

**CARE**  
**ASPIRE**  
**INCLUDE**



# LEARNING SUPPORT ASSISTANT

*Join Us*

The Romsey School  
Greatbridge  
Romsey  
Hampshire  
SO51 8ZB

01794 512334  
[jobs@gatewaytrust.org](mailto:jobs@gatewaytrust.org)  
[www.romsey.hants.sch.uk](http://www.romsey.hants.sch.uk)

**#WEAREROMSEY**

# Key Information / Gateway Trust

## We have one role available.

The Learning Support Assistant (LSA) 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

<b>Post Title:</b>	<b>Learning Support Assistant</b>
<b>Academy:</b>	<b>The Romsey School</b>
<b>Pay Range:</b>	<b>Salary B Scale</b>
<b>Line Manager:</b>	<b>SEND/CO/ Assistant Head for SEND &amp; Inclusion / 2<sup>nd</sup> in Department</b>
<b>Team:</b>	<b>SEND Team</b>
<b>Year Group:</b>	<b>KS3 / KS4</b>
<b>Start Date:</b>	<b>1<sup>st</sup> September 2024</b>
<b>Closes:</b>	<b>Midnight 14<sup>th</sup> July 2024</b>
<b>Final Interview:</b>	<b>Week commencing 15<sup>th</sup> July 2024</b>
<b>School Visit</b>	<b>Contact HR to arrange</b>

### HR Administrator - Applications & Procedure

	<a href="mailto:jobs@gatewaytrust.org">jobs@gatewaytrust.org</a>
Hazel Hampton:	01794 517007



[www.gatewaymat.org](http://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  
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Tel: 01794 512334  
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**11-16 Comprehensive School**

## **Learning Support Assistant**

**Part Time, 30 hours per week**

**Term Time Only (39 weeks per year)**

**Permanent contract**

**Salary B £22,737 to £23,058 (FTE), actual salary (£15,811.91 to £16,035.14)**

Are you looking for a challenging yet rewarding role? Able to build relationships with the pupils that need it most. Want to make a positive impact on a daily basis. Then we would like to hear from you.

The Romsey School is seeking to appoint Learning Support Assistants to join our SEND/ASD teams. We value our staff and would welcome applications from applicants new to working within schools, but also those wishing to go into teaching, pastoral or careers within the mental health sector.

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.

The Successful Candidate will:

- Be providing additional support to pupils within the classroom environment as well as support for those pupils who are out of the classroom for a variety of reasons;
- Be passionate about inspiring our pupils do to their very best and achieve their full potential;
- Previous experience in an LSA role is desirable but not essential as training will be given for the right candidate;
- Have the ability to work as a team and learn new skills, working collaboratively with all members of the Romsey School community;
- Be enthusiastic about their own professional development and growth.

### **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.

LSA

**CARE**  
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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](mailto:jobs@gatewaytrust.org) to arrange or phone 01794 512334.

To apply, please see <https://mynewterm.com/jobs/137239/EDV-2024-RS-14578> to submit an application online, individual CV's will not be accepted.

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 14<sup>th</sup> July 2024

**Interview Date** – Week commencing 15<sup>th</sup> July 2024

# Job Description – Learning Support Assistant

<b>Area:</b>	Learning Support Assistant within mainstream Learning Support
<b>Responsible to:</b>	SENCO/2 <sup>nd</sup> in department
<b>Principal Purpose:</b>	To support the teaching staff in the education, care and welfare of pupils in the school.

## **Main Duties:**

The post holder will be required to:

1. Assist the teacher in charge and other teachers as appropriate in delivering the curriculum to pupils including help with planning group and individualised work programmes and reviewing work activities.
2. Actively support pupils' learning during lessons and interventions.
3. Work with individual or a small group of pupils as directed by the SENCO/2<sup>nd</sup> in department.
4. Assist the teachers with the activities of the pupils in mainstream classes as appropriate and contribute to assessment and record keeping.
5. Record observations on pupil progress and behaviour.
6. Attend and contribute to regular planned department meetings, staff meetings and in-service sessions for whole school activities.
7. In consultation with the SENCO/2<sup>nd</sup> in department, meet with parents and staff from other agencies to discuss the progress of particular pupils.
8. Support the emotional well-being of pupils.
9. Participate in the school's appraisal system.
10. Carry out any other duties commensurate with the level of responsibility of the post.
11. Become a key worker for a pupil(s) to support them with their transition and management of the school day.

### **Additional Duties:**

To carry out any additional responsibilities as may be reasonably required by the Executive Leader within the purview of the post.

Individuals have a responsibility to promote and safeguard the welfare of children and young persons that they are responsible for, or come into contact with.

### **Person Specification:**

This is a challenging but rewarding role. The successful applicant must demonstrate an awareness that they will be dealing with the most vulnerable students, with a variety of complex needs. They will need the ability to empathise, while maintaining emotional balance. They will need an awareness of school protocol and procedure, allowing them to maintain a professional approach at all times. They will need to be both proactive and flexible in responding to changing demands.

### **Essential:**

- A good standard of education (Minimum C grade GCSE, or equivalent, in English and Maths).
- Ability to work successfully with secondary age pupils with special educational needs.
- Willingness to train in current educational approaches available to pupils with an autistic spectrum disorder and other linked difficulties such as ADHD.
- Ability to work with pupils on a one to one basis and in small group situations.
- Ability to accept responsibility for supervising pupils at break and lunchtimes and on other occasions.
- Good interpersonal and communication skills.
- Ability to work as part of a team.
- Patience, empathy and a sense of humour.
- Good organisational skills.

### **Desirable:**

- An understanding of the processes involved in supporting pupils with special educational needs.

# 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](mailto: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](mailto: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

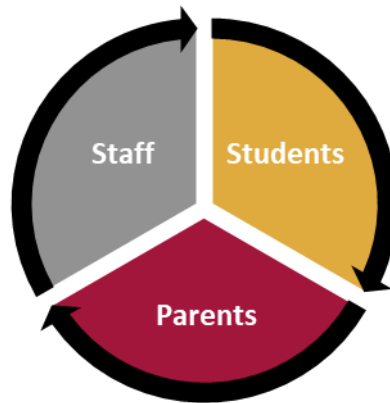
Our lived experience of '**Compassionate Excellence**' means that we **aspire**, **care**, and **include**. These values result in young people who are **inspired**, **confident**, and **fulfilled**. Students leave our school ready to rise to the challenges of their future.

## 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