

LAWNSWOOD SCHOOL

Recruitment Pack

Teaching Assistant

Embed confidence; fuel ambition.
www.lawnswoodschool.co.uk











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WELCOME



Mrs J Bell
Headteacher

"Pupils are polite, friendly and respectful. They belong to a welcoming and inclusive school that seeks to know and understand them as individuals. The school has created a positive environment in which pupils feel happy and safe."

Ofsted 2023

Thank you for taking an interest in Lawnswood School.

We are a vibrant and busy learning community where everybody matters, and we work together to provide a learning environment in which all our students make the best possible progress, both academically and personally. We believe it is important to ensure students feel happy and secure and are enabled to develop into successful adults and active members of the community.

In addition to an academic provision which is both challenging and supported, where necessary we offer excellent pastoral care and a wide range of opportunities for students to engage with school and the wider community.

It is important to us that our students enjoy their time in school and make the most of every opportunity, whilst still preparing themselves for their future. Our alumni are testament to the fact that we are able to prepare our students for varied and successful careers.

The dedicated and talented staff at Lawnswood are committed to ensuring every child succeeds and achieves their very best. This recruitment pack is full of valuable insights about the role, its requirements, and our thriving learning community.

We hope that you choose to join the team, and we welcome visitors at all times. Should you wish to visit the school, please do contact us.

We look forward to welcoming you to Lawnswood School.



AIMS AND VALUES

We aim to create an inspirational community of learning where we combine our ambitions for academic attainment with an emphasis on students' moral, personal, social and spiritual needs, so that they may take their place as caring, committed, self-aware and confident members of society. To ensure all our students are treated as individuals and are able to flourish and excel, Lawnswood School aims to:

- create a vibrant community where we work together, respect differences, treat one another with justice, tolerance and respect;
- ensure our students are equipped with the necessary knowledge, skills and confidence to undertake the next stage of their career;
- foster leadership and engagement to encourage our students to make a positive contribution to both our school and community;
- offer all students a broad and balanced curriculum that leads to positive outcomes;
- offer a range of activities, visits and trips that help students develop the skills and knowledge to take an active and positive role in the world;
- engage with members of our community to support opportunities of learning, experience and social skills; and
- provide and maintain an attractive, secure, safe and healthy school environment.

EXCELLENCE IN TEACHING AND LEARNING

Students at Lawnswood School are encouraged to be independent learners. Our broad and balanced curriculum ensures students are equipped with the knowledge and skills to ensure a successful future. Staff at Lawnswood are passionate about their teaching and work hard to deliver high quality, interesting and engaging lessons.

Putting the learner at the centre of the learning process places a real emphasis on developing individual students' capability to acquire the skills, knowledge and attributes needed to be successful during their time at Lawnswood and as they leave to pursue their future career.

We deliver a wide range of subjects that allow students to excel in their specialist areas and prepare them with the knowledge and skills for a rapidly changing workplace. When students arrive in Year 7 they spend the first four weeks working on a cross-curricular project in teams. During this time, we take every opportunity to assess and evaluate their individual learning needs.

This includes undertaking Cognitive Ability Tests, reading tests and gathering teacher feedback. Our baseline data, in conjunction with information from primary schools, is used to ensure that the students are placed in the correct classes, given appropriate targets and provided with additional stretch, challenge and support where needed.

At Key Stage 4 and 5, students are afforded more choice in their learning and our information, advice and guidance ensures they are supported in choosing a curriculum which both suits them as individuals and will open doors in the future. We report regularly to parents on their child's learning and encourage a continuing dialogue between school and home. In addition to parent consultation evenings we ensure there are frequent parent information evenings to support students and parents in their educational journey. Lawnswood has high expectations for all students and, whatever their individual gifts, interests and talents, they will be challenged, supported and above all inspired.

"The curriculum is ambitious and well sequenced. Pupils build their knowledge and understanding with increasing depth and complexity. They learn to think and work like subject specialists."

Ofsted 2023



OUR FACILITIES

The school is set in spacious and attractive grounds that support a wide range of outdoor learning. This is in addition to our traditional classrooms, smaller group rooms and individual spaces.

A well-resourced library in addition to specialist facilities in science, PE, drama, technology and music enable our students to excel in all areas of the curriculum.

To ensure we prepare our students for a changing modern-day world of work, we have extensive ICT facilities, designed to accommodate different lesson formats and our curriculum.

We are always conscious of the need to improve our facilities in order to provide the best possible experience for our students. With this in mind, we have recently redesigned our catering facilities to provide relaxed and safe social spaces.

"I love that there are lots of opportunities available at Lawnswood School."

Year 7 Student

JOB ADVERT

Teaching Assistant

Job Type	37 hours per week, term time only + 5 days, permanent	**Required from**	As soon as possible
Payscale	B1 SCP 4-6 Actual salary £22,376-£23,091	**Closing date**	Thursday 10 December, 9am

Lawnswood School is a thriving school with strong leadership and a dedicated and supportive team of staff. We are looking for someone with enthusiasm, a 'can do' mentality, and the drive and determination to ensure that the students with whom you work can overcome barriers to learning and progress; helping to keep them safe, happy and successful throughout their time with us.

For this Teaching Assistant role, you will be supporting students across the key stages and must be confident in your ability to work with secondary aged pupils. Ideally, this post would suit an experienced Teaching Assistant, either secondary or KS2 primary, however, we would consider candidates new to the role and provide the relevant training. Part time may also be considered.

Lawnswood School can offer you a professional challenge and a rewarding opportunity, working with a collaborative leadership team that's passionate about the progress and development of every student.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check. The details of the DBS Code of Conduct can be found here: https://www.gov.uk/government/publications/dbs-code-of-practice. We promote diversity and want a workforce which reflects the population of Leeds.

For further information please visit www.lawnswoodschool.co.uk and send your completed application with a covering letter (no more than two sides of A4) to Mrs J Bell, Headteacher by email to our HR Administrator to hr@elawnswood.co.uk or by post to Lawnswood School, Ring Road, West Park, Leeds, LS16 5AG.

JOB DESCRIPTION

Teaching Assistant

Purpose	The person appointed will work under the guidance of the SENDCo and teaching staff, within an agreed system of supervision, to implement an approved work, care and support programmes with a range of students, either individually or in group work as required, in or out of the classroom.
Accountable to	SENDCo
Liaising with	Staff, SLT, students, parents / carers, external agencies

Main duties

- Support the progress of students with SEND by helping to remove some of the barriers to learning in the classroom.
- Use a range of strategies, in liaison with the teacher, to support students in achieving learning goals and maximising independent communication with peers and staff.
- Monitor and evaluate students' responses to learning activities through observation and recording of progress.
- Support home-school liaison to maximise parental awareness of ongoing needs/activity, which may include making phone calls and attending meetings.
- Within the context of teacher led planning, set challenging and demanding expectations and promote self-esteem and independence.
- Carry out small group interventions with targeted students.
- Report any issues or concerns to supervising teacher or SENDCO.
- Report on student progress and lesson outcomes to the supervising teacher.
- Provide records as requested by the SENDCO.
- Promote positive values, attitudes and good student behaviour, dealing with challenging behaviour in line with established policy and encourage students to take responsibility for their own behaviour.
- Contribute to the promotion of a positive view of Inclusion and acceptance of all students.
- Be aware of, and comply with policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person
- To attend relevant meetings as required.
- Contribute to the overall ethos/work/aims of the school.
- Participate in the daily duty rota offering cover during social times, support lunchtime clubs.
- To undertake any other duties as commensurate with the post.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history, and an online search will be conducted. This includes only information publicly available online. We promote diversity and want a workforce which reflects the population of Leeds.

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.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU settlement scheme or having secured any other relevant work visa. Lawnswood School is not registered with the UK Government to offer visa sponsorship. For further details, please contact the school on 0113 284 4020.

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.

All support staff positions are conditional upon successful completion of a 6-month probation period.

This job description is current at the date shown but, following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

December 2026

PERSON SPECIFICATION

	Essential	Desirable	Evidence
Skills	• Strong numeracy/literacy /ICT skills, with fluent written communication. • Ability to adapt resources and work with a class teacher to personalise learning for specific areas of need. • Ability to work constructively as part of a team. • Ability to be adaptable & flexible. • Ability to engage with fellow professionals, and parents / carers.	• Good understanding of Microsoft Word, Powerpoint and Excel. • Good IT skills	Application Certificates Selection process
Knowledge & understanding	• Understanding classroom roles and responsibilities and your own position within these. • Understanding the barriers to learning that students with identified special education needs may have and an understanding of how to support access to learning.	• To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. • Experience of supporting students in a secondary school or KS2 primary.	Application Selection process
Qualifications & training	• GCSE English Language and Maths Grade 5 (or equivalent). • Participated in development and training opportunities.	• School safeguarding training • Speech and language training • Dyslexia and Autism Awareness L1 or higher • NCFE/CACHE training • Awareness of a trauma informed approach and how to support young people with social & emotional needs	Application Certificates Selection process

HOW TO APPLY

To apply for this vacancy, please download the Support Staff Application Form from our website - Lawnswood School - Vacancies.

Please complete this as fully as possible and then email your completed application form to hr@elawnswood.co.uk, or post it to HR, Lawnswood School, Ring Road, West Park, Leeds LS16 5AG.

Your application will be acknowledged, and we will get in touch to let you know if you have been successfully shortlisted for interview.

Important notes:

In your application, please provide details of your education (from GCSEs or equivalent onwards) and please list your full employment history from leaving school. This should include details of all paid and unpaid / voluntary work.

All gaps in employment since leaving school must be clearly accounted for, and if these do exist you must clearly explain the reasons why and outline what you were doing during this time.

Please complete the form in full, evidencing how your skills, knowledge and experience meet the person specification for this role. Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted for interview.

Please note that CVs are **NOT** accepted.

Our application form has a section for you to add the details of two referees. Please carefully read the guidance on the application form regarding this section to ensure that the referee details you provide are in line with this.

If you require any adjustments to assist you with the recruitment process, please contact us at hr@elawnswood.co.uk and we will do our best to help.

All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and any other relevant checks in line with statutory guidance.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU settlement scheme, or having secured any other relevant work visa.

For further details, or if you have any questions, please contact hr@elawnswood.co.uk

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SCHOOL

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