

Job Specification

Post	Learning Support Assistant (LSA)
Department	Skills for Life
Reporting to	Director of Learning (Alternative Curriculum)
Liaising with	SENCo Lead, Directors of Learning, Heads of Year, Teaching and Associate Staff, Students and Parent/Carers
Hours	37.5 hours per week, term time only
Salary	£18,600 - £20,900 FTE Salary Depending on Experience

About Rugby Free Secondary School

We are at the start of a very exciting journey and have worked extremely hard over the last year to create a culture of high expectations across the school, supported every step of the way by our Trust. This has been achieved through the development of strong and positive relationships with staff, students, parents and carers. Our reflective approach means we are always striving to improve in all we do and believe that mistakes are only an opportunity to learn.

Taking a broad holistic approach, we identify the barriers to learning that are likely to affect our students and work relentlessly to address them.

Our aim is for all students in our care to have the capacity to achieve their full potential and for our curriculum to nurture and develop each child's hidden talents throughout their time at RFSS.

It is an exciting time to be working part of the RFSS family and as part of our trust Learning Today, Leading Tomorrow. RFSS opened in 2016, we relocated to our brand-new purpose-built facility in February 2020 and secured 'Good' in our most recent Ofsted inspection (July, 2021).

The road hasn't been smooth, but it is a school committed to providing success for all its students and providing a workplace that supports its staff to ensure they are able to work to the best of their ability for our students every day.

You won't find teachers and staff anywhere else who are as committed to a school's purpose and supporting its success. Relationships are at the heart of RFSS and underpin our new core values and we are always looking for dedicated staff who share our ethos and demonstrate our values.

Please find below link to our website with the latest Ofsted report when we were graded as 'Good'.

<https://www.rugbyfreesecondary.co.uk/ofsted>

Our Values are:

Kindness – The quality of friendliness, generosity, consideration, honesty

Collaboration – The belief that working and learning with others will lead to greater success

Curiosity – A strong desire to know and to learn

Resilience - The ability to recover quickly and learn from the difficulties we face

Respect - To appreciate the importance of understanding and admiration for others and self

Endeavour - The belief that hard work is needed to achieve something we can be proud of

Areas of responsibility and key tasks

Key duties and responsibilities

- To be committed to and contribute to the Trust's ethos, work and aims of the school, enshrined in the school's Mission Statement
- Under the guidance/instruction of the Director of Learning and SENDCo Lead: work with individuals/groups to supervise physical/general care of students, especially those with Special, or Additional Educational Needs.
- Support access to learning for students, prepare resources for the students you work with and provide general support in the classroom
- Participate in the planning, assessment and evaluation of teaching and learning

General Duties of the Role

Support for students

- Make sure that the students you support are able to engage in learning and stay on task
- Supervise and provide particular support for individual/groups of students, including those with special needs, ensuring their safety and access to learning activities. Establish good relationships with students, acting as role model and being aware of and responding appropriately to individual needs.
- Promote inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and encourage students to act independently as appropriate
- Provide feedback to students in relation to progress and achievement under guidance of the teacher
- Assist with personal care relevant to the student you are engaged with as required
- Participate in the education of children, including to their health and wellbeing
- Support children with special needs (if appropriate to the focus of the role);
 - Sensory and/or physical impairment
 - Cognition or learning difficulties
 - Behavioural, emotional and social development needs
 - Communication and interaction difficulties
 - Support for Gifted and Talented students

Support for the Teachers

- Be aware of students' problems/progress/achievements and report to the Director of Learning as agreed
- Undertake student record-keeping to monitor the type of support you give and its impact on the student's progress
- Use strategies, in liaison with the Director of Learning, to support students to achieve learning goals

- Assist with the planning of learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on student achievement progress, problems, etc
- Promote good behaviour, dealing promptly with conflict and incidents in line with established school policy and encourage students to take responsibility for their own behaviour
- Administer tests and invigilate exams as directed by your line manager
- Provide clerical/admin support, i.e. (collecting) photocopying, distributing coursework/exercise books/tests papers, filing, typing etc
- Assist with the display of students' work
- Cover LSA absence where necessary

Support for the curriculum

- Undertake structured and agreed learning activities/programmes, adjusting activities according to students' responses
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher/your line manager
- Support the use of ICT in learning activities and help to develop students' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all your concerns to the students' Achievement Leader, Inclusion Manager or Child Protection Officer.
- Under the direction of the Director of Learning, assist with the supervision of students out of lesson times, including before and after school and during lunchtime, in order to ensure the students' safety and good behaviour
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training including First Aid and specialise training relevant to the students within SEND and other learning activities and performance development as required
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Safeguarding

Rugby Free Secondary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this and the below commitments.

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all children to have the best outcomes

- Checking of visitor identification, especially at the point of school entry and the issuing of relevant safeguarding information.

Generic Responsibilities of all Rugby Free Secondary School Staff

- To continue personal development as agreed
- To engage actively in the appraisal process
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to adhere to the School's agreed Code of Conduct and set an example of personal integrity and professionalism
- Ensure all tasks are carried out with due regard to Health and Safety
- To remain confidential at all times
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

This job description does not form part of the contract of employment. The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm, and sense of humour to take us forward in this exciting curriculum area then please get in touch.

To arrange a visit to school or for an informal discussion with the Director of Learning, please call Vanessa Sorzano-Ince, LT2 Trust Administrator, on 01788 222060 or email;

vsorzano-ince@learningleading.org

To apply, please use the link below;

<https://www.rugbyfreesecondary.co.uk/vacancies>

Closing date for applications: Sunday 13th November 2022

Learning Today, Leading Tomorrow (LT2) is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. LT2 is always happy to receive speculative applications from excellent teachers and support staff.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.
We reserve the right to withdraw this vacancy at any time.