



# Learning Support Assistant

**26 hours per week term time only plus 5 INSET training days**

NJC Level 2a points 3 – 4

£11,306 – £11,532 per annum, actual salary  
(£18,562 – £18,933 pro rata)

**Required ASAP**

**October 2021**





## Welcome from our Executive Principal

Sandy Secondary School continues to go from strength to strength; it has a fantastic staffing team and was rated as "GOOD" by Ofsted in December 2017 with outstanding features. It is a place all staff and students are pleased to attend and proud to be a member of the school community. The School continues to achieve some of the best GCSE results in the whole of Bedfordshire (and many of our surrounding counties), as well as at A level. The school has some stunning results from Years 9 and 10 as well, as we do have a policy of early entry where appropriate. We are one of the TOP 100 performing schools in the country and have been award a prize by the SSAT for the excellent progress our students make.

Our transformational journey continues this year, with even higher expectations, refinement of our systems and an even greater focus on achievement and success. I look forward to receiving your application and welcoming you to our school in person should you be shortlisted for interview.

May I take this opportunity to thank all applicants for their interest in this post and in Sandy Secondary School.

With best wishes

Miss Karen Hayward  
Executive Principal

## Learning Support Assistant

Our ideal candidate will be enthusiastic, committed & flexible. They will be able to inspire and motivate students and will not mind students who are sometime anxious and challenging.

Candidates will have excellent literacy and numeracy skills and be able to support the work of the Teacher and work one to one and in small groups with students as required.

If you are ready to inspire our students we would be interested in hearing from you with the possibility of you joining us in the next phase of development in our School.

### How to apply for the role:

Application is by completed application form. Applications are invited by email to: [vacancies@sandysecondaryschool.com](mailto:vacancies@sandysecondaryschool.com)

**Closing Date – Monday 18<sup>th</sup> October 2021 at 9.00am**

### **Safeguarding**

*Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records, the successful applicant will be required to undertake an enhanced DBS check.*



## Learning Support Assistant: Job Description

**Responsible to:** Learning Support Manager & SENCO

**Responsible for:** Supporting students with Special Educational Needs

**Salary:** NJC Grade 2a points 3 – 4

**Hours of work:** 26 hours per week, term time only

Monday	9.00am – 11.00am; 11.20am – 1.20pm; 1.50pm – 3.50pm
Tuesday - Friday	9.00am – 11.00am; 11.20am – 1.20pm; 1.50pm – 2.50pm

### **MAIN DUTIES AND RESPONSIBILITIES**

1. To work under the direction of the SENCO
2. To promote and support the inclusion of all students in the learning activities in which they are involved.
3. To assist with the implementation of the additional teaching requirements for those students who have an Education Health and Care Plan and for other students on the Special Educational Needs list.
4. To work within the classroom, possibly in all subject areas, assisting those students with any problems which may impede their learning.
5. To work within the Learning Support Base assisting students with their individual, specific learning programmes
6. To help maintain an up-to-date record of students' progress with Special Educational Needs, noting the provision made, recording and monitoring progress made.
7. To assist with general departmental administration and maintenance tasks.

### **Support for the school**

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, SENCO, House Achievement Leaders and other learning support assistants; working at all times within the school's policies and procedures.
2. To assist in the general efficient operation of the school, including providing cover for other learning support assistants where necessary and as directed by the SENCO.
3. To support the school's staff development programme and to undertake appraisal interviews. To attend courses as appropriate.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the SENCO.



## **Health and Safety**

To have an up to date knowledge and demonstrate a good understanding and knowledge of equalities legislation and the Equality and Diversity policies as applicable to the role.

### **Professional Development:**

- Maintain and update your own knowledge and skills in line with legislation and the needs of the role.
- Attend CPD events as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism at all times.

### **PERFORMANCE MANAGEMENT:**

Participate in the School's arrangements for performance management, professional development and the School's arrangements for quality assurance and internal verification.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

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 of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

'We believe in the welfare and safeguarding of all children and expect ALL staff to share the same view'

Signed by Job Holder: ..... Date: .....

Signed by Line Manager: ..... Date: .....



## Learning Support Assistant: Person Specification

Essential	Desirable
<b><i>Education - Qualifications</i></b>	
Educated to GCSE level with English and Maths at A*-C	NVQ level 2 in relevant subject
<b><i>Experience and background</i></b>	
Experience of working with young people	Experience of supporting students in a classroom
<b><i>Skills/Knowledge/Aptitude</i></b>	
Well organised Ability to work under pressure Ability to prioritise Patience Sense of humour Endless capacity for hard work Good relationships with students	
<b><i>Professional Attributes</i></b>	
Communication skills Empathy with young people Flexibility Commitment Discretion and integrity Commitment to school shared values	ICT skills
<b><i>Other</i></b>	
Must be fluent in the English language in accordance with the Immigration Act 2016	