



Appointment Brief for Learning Support Assistant

Danes Educational Trust

MAKING THE DIFFERENCE TOGETHER





Dear Applicant,

Thank you for your interest in our Learning Support Assistant vacancy.

You would be joining OSA at an incredibly exciting time. We have recruited a fantastic group of teachers, leaders and support staff which has had a significant impact on the quality of provision, attitude to learning and attendance. This year's results have been excellent and represent the third year of improvement in progress and achievement. We have increased our numbers in the Sixth Form and the school is continuing to expand. This expansion has led to additional funding to build a new Science block, play areas and car park which will begin during the Autumn term 2020. We are also due to undertake a land sale which will provide us with a capital investment to build a new sports hall, 4G Astroturf pitch, social areas and some internal school projects.

Our last Ofsted inspection (May, 2018) recognised the positive changes that had taken place to date and this was reflected in the 'Good' judgements for Leadership, Personal Development, behaviour and welfare and Sixth Form. This was reinforced by the Challenge Partners review in November 2019 where we were rated as 'effective' in all areas.

I am incredibly proud to be the Headteacher at OSA and the key to our continued improvement is recruiting the very best staff. We have worked hard to improve staff well-being and reduce workload in order to give staff the opportunity to thrive and flourish in their work environment.

We are part of the Danes Educational Trust and we offer a wide range of CPD opportunities and an excellent NQT and RQT programme of support. more information about the Trust can be found [here](#).

You can also visit our website on www.onslow.herts.sch.uk for further information about the school including the school prospectus.

I look forward to receiving your application which should be addressed to Dawn Gamble, (Recruitment Manager) and sent to recruitment@daneseedtrust.org.uk. Please include a letter outlining why you wish to be considered for this position. If you would like to organise a visit to the school or if you would like to discuss the position in more detail then please contact Dawn Gamble.

Yours sincerely,

David Bullock
Headteacher





Becoming part of the team at the Danes Educational Trust will give you an opportunity to make a difference to the educational outcomes of young people in Hertfordshire, whilst providing you with an opportunity to pursue your passion for education.

In the last year, we have expanded to be a Trust of six schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onslow St Audrey's School, De Havilland Primary School, Elstree Screen Arts Academy and we have more schools in the pipeline. Schools maintain their own individual cultures and relationships with their community and networks, but align through key educational policies and school improvement strategies, and crucially align with respect to the Trust's vision and core values.

You will be part of a Trust that develops optimistic, resilient learners and valued, empowered staff. We collaborate with local, national and global partnerships to achieve our vision of 'Making the Difference Together' and consider our core values to be at the heart of what makes our Trust unique:

- We value **joy** in working, teaching and learning together
- We encourage everyone within our Trust to feel **optimistic** about the future and how they can shape it
- We support all individuals in developing **resilience** to enable them to respond to change and grow as a result
- We value and support the **wellbeing** of all individuals who learn and work in our schools
- We provide **equality** of opportunity and experience for all
- We provide a **safe** and secure learning environment for all



Job Title	Learning Support Assistant
Line Manager	Special Educational Needs Coordinator (SENCO)
Pay Range	H3.5 £19312 + £626 fringe FTE, pro rata Actual Salary including fringe allowance £15,162.67
Work Pattern	33 hours per week 8.30am – 3.30pm Monday to Friday (4.00pm finish on one day)
Weeks Worked	Term Time Only + INSET days

Core Purpose

- To contribute to the effective functioning of the Learning Support Department.
- To support students who have moderate to severe learning difficulties with direct support

Main Duties and Responsibilities

- To assist with the planning and delivery of learning activities
- To supervise, and provide individual support for students with identified special educational needs
- To assist with the development of learning passports and personal care programmes
- To deliver catch up lessons if required to small groups of students and to evaluate their effectiveness
- To deliver interventions to small groups of students during morning registrations and to evaluate their effectiveness with the SENCO
- To accompany teachers and students on out-of-school activities and take responsibility for a individual student or a group, under the direction of a teacher
- To prepare classrooms and materials and clear afterwards and assist with the display of students' work
- To ensure the safe and effective use of all equipment and materials by the students
- To attend to students' personal needs, including social, health, hygiene, first-aid and welfare matters
- To provide clerical/admin support, e.g. photocopying, filing, record keeping
- Liaise with parents and external agencies
- To administer routine tests
- To supervise Homework Club one afternoon per week until 4pm, on rotation with other LSAs

General

- Keep up to date with and follow faculty and Danes Educational Trust (the 'Trust') policies
- Assist in the general management of the department as directed by the SENCO
- Carry out delegated tasks to meet departmental objectives.

Our Vision

At the Danes Educational Trust we are committed to 'Making the Difference Together' sharing best practice and supporting each other to be the very best we can be.

Job Description



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Core Values

The post holder is expected to share our commitment to our core values:

- We value joy in working, teaching and learning together
- We encourage everyone within our Trust to feel optimistic about the future and how they can shape it
- We support all individuals in developing resilience to enable them to respond to change and grow as a result
- We value and support the wellbeing of all individuals who learn and work in our schools
- We provide equality of opportunity and experience for all
- We provide a safe and secure learning environment for all

Compliance

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts.

Additional Information

All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust's policies and practices.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

Supervision/Job Context

The post holder is managed by the SENCO

Contacts

The post holder will work with staff, students, parents and other external agencies as appropriate



We are looking for

Knowledge, Experience and Training

Essential:

- Educated to A level (or equivalent)
- GCSE in English, Mathematics and Science to grade C or higher
- Commitment to the safeguarding of children
- Ability to work as part of a team and build positive relationships
- Be adaptable and flexible with a good sense of humour
- Be willing to undergo training
- Have excellent communication, interpersonal and organisational skills
- Be capable of managing difficult situations
- A natural aptitude to model the Trust's core behaviours – 'We display transparency, kindness and respect in all our interactions with others, and support each other in all our endeavours. We are tenacious in our desire to make the difference together'.

Desirable:

- Have a strong core knowledge in English, Mathematics and Science
- Have experience of working in a school
- Be first aid trained
- Be committed to the safeguarding of children
- Demonstrate a high level of professionalism at all times and be a role model for others
- Understand the principles of child development and learning process
- Be willing to undertake further, relevant training and to pass those skills on to other members of staff, as appropriate
- Have proven ICT skills

Person Specification



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Onslow St Audrey's School

OSA is a vibrant, welcoming, co-educational secondary academy with a committed, professional and hardworking team of staff and governors. With a clear vision of Opportunity, Success and Ambition, the school aims to create opportunities through excellent teaching and an inspiring enrichment programme, so that all students can enjoy success, both socially and academically.

This is an exciting time in the history of the school as we are set to begin a significant multi-million pound refurbishment programme that will transform the learning environment for the whole school community, including a new state of the art Science block, the work for which will start in the spring term.

With the appointment of a new Headteacher in September 2018, this is an outstanding opportunity to join a friendly, supportive and dedicated team and play a key role in the school's development.

We have strong links with the community, including membership of a post-16 consortium of five local secondary schools, allowing us to provide an outstanding, fully comprehensive programme of education and opportunities for our Sixth Form students.

Hatfield is easily accessible by both road and rail, with the A1(M), M1 and M25 motorways nearby, and the Hatfield train station less than 10 minutes' walk from the school.

The academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

School Summary



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The SEN Faculty

Here at Onslow St Audrey's School we are a fully inclusive and comprehensive, mainstream secondary school. We pride ourselves on supporting our students who have additional needs. We are a large team due to the significant number of pupils that need our support. Within the school, we have a Speech and Language Base in order to support pupils that have Speech, Language and Communication Difficulties. The Team work alongside the Speech Therapist to ensure that speech therapy programmes are delivered and supported throughout a students' lessons.

Within the department we support pupils in class, in small intervention groups and on a one-to-one basis. Learning Support Assistants are allocated to students/classes based on their subject knowledge or their preference to work with particular year groups. Training will be given to staff to ensure that they have the appropriate skills set to work with students across all areas. All staff are encouraged to take up training opportunities within school, within the Danes Educational Trust and with outside agencies if appropriate. In order to support training, we have Twilight Inset sessions where a variety of sessions are delivered. Some of this training is specific to Special Educational Needs in order to support all staff across the school.

Some of our pupils will also need support from outside agencies. We work alongside these agencies (such as Specific Learning Difficulties Teachers) to further support our students who require an extra level of specialist input. The SEND Team will deliver the programmes that has been created by the specialist teachers or therapists and work with teaching staff to ensure that students are supported in with their programmes within the classroom. Learning Support Assistants work within the whole school to support across all faculties to ensure that the students are able to access the curriculum successfully. Students are also encouraged and supported to take part in extra curricular activities both at lunchtime and after school. We also provide a base for Homework Club which students can access regularly after school.



We can offer a range of benefits including:

- Children of staff are admitted under criterion 2 of the secondary transfer admission arrangements, after two years' service
- Exceptional CPD opportunities both within the Trust and across the Herts & Bucks Teaching School Alliance
- We run a yearly induction programme for Newly Qualified Teachers (NQTs) throughout the Herts and Bucks Teaching School Alliance. We have a vast experience of working with NQTs across the Alliance and we see NQT Induction as a means to develop the best teachers in the local area
- Study Assistance Programme
- Comprehensive Employee Assistance Programme
- Membership of the Teacher's Pension Scheme / Local Government Pension Scheme
- Career development opportunities within an expanding Multi-Academy Trust
- Opportunities to expand your professional networks through the Trust's external partnerships e.g. Science & Learning Partnership, Challenge Partners
- £250 New Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for
- Cycle to Work Scheme
- Occupational Health and an onsite Counsellor
- Free flu jabs
- Free parking
- Staff Committee that organise regular social events



Benefits





Old Rectory Drive
Hatfield
Hertfordshire
AL10 8AB

Headteacher:
David Bullock BA(Hons), MEd (Camb), NPQH

<https://onslow.herts.sch.uk/>



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