



Caistor Grammar School

Job description: **Learning Support Assistant**

Caistor Grammar School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

**Job details**

**Salary:** £17,023 - £17,646pa (actual) NJC2-NJC4  
**Hours:** 36 hours 15 minutes per week across 5 days fixed, during term-time (8.30am – 4:15pm, with 30 mins for lunch) plus two INSET days  
**Contract type:** one-year fixed contract until 31<sup>st</sup> August 2024  
**Reporting to:** Special Educational Needs Co-Ordinator  
**Start date:** September 1, 2023

**Main purpose**

The Teaching Assistant will:

- Give 1-to-1 support to students in lessons as directed by the SENCO, so they can access the curriculum, take part in learning and experience a sense of achievement.
- Work with the SENCO to raise the learning and attainment of SEND students
- Promote students' independence, self-esteem and social inclusion as directed by the SENCO
- Give 1-to-1 support to students at break and lunchtimes, as directed by the SENCO
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.

**Duties and responsibilities**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teachers
- Support the student by maintaining good order and discipline, managing their behaviour effectively to ensure a good and safe learning environment
- Use ICT skills to advance students' learning
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress
- Communicate effectively with other staff members, professionals, and parents/carers under the direction of the SENCO
- Make a positive contribution to the wider life and ethos of the school, supporting our vision and values
- Promote the safety and wellbeing of students, and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and our school's Child Protection Policy
- Complete relevant professional development to improve effectiveness
- Attend CPD to improve performance in the role

Caistor Grammar School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post will be subject to an enhanced disclosure.



- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality
  - Demonstrate positive attitudes, values, and behaviours to develop and sustain effective relationships with the school community
  - Respect individual differences and cultural diversity
  - Undertake any other additional duties as directed by the SENCO
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- Deadline for applications: **12pm Friday 14<sup>th</sup> April**
  - Interviews: **TBC**
  - Email: [Charlie.coulston@caistorgrammar.com](mailto:Charlie.coulston@caistorgrammar.com) with your application. You must complete a **non-teaching staff application form** to apply for this role. [\[link\]](#) Your application cannot be considered if you do not complete the school form.
  - We reserve the right to interview before the deadline date, if appropriate



## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>➤ GCSEs at grades 9 to 4 (A* to C) including English and Maths</li><li>➤ Experience of working with children and, if possible, working with children with autism/ sensory processing issues</li><li>➤ Experience of planning and leading teaching and learning activities (under supervision) would be desirable.</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>➤ Ability to build effective working relationships with students and adults</li><li>➤ Skills and expertise in understanding the needs of all students would be useful</li><li>➤ Knowledge of how to help adapt and deliver support to meet individual needs, ideally with autistic children</li><li>➤ Knowledge of Social, Emotional and Mental Health</li><li>➤ Active verbal and listening skills</li><li>➤ Knowledge of guidance and requirements around safeguarding children</li><li>➤ Good literacy and numeracy skills</li><li>➤ Good organisational skills</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>➤ Enjoyment of working with children with SEN, and children in general</li><li>➤ Sensitivity and understanding, to help build good relationships with students</li><li>➤ A commitment to getting the best outcomes for all students and promoting the ethos and values of the school</li><li>➤ Commitment to maintaining confidentiality at all times</li><li>➤ Commitment to safeguarding students' wellbeing and equality</li><li>➤ Commitment to career development and broadening own skills</li></ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact the Headteacher's PA Charlie Coulston [Charlie.coulston@caistorgrammar.com](mailto:Charlie.coulston@caistorgrammar.com) to arrange a discussion with the hiring line manager

We reserve the right to interview before the deadline date, if appropriate.