

CARE
ASPIRE
INCLUDE



LEARNING SUPPORT ASSISTANT

Join Us

The Romsey School
Greatbridge
Romsey
Hampshire
SO51 8ZB

01794 512334

jobs@gatewaytrust.org

www.romseyschool.co.uk

Key Information / Gateway Trust

We have one role available.

The Learning Support Assistant (LSA) Band C role is suitable for both individuals interested in this role, alongside those who are looking for a route into teaching. This is a part time role, offering 30 hours per week term time.

The Position

Post Title:	Learning Support Assistant
Academy:	The Romsey School
Pay Range:	Support Staff Grade C, £23,115 to £24,140. Actual Salary - £16,074.78 to £16,787.59
Line Manager:	SENDCO/ Assistant Head for SEND & Inclusion / 2nd in Department
Team:	SEND Team
Year Group:	KS3 / KS4
Start Date:	September 2024
Closes:	Midnight, 14th July 2024
Final Interview:	Week commencing 15th July 2024
School Visit	Contact HR to arrange

HR Administrator - Applications & Procedure

	jobs@gatewaytrust.org
Hazel Hampton:	01794 517007



www.gatewaymat.org

'If you have the knowledge, let others light their candles in it' - Margaret Fuller.

The Gateway Trust was established in 2019 and is a small multi academy trust consisting of The Romsey School, Oakfield Academy and Gateway Central Services, including Little Sunlights nursery. It is a trust looking to grow and develop, focussed on making a difference to the unique communities that each school / setting serves.

As the trust grows and develops, opportunities to work across settings may become available. This particular post however is based at The Romsey School.

For your reassurance, whilst we enjoy the freedom of Academy status for our school settings, we tend not to deviate significantly from STPCD and Hampshire terms and conditions. We are always very happy to answer any further questions that you may have at any stage of your application to come and work with us.

The Gateway Trust is a trust based on values underpinned by the 'common wealth' of working collaboratively to positively impact on young people and our communities. Whilst our Trust provides 'top cover', support, reassurance and guidance each of our schools is unique and serves its own community with autonomy, character and attention to detail. It is a trust focussed on its people...because it is the people that make a place.

Gwennan Harrison-Jones
CEO- Gateway Trust

Judith Houghton
Board Chair – Gateway Trust

The Romsey School



Greatbridge, Romsey
Hampshire
SO51 8ZB
Tel: 01794 512334
Email: jobs@gatewaytrust.org



11-16 Comprehensive School

Beacon Learning Support Assistant (Band C)

Part Time, 30 hours per week

Term Time Only (39 weeks per year)

Permanent contract

Support Staff Grade C, £23,115 to £24,140. Actual Salary - £16,074.78 to £16,787.59

An exciting post has opened up for LSA support in our Beacon Provision. The Beacon supports small groups of individuals with a high level of Cognition and Learning need. It is a bespoke package that enables pupils to access an adapted curriculum that is heavily tailored to meet their needs. This bespoke curriculum includes core subjects alongside project based learning and therapeutic activities. The successful candidate will be based in our Beacon working alongside the Tutor and Beacon Support Worker across years 7 -10.

The successful candidate will be able to show a passion for working with children with additional needs and an empathy and patience to enable them to thrive.

The Romsey School is a high attaining comprehensive school, committed to high quality inclusive education. At the heart of The Romsey School is our mission for a lived experience of 'Compassionate Excellence', meaning that we care, aspire, and include in all that we do. This set of values extends to everyone within our community and this includes staff as well as our students.

Learn Together at The Romsey School

We have regular professional learning opportunities and are fully committed to your Growth and CPD development, offering access to The National College and working with our Research Lead Team.

In return, The Romsey School will provide you:

- Access to the staff benefits programme which includes the 'cycle to work' scheme
- Focus on staff wellbeing, including 24/7 Employee Assistance Programme, free flu vaccination and eye care vouchers.
- Opportunities to be included within the school community by joining one of several groups of staff within the school that lead on significant initiatives such as:
 - Staff Wellbeing

- Student leadership
 - Extracurricular sports clubs
 - Duke of Edinburgh Award
 - A variety of trips and educational visits, which includes international trips to places such as Kenya, Iceland, Spain, Paris and the Ski Trip in Austria.
- Generous pension contributions
 - 39 weeks per year contracts
 - Discounted lunches from our excellent in house kitchen.
 - Access to and an Employee Discount to our on-site nursery, Little Sunlights
 - On-site, free staff car parking.

If you would like an informal chat about the role email – jobs@gatewaytrust.org to arrange or phone 01794 512334.

Please can you complete the online Application form, via the following link <https://mynewterm.com/jobs/137239/EDV-2024-RS-81166> , as we unfortunately do not accept CVs.

The Gateway Trust is an equal opportunity employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

If you are interested in this position, we would love to hear from you. Please submit your application as soon as possible as we reserve the right to interview exceptional applicants before the closing date.

Closing Date – Midnight, 14th July 2024

Interview Date – Week commencing 15th July 2024

Job Description – Learning Support Assistant (Band C)

Line Manager: SENCO and Second in charge of SEN

Strategic Purposes

The successful candidate will support the teaching staff in the education, care and welfare of students at The Romsey School. To work in partnership with the teacher, to foster effective participation of pupils in the social and academic processes of the school.

Key Responsibilities & Management Tasks

Support for Students

- Provide additional support to pupils who are out of the classroom for a variety of reasons.
- Working with individual or groups of children, assist in ensuring pupils are kept on task and complete activities set by teachers.
- Deal with behavioural and special needs issues in conjunction with the teacher
actively support students' learning during lessons and their interventions within the lessons.
- Create resources for pupils who are out of the classroom for a variety of reasons.

Support for Teachers

- Help implement lesson plans.
- Provide feedback to pupils without reference to the teacher.
- Take small class or small group of pupils for defined activities e.g. reading

Support for the Curriculum

- Contribute with teacher to lesson contents and aims.
- Support and work with teacher in testing /assessment.
- Carry specific specialist responsibility and support other staff in this area when needed.
- In conjunction with teacher, liaise with parents on pupil progress.
- Participate in the school's performance development (appraisal) system.
- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.

- Carry out any other duties commensurate with the level of responsibility of the post and to carry out any additional responsibilities as may be reasonably required by the Headteacher or Executive Leader within the purview of the post.
- Individuals have a responsibility to promote and safeguard the welfare of children and young person's that they are responsible for, or come into contact with.

Key Performance Indicators

- A Level 2 LSA will implement lesson plans, deal with pupil behaviour and make judgements about pupil progress/pupil needs without reference to the teacher.
- A Level 2 LSA, whilst working under the general direction of the teacher, will work unsupervised and without the close presence of the teacher.
- A Level 2 LSA, due to training and expertness, will normally carry a specific specialist responsibility (e.g. speech therapy) and support other staff in the school when help is needed in this area.

Role dimensions

- Role dimensions vary according to the experience of the LSA
- A Level 2 LSA carries supervisory/induction/mentoring responsibility for other LSAs and, if they hold a specialist qualification, will also guide teaching staff in this area. They will also brief and support new staff (including teachers) on the stage of development of pupils.
- Written reports required from LSAs are detailed and complicated especially if they are addressing complicated pupil needs.

Main Contacts

- Internal (in school) – pupils, other colleagues, teachers, head teacher, special needs governor, other members of governing body.
- External (outside school) – (usually under the direction of the teacher) Education Psychologist, Education Welfare Officer, parents, GPs, Hospital staff, Occupational therapists/physiotherapists, other LEA specialist colleagues, outside contractors, specialist groups on educational visits, students, escorts, police.

Working conditions

- School and classroom based learning environment (sometimes significantly constrained in terms of space/equipment/seating) – responsibility, with teacher, for maintaining calm.
- External working on trips, educational visits etc.
- Manual handling responsibilities.
- Expected to maintain behaviour management standards of children, some of whom can be especially challenging and difficult, and deal with racial/abusive language and bullying.
- Health & Safety responsibility for self, children and area which is particularly demanding in a child-centred environment

Meetings

Attend and contribute to regular planned department meetings, staff meetings and in-service sessions for whole school activities.

Additional Information

- There is a multi-role aspect to this job in that the expertise of the Level 2 post holder will affect the depth and range of support the class teacher can expect.
- It has a high confidentiality component and needs to hold the trust and confidence of both the pupils and teachers. It may acquire information on child protection/family sensitive issues which must be treated carefully and appropriately.
- The size and type of school will be a factor in determining how the role operates as will the physical site of the school.
- High levels of stress are generated by various aspects of the role including when dealing with individual pupils and/or groups with complex and demanding learning needs. The post holder's working hours require constant pupil contact and there is no provision for attendance when children are not there.

Necessary role related knowledge

- Empathy with pupils and sympathetic to their needs.
- Trained at least to NVQ2 standard or equivalent.
- Previous relevant experience in a teaching/learning/child support working environment.
- Basic literacy and numeracy skills.
- Good communication skills and able to clarify and explain instructions clearly.
- Professionally discrete and able to respect confidentiality on particular issues.
- Well-developed interpersonal skills and sense of humour enabling effective relationships with a variety of different people.
- Team Worker.

Initial induction/training required

- "shadowing" experienced LSA in school
- knowledge of school and school systems/policies
- understanding of curriculum, particularly literacy and numeracy requirements
- approach towards pupil discipline and behaviour
- relationship between and respective responsibilities of teacher and LSA
- professional relationships between staff and pupils
- support from "mentor" LSA
- manual handling skills
- developing health and safety knowledge

- independent working, supported by teacher, with groups of or individual children

How would effectiveness in role be demonstrated?

- Firm, sensitive and effective approach towards pupil discipline
- Good organisational ability
- Able to work at an advanced level with the teacher in planning and delivery of teaching activities
- Able to monitor and record pupil progress
- Competent in working with group of pupils without direct supervision from the teacher
- Ability to apply knowledge and skills from training in practical classroom context
- Flexible in relation to tasks undertaken and groups/children allocated
- Ability to motivate and encourage children appropriately
- Ability to work independently and with initiative
- Ability to establish and maintain good relationships and rapport with other colleagues' in
- the school and external contacts (e.g. parents, education psychologist, speech therapist)
- Possession (especially in Special Schools) of specialist qualification/skills (e.g. Makaton)
- to deal with needs of particularly challenging pupils

What characteristics will the advanced role holder demonstrate?

- Specialist and recognised responsibility which entails leading on particular issue (e.g.
- SCIP) in school and spreading techniques and expertise to other staff.
- Inputting to and, where appropriate, leading on professional development of school staff during in-service activity.
- Recognised for expertise in school.
- Mentoring of other LSAs.
- Support for the induction of other staff in the school including, in appropriate circumstances, teaching staff.
- Able, under the overall direction of the teacher, to take responsibility for meetings with external school contacts e.g. parents, education psychologist, GP.

THE ROMSEY SCHOOL SENIOR TEAM

WHY WORK WITH US?

Annie Eagle (Headteacher)

Thank you for having an interest in coming to work at The Romsey School. Romsey School is a very special place. It is a place which prides itself on aspiration, on its exceptional Student Support, superb Teaching & Learning and on the highly effective relationships that we have across our community. Our culture is based on mutual respect and members of our community strive to be the best we can be every day. [This link](#) will give you more details about our school values and our curriculum intentions.



As you will learn, our overarching vision is that we deliver “Compassionate Excellence” for all our students through the values of “Aspire, Care & Include”. We aim to ensure that our youngsters leave our school confident, inspired and fulfilled, ready to rise to the challenges of their future.

We hope that after reading this pack you will be excited about applying to become part of the continuing success that is The Romsey School. We are a great team, looking for likeminded people to join us. If you would welcome an initial discussion about this role and/or a tour of the school, please contact HR via jobs@gatewaytrust.org

Chris Cove (Deputy Headteacher)

The Romsey School is a place that lives its Values; Aspire, Care & Include. The staff are incredibly supportive and strive to ensure that students are successful in all aspects of school life. They do this through creating a safe and engaging environment for students to learn whilst ensuring they develop both academically and personally both in and out of the classroom. The Senior Leadership Team are excellent at nurturing staff whilst driving the school forward with an aspiration to create a world class education for our students. I look forward to meeting you and welcoming you to The Romsey School in the near future.

Chris Stephens (Deputy Headteacher)

I really enjoy working at Romsey because I have always felt that the school provides “High Challenge in a Low Threat” environment and it stimulates growth. I also really enjoy working with our students. How happy they are to talk to us, laugh with us and work with us! Lastly, I have always valued the support given to me to enable me to pursue my Career Development.



Alison Clarke (Assistant Headteacher – Pupil Premium & Personal Development)



I love the shared excitement at Romsey, finding out what works, what makes students and staff motivated to achieve, and most importantly to be happy. Romsey is an inclusive school where teachers and support staff of all career stages are excited about the learning and outcomes in the classroom and beyond. We enjoy working in our school because members of the community are valued and nurtured, feeling a sense of belonging where they can work and grow in an inclusive and supportive environment.

David Fawcett (Assistant Headteacher – Teaching & Learning)

Having worked in a number of schools around Hampshire, The Romsey School is a place where both student learning and staff development are front and centre of its drive towards being exceptional. The spirit around the campus is infectious with both students and adults hungry to learn and improve. The school has such a community feel. It is a place where students shine, and staff meticulously develop their craft, working in synergy to be the best they possibly can be. The Romsey School is special and unique, full of opportunities, full of talent, and a place where working with our strong leadership team can help move our school beyond what can be imagined.





Donna Page (Assistant Headteacher - SEND, Diversity & Inclusion)

If you are looking for a supportive team, amazing children and a lovely location - Romsey is the place for you. When I researched job opportunities and then interviewed, I was so excited by the vision of 'aspire, care, include' and I still am. It's not just 'lip-service' of a vision, it is what we do, what we believe and how we run our school.

Adam Bettiss (Assistant Headteacher - Behaviour, Safeguarding and Attendance)

Romsey is a school that is genuinely at the heart of the community it serves and not just in the physical sense. We Aspire, Care and Include in equal measure and the care shown by the student support team for our entire community (parents, pupils and staff) is second to none. It is this unrelenting desire by all staff to support each and every pupil to reach and exceed their potential that gets me through my lengthy commute each day.



Nick Chafer (Senior Leader)

I've been here for 27 years and the main reason why I love it so much? The people and the community. Working here is a joy and allows you to develop a whole spectrum of skills to really make a difference. As a school we have continually evolved and we are all pushed to constantly ask ourselves if we could be doing things better.



The Senior Leadership Team at Romsey is a creative and supportive one. We have a strong focus on empowering all colleagues to develop and evolve teaching and learning and we believe in improving, not proving. As a group we have challenging and also creative conversations, along with lots of laughs.

N.B. The current senior team's roles and responsibilities are available on request.

EXTRA APPLICATION INFORMATION

Safer Recruitment

Gateway Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Data Protection Data Protection Act 1998.

You should be aware that the information you have provided will be stored on Gateway Trust/The Romsey School secure database and will only be used to process your application. It will not be passed to any other organisation.

Privacy Notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the school to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the Schools website for further details on their privacy notice and data protection policy.

You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data.

Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the HR Department on jobs@gatewaytrust.org

Selection Procedure

The shortlist will be drawn up soon after the deadline. Further details will be sent to those candidates called for interview. Failure to send your application form to the above address may invalidate your application.

Equality Monitoring

All applicants are requested to complete a Confidential Equality monitoring form.

The Romsey Charter

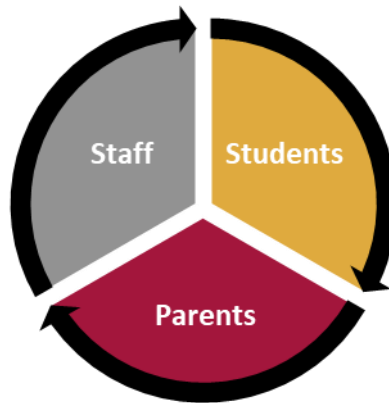
Our lived experience of '**Compassionate Excellence**' means that we **aspire**, **care**, and **include**. These values result in young people who are **inspired**, **confident**, and **fulfilled**. Students leave our school ready to rise to the challenges of their future.

All members of our community have the RIGHT:

- To feel and be safe in their working environment
- To be treated fairly, with respect and without prejudice
- To have a voice, to be listened to and to be included
- To deliver and receive a high quality education
- To be encouraged to explore, develop and flourish
- To be able to make mistakes and to have the chance to learn from them
- To be able to ask for, receive and offer support

All members of our community have the RESPONSIBILITY:

- To deliver our curriculum intentions for all learners
- To support students & guide them on how to improve
- To monitor pupils' wellbeing and to raise concerns
- To model standards and professionalism at all times
- To communicate respectfully with other staff, pupils & parents



- To meet the expectations for all Romsey Students
- To take care of our environment (local & global)
- To be honest and take responsibility for our actions
- To seek help and support from others as needed
- To communicate respectfully with other pupils, staff & parents

- To support their child in their learning, and the school in maintaining high standards
- To support and trust in the decisions made by the school staff
- To provide boundaries, model and encourage good behaviour
- To support their child in meeting the expectations for all Romsey Students
- To communicate respectfully with other parents, pupils & staff