

JARROW SCHOOL



Excellence in
Education



Learning Support Assistant



Jarrow School, Field Terrace, Jarrow, NE32 5PR
Tel: 0191 4283200
www.jarrowschool.com

01. Jarrow School

Jarrow School is a forward-looking school which opened in September 2003 after secondary reorganisation in the town. Stemming from values blending tradition within a culture of innovation, Jarrow School offers an education characterised by breadth and depth, embracing the culture of change.

One of the real strengths of the school is its size. It is large enough to ensure a rich and diverse curriculum, yet small enough so that every student is well known.

We encourage everyone in the organisation to do their best and to realise their potential. We believe that an open mind, independence of thought and wide opportunity will together enable our students, the citizens of tomorrow, to make well-informed judgements throughout life.

Our curriculum is exciting and challenging. We aim for the highest standards in all curriculum areas and the range of extra-curricular opportunities is wide. We also encourage visits to places of educational interest and in recent times students have enjoyed trips to London, France, Austria and Italy.

Jarrow School is a safe and caring place to be. Our teaching and support staff ensure that teaching and the day to day care of our students is first class. We maintained our 'Good' judgement in our most recent inspection (June 2022).

Inspectors from Ofsted commented that: 'The behaviour and attitudes of pupils at the school is a strength. Pupils speak politely to one another, listen to staff and are welcoming to visitors to their school.' 'Pupils are encouraged to contribute to the school community. These opportunities help pupils develop a sense of pride in their school. They feel happy and safe.'



Situated close to the northern city of Newcastle Upon Tyne and the coastal resort town, South Shields there is easy access to the UK's motorway and rail networks and Newcastle airport is 14 miles away.

Lying adjacent to green fields, the school was entirely rebuilt as part of the BSF scheme in 2009 and the site is managed under a PFI contract. We have first class facilities in all areas including a community swimming pool.



02.

Job Description

POST TITLE: Learning Support Assistant

RESPONSIBLE TO: AAHT SENDCo

Overall Objectives of the Post:

To provide support for teaching staff and students within the main school and within the Post 11 provision.

Key Tasks of the Post:

1. You will work in close collaboration with teaching staff and therapists to plan student support with individuals and groups of students. You will:
 - Provide, where appropriate, one-to-one, group and in-class support for students in order to improve academic progress and learning in response to their individual needs.
 - Lead small groups of students through specific programmes of study e.g. ASDAN
 - Assist in planning and carrying out appropriate educational activities for small groups and individual students in lessons
 - Prepare materials and resources for learning
 - Support record keeping relating to student targets and performance
 - Undertake routine marking where necessary
 - Be an active member of a multi-disciplinary team
 - Support students in building self-esteem and in the monitoring of their own progress and attainment
 - Organise educational visits including the completion of all relevant documentation
 - Supervise students on visits, trips and out of school activities as required
 - Undertake planned supervision of students' out of hours learning activities
 - Attend all relevant staff meetings both in the centre and in the main school
 - Work co-operatively with other staff in the Centre to ensure that all educational and classroom care programmes are carried out within the guidelines of the curriculum
 - Facilitate successful integration of the Centre students into mainstream lessons
 - Plan and create appropriate wall displays
 - On occasion, be prepared to cover lessons
 - Invigilate exams and act as a reader and/or scribe for students when required
2. You will play an active role in the individual planning and reviewing process, including contribution to:
 - The writing and reviewing of Pupil Profiles
 - Risk Assessments
 - Any other relevant areas deemed appropriate by the Post 11 Leader within the remit of the role.

Job Description Continued

3. You will be responsible for providing support to the Centre leader and teachers in both the Centre and in the main school. You will:
- Liaise with parents or other relevant professionals where deemed necessary
 - Assist in development of links in order to facilitate wherever possible the integration into the wider community
 - Play an active role in the general housekeeping and day to day running of the Centre.

In addition to the key tasks outlined above there is an expectation that all staff will undertake appropriate professional development and on the job training to ensure that the school maintains a high level of provision at all times.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of colleagues.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

04. Person Specification

	Essential	Desirable	Method of Assessment
Educational Attainment	<ul style="list-style-type: none"> Advanced level qualifications (or equivalent) GCSE level English and maths (A*-C or 9 - 4 or equivalent) 	<ul style="list-style-type: none"> HLTA qualification Degree or teaching qualification 	<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Experience of employment or voluntary work relevant to the education and inclusion of young people Experience as working as part of a team 	<ul style="list-style-type: none"> Formal employment in education/ youth work Experience of working with parents 	<ul style="list-style-type: none"> Application form Interview References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Excellent interpersonal skills Good communication involving oral, written and IT skills Ability to self motivate Knowledge of issues relating to raising achievement Ability to work independently and as part of a team 	<ul style="list-style-type: none"> Skill in liaising with teaching staff 	<ul style="list-style-type: none"> Application form Interview References
Disposition	<ul style="list-style-type: none"> Committed to the principles of equality and diversity Calm and able to work in busy environments and to short deadlines Patient and assertive Committed to the support and development of young people 	<ul style="list-style-type: none"> Good sense of humour and common sense Committed to further professional development 	<ul style="list-style-type: none"> Application Form Interview References
Circumstances	<ul style="list-style-type: none"> Able to be flexible in working patterns Enhanced DBS clearance 		<ul style="list-style-type: none"> Application form Interview References DBS check

05. How to Apply

How to Apply

Please submit the application form accompanied by a letter of application in which you should explain why you are applying for the job. Please indicate in this letter how you feel your experience, training and personal qualities match the requirements of the post.

Please do not hesitate to contact the school if you would like any further information or to arrange a visit.

Applications to be returned to Mr P. Atkinson by either email to: headspa@jarrowschool.com (please do not use any of the other email addresses that appear in our literature) or by hard copy to the address below:

Mr P. Atkinson
Head Teacher
Jarrow School
Field Terrace
Tyne and Wear
NE32 5PR

Closing date for receipt of applications for this post:

Noon on Monday 19 May 2025

Jarrow School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment and an Enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant pre-employment checks. In line with the guidance in Keeping Children Safe in Education, we may also carry out an online search as part of our due diligence on shortlisted candidates.