

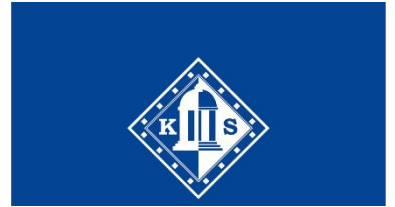


Kimberley  
School



# Learning Support Assistant

Application Pack



## Learning Support Assistant

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Thank you for your interest in this post and for taking time to find out about us. Kimberley is a fantastic school. Superb relationships with students underpin all of our work.

We are looking for a dedicated and enthusiastic candidate with experience of working with students who have Special Educational Needs who will support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which children make good academic progress.

The Kimberley School enjoys an excellent reputation for our work with students with a Special Educational Need or Disability. The role is an exciting chance for you to work within an outstanding Learning Support Team and to make a positive difference to vulnerable young people.

In a challenging educational and financial context, we are determined to take every possible step to enable all students with a special educational need or disability to enjoy school and make good progress in all subjects. Our students are lucky to be served by a dedicated, hard-working and highly professional Learning Support team. This role is an exciting opportunity to play a key role within this team. The successful candidate will also enjoy the support and expertise of our experienced Learning Support colleagues and will be led by our own highly experienced SEND Co-ordinator.

The job description and person specification is enclosed to help you decide whether you feel the post is suitable for you and to enable you to make a successful application.

May I also suggest that you look on the school's website: [www.kimberleyschool.co.uk](http://www.kimberleyschool.co.uk) which contains more information about the school and its wider context.

We are committed to safeguarding and promoting the welfare of children and young people and all posts are subject to an enhanced Disclosure and Barring Service (DBS) check.

If you would like to find out more about the post then please contact our HR Officer, Wendy Bellamy (on 0115 9387000). Wendy can also arrange for you to have a look around the school or speak to our Learning Support Leader before you make an application

If you believe you have the skills and qualities to help us continue to be successful, then I look forward to receiving your application. You need to apply via the form which you will find on the [EMET vacancies](#) webpage. Closing date for applications is Friday 6<sup>th</sup> June at 9 am.

Yours faithfully,

Andy Park  
Head Teacher

## Job Description: Learning Support Assistant

<b>1. Title</b>	Learning Support Assistant	<b>2. Reporting to</b>	Deputy Learning Support Leader
<b>3. Grade/Hours</b>	Grade 3 (£25119-£26421) pro rota Term Time Only - 30 hours a week.		

### 4. Main Purpose of the Job:

The Learning Support Assistant will provide support for teachers so that all students with a SEND enjoy learning and make good academic and social progress

### 5. Main Responsibilities of the Job:

1.	Plan and deliver small group tutoring or catch-up programmes
2.	Plan and deliver one-to-one tutoring or catch-up-programmes
3.	Support students in lessons so that they are able to make good progress
4.	Observe, record and feedback information on student performance
5.	Work with the SENCo / Learning Support Leader and subject teachers to ensure that teaching and resources are adapted in line with Student Profiles – helping prepare resources as necessary. Have the ability and enthusiasm to work under own initiative and/or as part of a team.
6.	Encourage acceptance and inclusion of the child with special needs and promoting individual students' self esteem
7.	Act as a Key Worker for some students with special educational needs by retaining an oversight of their progress and participation. Monitoring individual student's needs and reporting as appropriate to SENCo and parents
8.	Undertake break time and lunchtime supervision as directed
9.	Assist teaching staff in supporting students to make a smooth transition between educational phases
10.	Act in line with the school's policies and procedures
11.	Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
12.	Act as a reader/scribe in examinations for any student with access requirements.
13.	Have the ability and enthusiasm to work under own initiative and/or as part of a team.
14.	Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

<b>6. Person Specification</b>	<b>Essential/ Desirable</b>
<b>Qualification Criteria</b>	
Five A*-C passes at GCSE (or equivalent) including English and Maths	E
Pass grades in A-Level qualifications	D
<b>Experience</b>	
Experience of working with young people or adults in a paid/voluntary capacity	E
Previous experience of working with children or young people with special needs	D
<b>Personal Characteristics</b>	
Genuine passion and a belief in the potential of every pupil	E
Helpful, positive, calm and caring nature	E
Able to establish good working relationships with colleagues and students	E
Able to follow instructions accurately but make good judgements and lead when required	E
Motivation to continually improve standards and achieve excellence	E
Committed to the safeguarding and welfare of all pupils in the School	E
<b>Specific skills</b>	
Good communications skills, written and oral	E
Excellent numeracy and literacy skills	E
Competent with computers and other technology	E
Able to understand and implement strategies and methods to help students make good progress	E
Understand the importance of confidentiality and discretion	E
<b>Other desirable skills</b>	
The willingness to run an extra-curricular activity for students across the school	D