



ASHTON PARK SCHOOL

A member of the
GATEHOUSE GREEN LEARNING TRUST
Headteacher: Mr R Uffendell BSc (Hons) MEd NPQH
Respect | Determination | Community



Job Title: Post 16 Learning Support Assistant
Pay Scale: BG8
Managed by: SENDCo

Purpose of the Job

The LSA will

- Support our Post 16 students and inspire their learning and achievement.
- Promote an effective independent learning culture, assisting and advising students on strategies to improve their learning and study habits
- Work with a range of young people, supporting all students in the sixth form study room, in lessons, on educational trips and delivering interventions in groups and one to one.

The initial focus for this role will be working with Post 16 students in our sixth form centre. However, this may change over time in order to meet the needs of students at Ashton Park School and the successful candidate should be prepared to work with a range of young people from years 7-13.

Duties and responsibilities

Teaching and learning

- Supervision of sixth form students during Study periods to ensure that a quiet and effective working environment is maintained, with good standards of discipline and behaviour
- Promoting an effective independent learning culture and assisting and advising students on strategies to improve their learning and study habits
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of teachers and increase achievement of all students including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support with maintaining good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe student performance and pass observations on to teachers
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance students' learning
- Undertake any other relevant duties given by the Head of sixth form or Senior Leader for SEND & Inclusion

Blackmoors Lane, Bower Ashton, Bristol, BS3 2JL
Tel: 0117 377 2777 | www.ashtonpark.net | mail@ashtonpark.net

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Registered in England: Company number 8203318. VAT number 343810613. Registered Office: Redland Green School, Redland Court Road, Bristol. BS6 7EH

Planning

- Maintaining accurate records of students' attendance in Study and use of Study periods, communicating any unexplained absence to the Head of sixth form.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the learning environment for independent study
- Working with colleagues and other relevant professionals
- Communicate effectively with other staff members and students, and with parents and carers
- Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With teaching staff, keep other professionals accurately informed of performance and progress or concerns they may have about the students they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Working with the Head of Sixth Form to develop the sixth form experience for students.
- As directed by the Examinations Officer, carrying out Invigilation duties within Public Examination sessions. This may include working with access arrangements students.
- Assisting with the induction of students into the Sixth Form

Working with colleagues and other relevant professionals

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Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of students, and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after students who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

The LSA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the LSA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Post 16 Learning Support Assistant

Person Specification

ESSENTIAL (Must have)	DESIRABLE (Should have)	ADVANTAGEOUS (Could have)
<p>Knowledge & Experience</p> <p>Experience of working with young people in an education or related setting.</p> <p>Capability to achieve GCSE grade C in English & Maths.</p> <p>Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and carers from a variety of ages, abilities and backgrounds.</p>	<p>Knowledge & Experience</p> <p>At least two years' experience of working effectively in an education setting and applying the regulations applicable to Health & Safety, Hygiene, Child Welfare & Protection</p> <p>Hold GCSE Grade C or above [or equivalent] in English & Maths, plus at least three other academic subjects or NVQ 3 in a relevant field</p> <p>Understanding of how different young people develop and learn and the experience to identify and apply appropriate processes to achieve progression</p> <p>Understanding of the role of the class teacher, the parent or carer and external agencies in developing and maintaining an effective learning environment</p> <p>Knowledge and experience of working with young people with SEND</p>	<p>Knowledge & Experience</p> <p>Previous experience of working with young people in a Post-16 setting</p> <p>Education to degree level.</p> <p>Knowledge of a range of evidence based interventions</p> <p>Current first aid certificate</p>

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ESSENTIAL (Must have)	DESIRABLE (Should have)	ADVANTAGEOUS (Could have)
<p>Abilities & Aptitudes</p> <p>Flexible, adaptable and positive attitude to working in a structured environment</p> <p>Communication skills to promote and develop effective working with children, colleagues and carers/agencies at an appropriate level to achieve understanding and constructive response</p> <p>Ability to plan, review and carry out duties without supervision</p> <p>Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution</p>	<p>Abilities & Aptitudes</p> <p>The ability to contribute effectively to the workload, planning, and responsibilities of a team</p> <p>Proven communication and interpersonal skills evidenced by dealing with a diverse range of contacts about potentially complicated and/or sensitive issues.</p>	<p>Abilities & Aptitudes</p> <p>Ability to communicate in a language other than English</p> <p>Ability to use school management systems such as SIMS</p> <p>Competent in using Google Docs</p>
<p>SPECIAL CONDITIONS The post is subject to enhanced DBS check</p>		