

## 'Weaverham High School is a wonderful place to learn' OFSTED 2020



Weaverham High School is a vibrant, thriving and successful school where every member of our community feels valued, safe and supported to ensure they surpass their potential. We celebrate uniqueness and see individuals. We understand that our pupils have hopes and dreams, challenges and barriers and it our privilege to celebrate their worth and their potential. We want every child to enjoy their own journey of discovery, acquire a thirst for knowledge, creativity and imagination and develop a love for their learning.

We want pupils to leave our school not just with qualifications showing their academic success, but also with the capacity to think clearly and deeply, a desire to act with integrity and to show kindness and empathy to others, and with the character and leadership experience they need to thrive in the world.

Our staff work tirelessly to ensure individual barriers are overcome and pupils are challenged and supported in equal measure.

We nurture talent, ability and ambition with energy, creativity, determination, relentless kindness and high expectations.

**"Be the best version of you"**



## Grade 4 Learning Support Assistant



We wish to appoint a highly motivated candidate to join our Learning Support Department. The appointed candidate will be expected to support students in the classroom enabling effective learning to take place, building independence and enthusiastically reducing barriers to learning. Occasionally you will work with specified students on a one-to-one basis and at other times you may work with small groups or support a whole class. There is an expectation that as part of the team you will fully immerse yourself within the team and provide help as and when it is needed.

Grade 4 starting scale £23,114 raising to £23,893, actually salary for 29 hours and 39 weeks per year is £15,631. raising to £16,158.

How to apply

For further information and an application form email [jobs@weaverhamhighschool.com](mailto:jobs@weaverhamhighschool.com) or see school website [www.weaverhamhighschool.com](http://www.weaverhamhighschool.com)

Please complete the school application as fully as possible and explain any gaps in your employment history. Please send the completed application with your letter of application to [jobs@weaverhamhighschool.com](mailto:jobs@weaverhamhighschool.com). Our school places the highest priority on keeping our children safe. Applicants will be subject to stringent vetting processes, including online searches for shortlisted candidate. The successful applicant will require an enhanced Disclosure and Barring Service check.

**Deadline date noon Friday 30<sup>th</sup> August 2024**

**Applications may close before the deadline, so please apply early to avoid disappointment**



## Weaverham High School Learning Support Department

The Learning Support Department deals primarily with pupils with special education needs. Its role and prominence in the school is paramount, especially as we manage the additional needs of families post COVID. The school has a strong reputation for a positive approach towards inclusion, whilst maintaining high academic attainment and achievement.

In Sept 2021 the SEND dept moved to new accommodation within the school building with bespoke intervention and meeting rooms. Our well-known Hive provision is also based next to our meeting rooms where vulnerable pupils spend time preparing to go back into mainstream classes. The Hive is expertly managed by our Academic and Emotional Coordinators. We also have a dyslexia advocate who delivers specific additional literacy support to pupils with SpLD. Many members of the team have additional responsibilities, for example, working with autistic students and those that need emotional literacy support. Two colleagues are qualified Wilderness Therapy providers. The LSA team has regular training sessions to ensure all staff are developing their skills to ensure maximum impact for children in the classroom. Our programme of CPD is bespoke and utilises the expertise from our own team of Creative Coaches and professionals from outside school.

Our in-house autism team is lead by a grade 5 LSA who coordinates the training and supervision of a team of 4 LSAs in school who primarily work with pupils on the autistic spectrum.

The department currently comprises:

- Head of Learning Support Department who is also the SENDCo
- Assistant SENDCo
- Academic & Emotional Support coordinators
- Dyslexia Advocate
- 12 additional Learning Support Assistants (some of whom are part time)

### Inclusion

Inclusion is an important part of Weaverham High School. The school community has welcomed students with Downs Syndrome and Williams Syndrome. Currently we have 22 students who receive Element 3 top-up funding from the Local Authority – the majority of these students have Education, Health and Care Plans. The number of pupils with neurodevelopmental differences and Specific Learning Difficulties continues to increase significantly post COVID. Within school our wider pupil support strategy is known as Access and Achievement – our SEND / Learning Support Team is a crucial and fundamental part of this structure. The SENDCo and Asst SENDCo collaborate with the wider school team to ensure intervention and support is effective and agreed with Heads of Year and Pastoral Support Mangers in all year groups.

### The Pupils

Currently there are approximately 95 pupils on the register of Special Educational Needs, although many more are monitored closely by SEND department. The pupils with SEN include pupils with Autism, ADHD, specific learning difficulties, speech and language difficulties, visual and hearing disabilities. While those pupils remain our immediate focus for the work of Learning Support Assistant, the work of the department is much wider in seeking to meet the needs of pupils who require any support for their learning.

JOB DESCRIPTION QUESTIONNAIRE

<b>JOB TITLE</b>	<b>Teaching Assistant – Support (Secondary School)</b>	<b>JOB REF NO</b>	<b>AAAE5051</b>
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**BASIC JOB PURPOSE**

To support the teaching staff and teaching assistants in the development and education of pupils in accordance with the aims and policies of the school.

	<b>MAIN RESPONSIBILITIES</b>
<b>1</b>	Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered.
<b>2</b>	Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
<b>3</b>	Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
<b>4</b>	Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a pupil.
<b>5</b>	Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well being.
<b>6</b>	Record pupil information, as specified by the teaching staff/line manager to ensure that schools' information systems are maintained.
<b>7</b>	Attend to the personal, social and physical needs of pupils so that their well being is maintained.
<b>8</b>	Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy.
<b>9</b>	Display and present the pupils' work under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.
<b>10</b>	Attend staff and other meetings and participate in staff training development work and staff reviews as required
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	



## Grade 4 Learning Support Assistant - Job Specification

The appointed candidate will be expected to support students in the classroom enabling effective learning to take place, building independence and enthusiastically reducing barriers to learning. Occasionally you will work with specified students on a one-to-one basis and at other times you may work with small groups or support a whole class. There is an expectation that as part of the team you will fully immerse yourself within the team and provide help as and when it is needed.

### Responsibilities

- \* Attend identified departmental training sessions and contribute positively to the ethos of the department
- \* Clarifying and explaining instructions, helping to provide a scaffold to assist independent completion of tasks
- \* Use school IT systems to contribute to the maintenance of student records including One Page Profiles, SEND Profiles, Case Studies and Annual Reviews for Education, Health and Care Plans
- \* Work as a key worker for specific students who need daily contact with an adult they can trust
- \* Contribute to the maintenance of student records including One Page Profiles, Case Studies and Annual Reviews for Education, Health and Care Plans
- \* Ensuring correct and safe use of equipment and materials
- \* Assisting with identified weaknesses, e.g. reading, spelling, presentation of work, behaviour and language skills
- \* Liaising with the subject teacher in the provision of individual programmes of work and being aware of desired outcomes
- \* Delivering individual programmes of work either academic or social where required and being prepared to work one-to-one e.g. Precision Teaching, Social Stories and Comic Strip Conversations
- \* Provide support for students from a wide variety of backgrounds who may have a range of needs
- \* Establishing a supportive and non-judgemental role
- \* Encouraging and motivating the students to continually strive to be the best they can be
- \* Promoting and reinforcing self-esteem – ensuring that every student feels successful every lesson
- \* Supporting social and emotional development of students, reporting any issues when necessary
- \* Assisting other students in the class when appropriate and using initiative within the limits of agreed expectations
- \* Working closely with students who display challenging behaviour, demonstrating compassion and understanding at all times
- \* Able to judge situations and use own initiative and act proactively
- \* Remain professional throughout, providing our students with a positive role model in all aspects of life
- \* Provide detailed and regular feedback on student progress to teaching staff when required
- \* Carry out occasional administrative duties, such as preparing classroom resources
- \* Look after students who have had accidents, need help dressing or are upset
- \* Create imaginative displays of student work
- \* Show a flexible approach to your work e.g. a range of school related activities such as food technology, PE & Games, art, drama, dance and science projects
- \* Provide support outside the classroom such as helping during exams or going on school trips
- \* Help with extracurricular activities (within the constraints of your contract), such as homework club or revision sessions



## Person Specification

### ***Essential***

- ICT literate (Office 365) and willing to learn school systems e.g. SIMS / CPOMS
- A love of working with children particularly those with Special Needs
- A desire to enable every student you work with to achieve success in the mainstream school environment
- The ability to show enthusiasm and promote motivation
- Willingness to be flexible in your roll due to the quickly changing nature of our SEND department
- Hold the utmost regard for our students' safety and well-being
- Ability to work with a wide range of adults including teachers, parents and carers
- Excellent team working ethos
- Ability to explore creative solutions and have a flexible approach to the challenges that working in education throws at us
- A high degree of tact, diplomacy and powers of persuasion
- An unwavering sense of professionalism
- A willingness to keep up to date with educational policy and training related to your role
- Patience, and of course, a sense of humour

### ***Desirable***

- Experience working with young people who have neurodevelopmental differences
- Experience working with students who have Specific Learning Difficulty
- Experience working with students who have social, emotional and mental health priorities
- Education to Advanced Level or equivalent standard and/or appropriate qualifications.
- Previous experience in similar or related employment
- Knowledge of current educational trends and practices