interviewing.