

FURZE PLATT SENIOR SCHOOL

Literacy LSA FTC

Application Pack

Application Forms

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

Email: office@furzeplatt.com | Website: www.furzeplatt.com

Tel: 01628 625308 | Fax: 01628 782257

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Literacy Learning Support Assistant
Fixed Term Contract for one year
Start Date: 1st September 2022

Fixed Term for one year, part time, 30 hours a week, start time 8.45am, finish time 3.15pm (includes a half hour unpaid break). Monday to Friday, term time only
Actual salary £13,920 - £14,200pa depending on experience

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1400 students of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

We are looking for someone to work under the supervision of the SENCo (Special Educational Needs Co-ordinator) and facilitate an increased standard of literacy for students in Key Stage 3 who are not yet achieving expected standards to remove barriers to learning and increase access across the entire curriculum. You will work through a developed Covid Recovery Programme supporting students with reading, writing, verbal communication and spelling. This will take place in the form of one-to-one and small group literacy intervention using strategies and materials provided by intervention specialists. You would also be responsible for monitoring student progress by keeping records up to date and providing feedback and highlighting concerns so that appropriate action can be taken in a timely manner. Other responsibilities include accompanying teaching staff and students on visits outside of school and supporting students with basic use of ICT.

If you enjoy working with children and/or young people and have some experience working in an educational environment as well as a specific interest in literacy and a love of reading this would be an exciting opportunity for you. We are looking for a team player who is a confident communicator at all levels with strong organisational and time management skills. If you enjoy working in an environment where no two days are the same we would love to hear from you.

For further information about this role and in order to complete a **Support Staff Application Form** please refer to our school website **www.furzeplatt.com.** Application forms should be returned to **Kiran.smith@furzeplatt.net**. Only applications submitted on the school application form will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

We will be considering applications as they are submitted
Suitable applicants will be interviewed as soon as is practicable

Furze Platt Senior School: a company limited by guarantee. Registered Office: Furze Platt Road, Maidenhead, Berkshire SL6 7NQ
Registered in England: Company Number 7834715

Literacy Learning Support Assistant

Job Description: Literacy Learning Support Assistant	
Line Manager:	Overall Line Manager: SENCo (Special Educational Needs Co-ordinator)
Main Purpose of Role:	1. To work under the direction of the SENCo and facilitate an increased standard of literacy for students in Key Stage 3 who are not yet achieving expected standards. To seek to improve levels of literacy in order to remove barriers to learning and increase access across the curriculum.

Main Responsibilities:

1 To liaise with and work under the direction of the Line Manager supporting the progress of targeted Key Stage 3 students with reading, writing, verbal communication and spelling through a developed Covid Recovery Programme.
2 To deliver one-to-one and small group literacy intervention to identified students using programmes, strategies and materials provided by intervention specialists and others already designed to support students such as Read, Write, Inc, Fresh Start.
3 To monitor and evaluate literacy provision for targeted students, adopting and adapting strategies as required.
4 To monitor student progress in relation to literacy, keep appropriate records up-to-date and provide feedback on progress made and any observed difficulties in understanding or skills, to teachers and other relevant staff members so that appropriate targets/action plans can be identified.
5 To perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are considered to be serious they should be reported to the Line Manager immediately.
6 To support students in the basic use of ICT in relation to any literacy programmes, particularly where this will help them to better access the curriculum.
7 To ensure that the environment being used for intervention practice is well prepared, including setting up furniture and resources and clearing away afterwards.
8 To accompany teaching staff and students on visits, trips and out-of-school activities as required.
9 To assist with the supervision of students out of lesson times, including during breaks.

OTHER

1. Attend relevant INSET days and (where outside commitments allow) staff meetings.
2. To undertake any other duties not mentioned above, commensurate with the level of the post.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Literacy Learning Support Assistant

Person Specification: Literacy Learning Support Assistant

	Essential	Desirable	How to be tested
Qualification criteria:			
1. 5 good GSCEs including English & Maths at Grade C or above (or equivalent).	✓		Application form
2. CACHE Level 3 Award and Certificate in Supporting Teaching and Learning in Schools (or equivalent).		✓	
3. Basic knowledge of Microsoft Office.	✓		
4. Eligible to work in the UK.	✓		
Experience of:			
1. Working with or interacting with children and/or young people.	✓		
2. Working with children and/or young people with Special Educational Needs		✓	Application form and interview
3. Working with children and/or young people with ASD.		✓	
4. Working in an educational environment.		✓	
Behaviours, Skills and Strengths:			
1. Confidence and ability in reading comprehension, written work, verbal communication and spelling.	✓		Application form and interview
2. Be willing to develop an awareness of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.	✓		
3. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.	✓		
4. A willingness to acquire an understanding of the educational objectives and ethos of the school.	✓		
5. Able to relate sympathetically to young people.	✓		
6. Able to communicate effectively and confidently with staff and students and on occasions parents and other professionals working with the school.	✓		
7. Able to work well under pressure and be decisive in a busy school environment.	✓		
8. Ability to work with a minimum of supervision and within a team.	✓		
9. Ability to manage pupils in a classroom setting.	✓		
10. Able to manage own time, prioritise and use initiative.	✓		
11. High levels of honesty and integrity.	✓		
12. Fit and able to move furniture, sit at low tables, etc.	✓		
13. Be willing to develop knowledge of difficulties experienced by young people with Special Educational Needs.	✓		
14. Able to maintain high levels of patience and remain calm in challenging situations, in particular when working with students with Special Educational Needs.	✓		
Other:			
1. This post is subject to an enhanced DBS disclosure.	✓		DBS Process References
2. The post holder must be committed to safeguarding the welfare of children.	✓		