



## THE STOURPORT HIGH SCHOOL & SIXTH FORM COLLEGE



# Learning Support Assistant

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**INFORMATION FOR APPLICANTS**

### APPLICATION CLOSING DETAILS

Closing Date: 30th March 2025  
Closing Time: 9am



# HEADTEACHER'S WELCOME



Welcome to The Stourport High School and Sixth Form College (SHS)! We're delighted you're interested in learning more about our school.

At SHS, we're more than a school; we're a community, a family where everyone belongs. We're dedicated to nurturing academic excellence alongside the character and well-being of each student. Our vision is to be a vibrant hub, fostering strong community bonds and providing opportunities for growth and shared experiences.

We are committed to inclusive excellence, celebrating diversity and providing a personalised and collaborative approach to education. We ensure each student is challenged and supported to reach their full potential. Our core values of kindness, determination, and respect underpin all that we do.

This is an exciting time for SHS as we grow in brilliance and solidify our vision by building strong foundations. As Headteacher, I am driven by a passion to ensure everyone feels empowered to be their best - students and staff alike. This allows them to thrive and have the greatest possible impact on future endeavours. We embrace change, navigate the evolving world of education, and work to secure the future of all our children, supporting them in overcoming any barriers they may face.

I encourage you to explore all that our school has to offer and engage with the challenges it presents, so that you can take pride in being part of our family and our important profession, and experience the joy of belonging.

Dr Lizzy Ford | Headteacher

"Every child celebrates their own success & the success of others"

## Our Values & Ethos



**A School at the Heart of its Community:** We're more than just classrooms and textbooks. We aim to be a vibrant hub, fostering strong bonds within our community and offering opportunities for growth and shared experiences.

**Nurturing Character and Well-being:** We believe in developing well-rounded individuals. We actively teach our core values, creating a supportive environment where every student feels valued and empowered.

**Inclusive Excellence for All:** We celebrate diversity and are committed to providing an education where everyone can thrive. Our approach is personalised and collaborative, ensuring each student is challenged and supported to reach their full potential.

**KINDNESS . DETERMINATION . RESPECT**



# CEO's Welcome



Dear Applicant

Thank you for your interest in joining a Severn Academies school.

The Stourport High School was a founding school in Severn Academies Educational Trust which now consists of a family of eight schools from across Wyre Forest. We are an outward facing trust, with strong local relationships and a commitment to growing the next generation of brilliant school leaders.

This is an exciting opportunity to join a Trust that is committed to harnessing talent and developing its people with a range of opportunities for further professional development.

The successful candidate will have a shared commitment to our values, working collaboratively to ensure their work underpins our priorities for school improvement and to forming positive working relationships with our community.

Enclosed are further details about the role and application process. We look forward to learning more about how you can contribute to 'growing brilliance' for our children and communities.

Matthew Carpenter | Acting Chief Executive

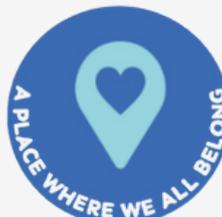
## About Our Trust

Our trust is a learning organisation with a culture of reflection and review that supports a shared learning from our experiences. This shapes our strategic direction; taking every opportunity to find the best ways to support and educate our children and young people.

In setting out to show what strong collaboration and shared practice can achieve for children and their families, we believe that working together we can achieve more than we could alone.

In collaboration we also appreciate the importance of our collective desire to uphold and promote our values.

Our strategic objectives guide everything we do, to ensure we provide the nurturing conditions for children to grow and develop into outstanding young people, who lead brilliant lives.



# JOB DESCRIPTION

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## Introduction

Job Title: Learning Support Assistant

Reporting to: SENCo

Start Date: As soon as possible

Salary: TA Scale 2 points 5-6 - £18,709 per annum actual salary

Contract Type: Permanent 32.5 hours per week, term time only plus TEDs

The Learning Support Assistant will work in conjunction with our SENCo to support students in the classroom and in small groups to facilitate student's learning to improve their outcomes. The successful candidate will have a shared commitment to our values and must have the ability to form positive working relationships, working closely with outside professionals to best support the student.

The post-holder will work under the guidance of the SENCo and teaching staff, with duties ranging from class preparation to overseeing students' personal and social development.

The successful candidate will share our values, be passionate and be able to drive students forwards on their educational journey. Understanding their individual needs and collaborating with the Senior Leadership Team to put appropriate plans in place with the individual at the heart of everything we do.

**The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.**

## Key Responsibilities

- To embody the values, vision and ethos of Stourport High School and VIth Form College and Severn Academies Educational Trust.
  - Contributing to the continued delivery of the Trust aims as outlined in our 'Pledge'
  - Take responsibility for your ongoing personal development and growth of expertise
  - Assist the Principal in delivering policy that will ensure high-quality and successful outcomes for Stourport High School and VIth Form College.
  - To support a student, ensuring safety and maximising access to a broad and balanced curriculum.
  - To liaise closely with school staff and the visiting outside agencies to structure work and foster differentiation which allows maximum access to the curriculum.
  - In liaison with the SENCo/AEN, support a range of activities and experiences to broaden and enrich the individual's learning.
  - Committed to delivering the highest standards of learning support to students with a range of needs.
  - Positive and proactive in their approach to raising progress amongst all SEN students by understanding and directly addressing their specific learning needs.
  - Able and willing to show initiative in accessing schemes of work, learning resources and assessment materials to ensure the best possible provision for targeted students.
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# JOB DESCRIPTION

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- Able to initiate and maintain a regular, productive dialogue with class teachers, HOF and other AEN colleagues to ensure the progress and successful mainstream reintegration of students.
- Proficient in using data to monitor and identify gaps in students' progress.
- Committed to regular and ongoing professional development to demonstrate sufficient depth and relevance of their understanding and awareness of the current educational practice.
- Alongside the specified tasks, the postholder may be required to undertake training as a First Aider to work as part of the school First Aid Team.

## Specific Duties

Learning Support Assistants are expected to:

- To work under the guidance of teaching/senior staff, to implement agreed-on work programmes with individuals/groups, in or out of the classroom.
  - Work directly to support the communication needs of students.
  - Assisting the classroom teacher in the management and preparation of resources.
  - Supervise and work with small groups of students to deliver interventions.
  - Assist with the development and implementation of individual educational plans.
  - Establish productive working relationships with students, act as a role model and set high expectations and outcomes.
  - Provide feedback to the students about their progress.
  - Work with the classroom teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
  - Provide objective and accurate feedback and reports (this is essential when working with students outside of the classroom) as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
  - Undertake marking of student's class and homework.
  - Support students with SEN needs in exams.
  - Involvement in experiences to promote learning outside of the classroom and, where appropriate, contribute to the planning and implementation of safeguarding measures such as risk assessments.
  - Contribution to the mapping and recording of SEN provisions assigned to individual students through the compilation and review of individual educational plans and provision maps.
  - Identify, on a lesson-by-lesson basis, gaps in learning or barriers to progress and adapt students' learning experiences to address these.
  - To ensure health and safety regulations are followed.
  - To mentor the students to improve their readiness to learn, promote their effective engagement in the outside curriculum and stimulate their academic progress.
  - Promote the inclusion and acceptance of all students within the mainstream school.
  - Encourage the student to interact and work cooperatively with others, and engage in learning activities.
  - Within the context of teacher-led planning, set challenging expectations and promote self-esteem and independence.
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- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Promote good student behaviour, deal with challenging behaviour in line with established policy and encourage students to take responsibility for their behaviour.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times as required, including break times.
- Accompany teaching staff and students, as appropriate, on visits, trips, and out-of-school activities and take responsibility for a group under the supervision of a teacher or small groups of students, supervise independently in agreement with the educational visits coordinator.

## General Accountabilities:

The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment. These duties are given as a guideline only and are not exhaustive. Other tasks and activities commensurate with the scale of the post may be required under the direction of the Line Manager or SLT Line Attached.

1. The Trust reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
  2. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equality Policy.
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# JOB DESCRIPTION

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## Safeguarding:

The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

## Equalities:

We have a strong commitment to achieving equality of opportunity in our schools and in the employment of people. The post will ensure that the trust meets its statutory obligations in relation to all aspects of equality legislation.

## GDPR:

Our GDPR privacy notices can be viewed on our [website](#)



# PERSON SPECIFICATION



Attributes	Essential	Desirable
Education & Professional Qualifications	<ul style="list-style-type: none"> <li>• Good standard of education (specifically in Maths &amp; English)</li> </ul>	<ul style="list-style-type: none"> <li>• Other Recognised SEN Qualifications</li> <li>• First Aid qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience supporting in a school</li> <li>• Experience working in partnership with parents and professionals from a variety of agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting students in a range of settings</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Ability to work effectively with the Teaching staff to best support the pupils</li> <li>• Be able to support the class teacher to differentiate the curriculum as needed</li> <li>• Ability to develop individual education plans to help students to access all aspects of the curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• An awareness of school-based education including child development</li> <li>• Evidence of working well as part of a team</li> <li>• Knowledge of strategies that help break down barriers to learning and be able to assist teachers with building them into their planning.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and communication skills</li> <li>• Clear lip patterns</li> <li>• Sympathetic to supporting a high needs pupil so they don't become over-reliant on the support given</li> <li>• Flexible attitude with the confidence to deal with changing situations</li> <li>• Resilience and Resourcefulness</li> <li>• Strong commitment to inclusion</li> <li>• Commitment to own professional development</li> <li>• Dedication to implementing policies relating to the safeguarding, safety and welfare of children.</li> </ul>	

**Applicants must have the ability to support pupils through fluent and accurately spoken English.**

**NB. An enhanced DBS Disclosure is an essential requirement for this post.**

# APPLICATION PROCESS

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## SECTION ONE: PERSONAL DETAILS

Please ensure that all details are completed including your date of birth and Teacher Reference Number.

2

## SECTION TWO: EDUCATION, TRAINING & QUALIFICATIONS

Please complete this section fully.

3

## SECTION THREE: EMPLOYMENT/WORK EXPERIENCE

Please ensure that this section is completed fully. If you have gaps in your employment history, please indicate the reasons for this.

4

## SECTION FOUR: SUPPORTING STATEMENT

Please use this as an opportunity to show your suitability for this post, as outlined in the person specification.



# APPLICATION PROCESS

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## SECTION FIVE: REFERENCES

Please provide two referees, their contact details and relationship to you. A telephone number and email address often makes contacting referees easier. At least one reference must be from your current or most recent employer, and we will ask about your suitability to work with children. Open references or testimonials will not be considered.

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## SECTION SIX: DECLARATION

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.

Please be aware that by signing the application form you are declaring that you are not on the Children's Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body and that you either have no convictions, cautions or bind-overs or that you have attached details of these. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post, should you be successful.

## IMPORTANT NOTICE

Please also be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

## WHERE TO SEND COMPLETED APPLICATIONS

Completed applications should be returned to  
[recruitment@saet.co.uk](mailto:recruitment@saet.co.uk)



**If you would like to know more  
about working with us please  
get in touch**



01299 872950



[shs.worcs.sch.uk](http://shs.worcs.sch.uk)



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**KINDNESS . DETERMINATION . RESPECT**

