Learning Support Assistant Application Pack

The next exciting chapter of your career starts here.

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Achieve | Belong | Participate

COURT FIELDS SCHOOL

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Ofsted Good Provider

I have been overwhelmed with the support everyone gives each other at CFS. The staff and Leadership Team are fantastic. ***(Staff Feedback 2023)***

Court Fields is a happy and welcoming school.

Pupils feel proud to attend.

Leaders have created a culture where hard work is expected.

Leaders offer high-quality professional development to staff, communicate effectively with them, and prioritise their wellbeing. As a result, staff morale is high. ***(Ofsted 2023)***

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Information Regarding the Role

Court Fields School employment opportunity:

Learning Support Assistant

Starting from 4th September 2023 Fixed term for 12 months
32.5 hours per week (part-time or job-share considered)
Monday to Friday, 8.15am-3.15pm, with 30 minutes unpaid break per day.
Term time, plus three Inset days (38 weeks)
Grade 14 (£21,189—£21,968 FTE) or above,
Dependent on qualifications and experience

Actual starting salary £15,461 (£10.98 per hour)

Closing date for applications:
9am on Friday 16th June 2023
Provisional Interview date: Wednesday 21st June 2023

As part of our ongoing school improvement strategy, and due to our increasing student numbers, with our Year 7 cohort for September 2023 being significantly oversubscribed, we are looking to expand our staff team at Court Fields School. We are seeking to appoint an exceptional and inspiring Learning Support Assistant at this exciting time.

As a Learning Support Assistant, you will be working with SEN students including those with an EHCP helping them to progress, achieve their targets and participate in the wider life of the school.

We are seeking individuals with an enthusiastic approach to learning, who believe they can make a difference to children who have additional needs. Our ideal candidate will be able to inspire those around those around them to be ambitious, and use their full potential.

You will be joining an ambitious, committed and hardworking team of staff who offer amazing support, both in an academic and pastoral sense and are relentless in their drive to make a genuine difference to and lasting impact on our young people, families and the wider community. Court Fields has been rated as a ‘Good’ school at a recent ‘Ofsted’ inspection where ‘staff morale is high’ and ‘pupils enjoy good relationships with staff.’

Information Regarding the Role (continued)

Court Fields' staff and students are committed to our school, where every child, regardless of background, achieves well, feels they belong to our community and fully participates in school life, to develop character and the resilience to succeed. We are determined to continue to make a positive difference as a central part of our thriving local community, and to build on the significant development of the last few years. We are also part of the thriving Castle Partnership Trust, which includes three schools in our Wellington Hub, and the Castle School in Taunton.

What you can expect from us:

- Fabulous students who are motivated, interested, keen to learn and enthusiastic.
- A trusting partnership with supportive parents.
- An outstanding ethos where students achieve, have a strong sense of belonging and participate in learning, enrichment and the community.
- A comprehensive induction process, tailored to your role and previous experience.
- A structured programme of targeted, whole school or bespoke professional development, including leadership development.
- A high quality curriculum, developed across our Trust, with a commitment to a programme of school improvement.
- A range of development opportunities for career progression within the Trust.
- Opportunities to work with and in other schools.
- Friendship, support and interaction with a vibrant and caring staff team with a commitment to improving children's lives.
- Strong leadership, a culture of high expectation and clarity of strategic school development.
- The chance to be part of a sustainable project, with a focus on high quality education, ambition for every child and supportive staff.

You will be joining an ambitious, committed and hardworking team of staff who offer amazing support, both in an academic and pastoral sense, and are relentless in their drive to make a genuine difference to and lasting impact on our young people, families and the wider community.

CVs are not accepted, please complete the application form in full.

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Job Description

The Trust's aims and values are fundamental and each member of staff will be expected to promote and develop these in all aspects of her/his work. All duties should be exercised in the context of these aims and values and in line with the Trust's policies.

The Conditions of Employment of Teachers (contained in the School Teachers' Pay & Conditions Document) and the Teachers' Standards Frameworks produced by the Teacher Training Agency form part of job descriptions for teachers.

In line with both the complex nature of the roles carried out and the priority placed on development and improvement in all aspects of our work, job descriptions are written in terms of outcomes rather than simply a list of specific tasks.

The postholder shall perform, in accordance with any directions, which may reasonably be given to her/him by the Headteacher from time to time, such particular duties as may reasonably be assigned to her/him.

The generic job description, which follows, outlines the main areas of responsibility. There will be particular areas of responsibility and accountability, which will be negotiated with the successful applicant based on his/her strengths and the needs of the Department.

Post Title: Learning Support Assistant

Reporting to: SEND Co-Ordinator (SENCo) & SEND Facilitator

Hours: 32.5 hours per week, fixed term for 12 months, term time plus three Inset days (38 weeks per year)

Salary Grade: 14 (Actual annual salary £15,461)

Main Purpose of the Job

To provide an outstanding learning environment for pupils and staff of The Court Fields School and supporting our mission "Every child achieves, belongs and participates". Facilitate our SEN pupils to make Good or better progress.

Job Description (continued)

JOB PURPOSE:

1. To support specific students with a range of special educational needs, including cognition & learning, communication & interaction needs and social, emotional & mental health difficulties as well as physical and sensory needs.

2. To assist in providing such students with the opportunity of a full educational experience.

3. To assist in the process of helping such students to fulfil their personal potential and make good or better progress

4. To ensure our SEN pupil Achieve, Belong and Participate in all aspects of the school

RESPONSIBILITIES:

1. To be aware of the specific difficulties and needs of the identified students,

Assisting in the implementation of Pupil Passports and Positive Handling Plans as appropriate.

2. To support the students in mainstream classes and other situations in school.

To support students during unstructured times, helping them to fully participate in activities and to play an active part in the life of the school, such as clubs and trips.

To support students in managing their behaviour and developing their social skills, thereby enabling them to access learning.

5. To deliver learning to individual students and small groups, following initial support and guidance from Teaching staff, School Leaders, the SENCO, and HLTA's.

6. To keep the SENCO and Head of Year informed so that student progress can be regularly reviewed and monitored.

7. To liaise with the School Counsellor, Parent Family Support Advisor and representatives from other relevant external agencies in relation to specific students as necessary.

8. To assess, monitor and record the individual learning needs/progress of students.

9. To produce resources to help support learning

10. Where applicable, to help prepare students placed in our SEMH Intervention for re-entry into mainstream classes by supporting them appropriately and liaising with relevant staff accordingly.

11. To liaise with parents, under guidance from the SENCO, in offering support to students.

12. To assist students, as needed, with personal hygiene routines, including the provision of intimate care and support such as toileting assistance, the provision of changing assistance in the event of sickness, incontinence etc.

13. Subject to the provision of appropriate training, assisting with the moving and handling of students requiring such support.

14. To conduct other miscellaneous duties under the direction of the Head or Business Manager.

Job Description (continued)

KEY TASKS:

1. INFORMATION

a) To read all SEND documentation on Provision Map relating to the students' difficulties (EHCP's, Pupil Passports, Positive Handling Plans, SEN Reviews, Thrive Assessments etc.)

b) To observe and record progress of SEN pupils in class as well as on Provision Map and maintaining other records where appropriate, under the direction of the SENCO

c) To listen to the students and when necessary the parents to assist in building up an understanding of how they see the difficulties

d) To support pupils to self-regulate and use Emotional Relationships (Emotional Literacy/ approaches).

2. SUPPORT

a) To emphasise and build on what the students can do, developing them to have a Growth Mindset

b) To help them to organise themselves to prepare, and be properly equipped for lessons.

c) To support as unobtrusively as possible in normal class situations

d) To encourage self-confidence, independence and respect for others

e) To help the students to develop coping strategies for specific problems

f) (where applicable) to support and encourage students placed in the 'Achievement For All' Base in managing their own behaviour in order for them to access learning more effectively

g) where applicable) to prepare students placed in the 'Achievement For All' Base for re-entry into mainstream classes, liaising closely with Teaching staff in order to facilitate the transition

h) To support the SENCO and Learning Support Team (where applicable) in implementing all relevant aspects of school policy

3. MONITORING

a) To monitor progress on a session by session basis, e.g. physical and social behaviour, classwork and homework.

b) To inform the SENCO, Form Tutor and Head of Year of any changes noted in the student's situation, progress and behaviour.

c) To be involved in discussions with other staff, using a Problem Solution Focus to support the needs of our SEN pupils

d) To help in liaising with parents when the anxiety of the family, student or school require it. Keep in regular contact with parents of SEN you support.

e) To be central to the process of regular review

This job description is current at the date shown, but, in consultation, may be changed by the SENCo or Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

Application Process

Applications should be emailed to tmorcom@courtfields.net or posted to:

Mrs Tracey Morcom
Cover Manager & HR Assistant
Court Fields School
Mantle Street
Wellington
Somerset
TA21 8SW

Closing date for applications: 9am on Friday 16th June 2023
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The Castle Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment. The successful candidate will be subject to employment checks, including an Enhanced DBS disclosure.

The Castle Partnership Trust

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Chief Executive Officer: Sarah Watson

THE CASTLE SCHOOL

Wellington Road, Taunton,

Somerset TA1 5AU

Tel: 01823 274073

www.castleschool.co.uk

COURT FIELDS SCHOOL

Mantle Street, Wellington,

Somerset TA21 8SW

Tel: 01823 664201

www.courtfields.net

WELLESLEY PARK PRIMARY SCHOOL

Homefield, Wellington,

Somerset TA21 9AJ

Tel: 01823 664876

http://www.wellesleyparkschool.com

ISAMBARD KINGDOM BRUNEL PRIMARY SCHOOL

Thomas Place, Wellington,

Somerset TA21 8FP

Tel: 01823 274073

https://www.ikbschool.co.uk

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