



# Learning Support Assistant For Physical Education

31 hours per week (term time)  
Permanent

**Closing Date: Friday 14 October 2022**  
**Interviews: Friday 21 October 2022**

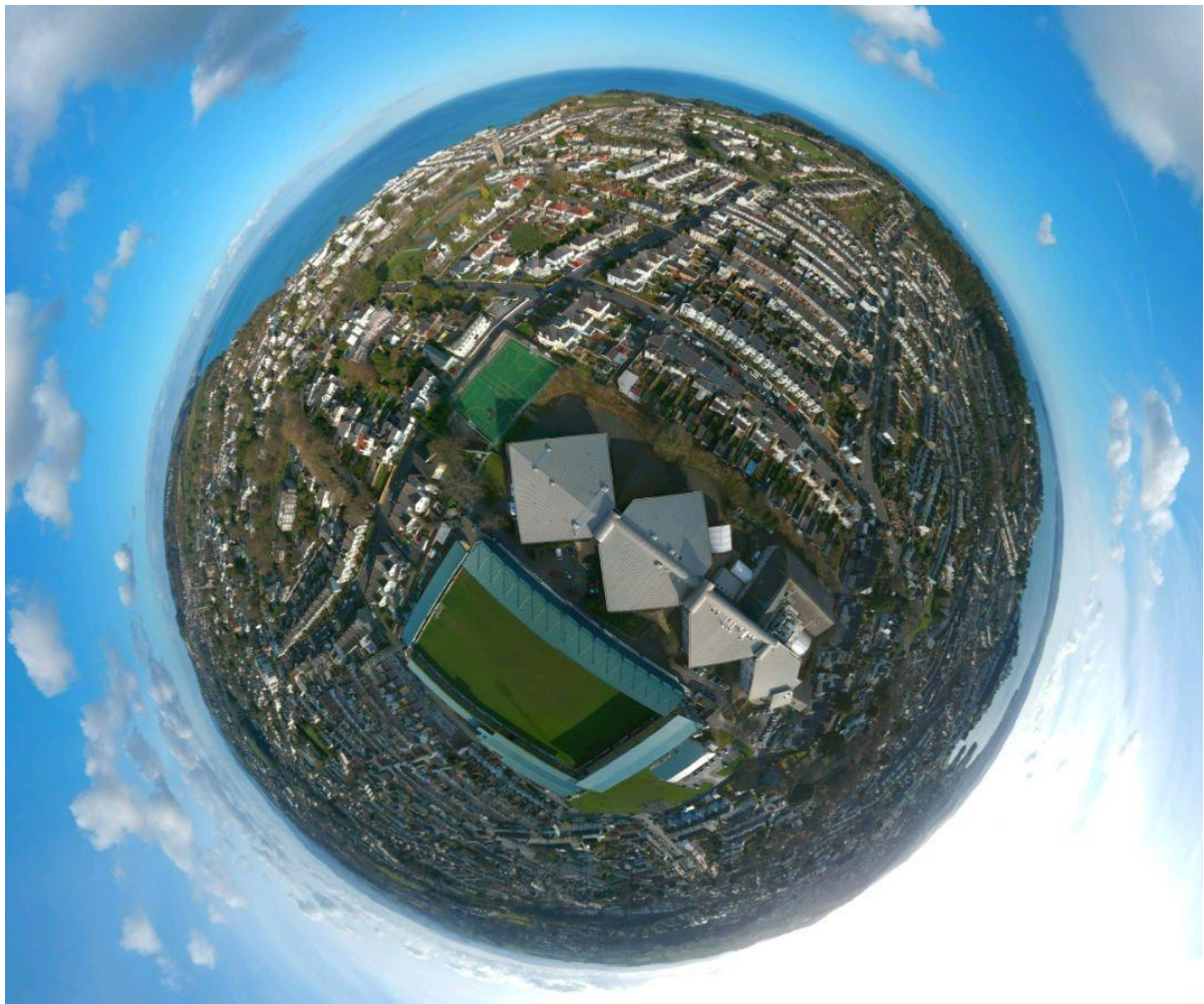
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Thank you for your interest in this position at The Spires College. This brochure is designed to provide you with information about the specific role and department, the college and our community. We welcome prospective candidates to contact the college for further information or to arrange a visit. Contact details are on the last page.

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Dear Candidate

I am delighted that you have requested further information regarding the position of **Learning Support Assistant (LSA)** at The Spires College. As Principal, recruiting new colleagues is really exciting. I am committed to providing an excellent education for every child in our learning community and every new member of staff adds something more to strengthen our team.

The Spires College has a very positive, friendly atmosphere. The staff care passionately about the well-being of the children and our students are vibrant, enthusiastic and affable. The concept of community is something that I believe is essential for a successful school and we all strive to ensure that every member of our community feels valued, and contributes positively to College life. Our primary focus is, and will always be, developing superb teaching and learning across all areas of the College. Pedagogy underpins all we do and all staff at The Spires College are committed to their own learning. We have keen, willing learners who really want to receive a first class education. However students can only learn effectively when they are well equipped to do so, and so high quality pastoral care is essential.

At the College, we have a relatively high proportion of students with Education and Health Care Plans (EHCPs). We host two specialist provisions: one for children with autistic spectrum conditions (ASC) and one for children with hearing impairments. Our Special Educational Needs and Disabilities provision is therefore comprehensive and we have a large team of specialist staff devoted to ensuring that children with SEND can make very good progress. The role our LSAs play is key to the success of these children.

Working at The Spires College is tremendously rewarding and this role is a fantastic opportunity to make a real difference to young people's lives. As a College, we are firmly committed to continuous professional development for all and we invest heavily in developing our staff at all levels.

You are very welcome to visit The Spires College to help you decide if this is the role for you. Contact details are on the last page of this brochure.

With best wishes

**Alex Newton**  
**Principal**



## The SEND Department

The college currently has over 50 students with an EHCP in place to support their needs. There are also over 150 students on our SEND register who require interventions to help them engage fully with the College curriculum.

There are two enhanced provisions within the college: an Enhanced Provision for students with Autistic Spectrum Conditions and an Enhanced Provision for Hearing Impaired students. There are 8 places in our HI Enhanced Provision and 15 places in our ASC Enhanced Provision. We also ensure inclusivity through our nurture group for students with moderate learning difficulties, which is taught by a specialist Key Stage 2 teacher.

The SEND Department is currently made up of 4 teachers and a large team of Learning Support Assistants, including specialist LSAs to support ASC, HI, and students with medical and physical needs, along with a Thrive practitioner.

Our Learning Support Assistants play a pivotal role in ensuring that children with additional needs can flourish at The Spires College; this include making excellent academic progress as well as developing socially, emotionally and physically. LSAs work with individual students and small groups in lessons, as well as working with students in the SEND base. The role is varied, interesting and incredibly rewarding.

## The Role

We are looking to recruit an LSA to support students mainly during Physical Education and Sports lessons. The successful candidate will work closely with colleagues from both the SEND and PE teams.



# Job Description

## Learning Support Assistant for PE



Grade and salary:	<b>Grade C, SCP 3-4:</b> <b>£18,887 - £19,264 pro rata (actual £13,060 - £13,313)*</b>
Contract type and hours:	<b>Permanent</b> <b>31 hours per week*, 38 weeks per year (term time)</b>
Accountable to:	<b>SENDCo</b>
Commencing:	<b>As soon as possible</b>

\*a national pay award is currently being negotiated with workers' unions and is pending agreement. It is expected that this will result in an additional £1331 per annum for this post.

### Introduction

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties / specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the college to respond to changing priorities and also support and enhance individual professional development. It is the practice of the college to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the post holder.

As the rate of pay notified above will be enhanced by payment in lieu of leave entitlement, public holidays and locally scheduled holidays, under normal circumstances you are not entitled to any leave during term time

### Job Purpose

- ▲ To support in the provision of a high quality education for the students of the college;
- ▲ To support the operation and enhancement of the learning environment of the college;
- ▲ To support students with physical, medical and sensory needs to access physical education (PE) lessons.

### Specific Responsibilities

- ▲ To supervise and support individual students as required;
- ▲ To fully understand student need and take action to remove the barriers to engagement and progress in PE;
- ▲ To collaborate with the PE department to plan and support the delivery of an alternative PE curriculum;
- ▲ To support the PE department to deliver amended activities within mainstream PE

lessons;

- ▲ To maintain up-to-date information about individual students;
- ▲ To support the work of the teaching staff and the SENDCo;
- ▲ To take on and be responsible for a case-load of students as directed by the SENDCo;
- ▲ To equip students with personalised strategies to become independent in education and life;
- ▲ To prepare materials suitable for students with SEND for use in the classroom;
- ▲ To assist in college activities, events, outings and functions during the course of the college day;
- ▲ To assist in the assessment of the students and liaise with parents/carers as and when required;
- ▲ To assist, where necessary, in the supervision of students during break and lunch time;
- ▲ To perform a supporting role in reinforcing instructions and assisting in learning;
- ▲ To assist in escorting individual students to and from school transport if required;
- ▲ To liaise with the SENDCo or other parties associated with the well-being of students;
- ▲ To support the behaviour of all students at The Spires College.

### General Responsibilities for all administrative and student support roles

- ▲ To support the enhancement and operation of the learning environment of the College;
- ▲ To support teaching staff in the provision of a high-quality education to our students;
- ▲ To support other staff by covering their duties if they are absent from work;
- ▲ To comply with all College policies;
- ▲ To undertake appropriate training as and when required;
- ▲ To self-manage time to ensure all tasks are completed as directed by the line manager;
- ▲ To act as a role model for students particularly in dress, punctuality, behaviour, language and conduct.

### Health and safety

You will:

- ▲ Adhere to school health and safety policies/procedures and current statutory health and safety requirements.
- ▲ Attend training as and when required for the purposes of safeguarding children and corporate safety.
- ▲ Ensure school is immediately notified of any issues that may affect your right to maintain enhanced clearance to work on the school site (DBS).

**NB. This post is subject to satisfactory enhanced level verification by the Disclosure and Barring Service**



# Person Specification

## Learning Support Assistant

### We are looking to appoint someone who:

- ▲ Believes in the potential of all young people to achieve highly
- ▲ Enjoys working in a supportive role
- ▲ Is passionate and keen to improve access to education for all

### You must have:

- ▲ Experience of working with young or vulnerable people
- ▲ Patience and a calm, level headed approach
- ▲ An active interest in sport and physical activities

### You will be:

- ▲ Adept at building positive working relationships
- ▲ Enthusiastic and keen to work in a forward-thinking, inclusive school
- ▲ An effective communicator



## How to apply

As a college, we are committed to safer recruitment and, as such, can only accept applications that are on the college application form. These are available on the website or as a download with all of our job advertisements. Please contact us if you have any difficulty accessing this. Please note that a CV is not required and will not be accepted as a replacement for a fully completed application form. Please complete all sections of the form **in full**.

The application form includes space for a supporting statement or letter of application. This is a really important part of the selection process and we weight it heavily in our short-listing process. Please use it to show how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard. Please also ensure it is written within the application form, rather than separately, and in a sensible font and size!

Your fully completed application should be returned to Nadine Osborne, the Principal's PA, **by 9 am on Friday 14 October 2022**, preferably by email to: [jobs@thespirescollege.com](mailto:jobs@thespirescollege.com). Please title your email "Application for LSA".

If you do not receive an acknowledgement of your application by the deadline, please contact the college.

Interviews will take place on Friday 21 October 2022.

If you would like to arrange a visit or have an informal, confidential discussion with our SENDCo, please email [send@thespirescollege.com](mailto:send@thespirescollege.com) or use the telephone number below.

Thank you for your interest in The Spires College.



The Spires College - Westlands Lane - Torquay - TQ1 3PE - Tel: 01803 400660

[www.thespirescollege.com](http://www.thespirescollege.com)

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