



Learning Support Assistant

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We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please apply as early as possible.

Thank you for expressing your interest in becoming part of our team.

At Abbey College, we believe in creating an extraordinary workplace for you to grow, whether that's personally or in advancing your career.

Our aspirations are high, not only for our students but also for our staff. We recognise that a vibrant, happy and well-supported team will help us to provide the best school experience for young people in our community.

As a successful academy, you will have a real opportunity to make a difference to the lives of our young people, at the same time as being able to progress quickly – helping you enjoy a fulfilling and rewarding career full of opportunities.

We're committed to your development and offer an extensive programme of CPD and development activities, featuring frameworks designed for Early Careers Teachers. We're proud our support for teachers in their early years has achieved the Early Career Development Quality Mark.

At Abbey College, our mission is to provide a high-quality education and ensure the best possible opportunities for our students. We know that our children only get one chance at school.

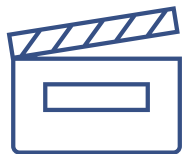
This is why we prioritise the delivery of exceptional teaching, learning, and engagement at the core of our approach.

If you feel you are ready to be the next person who can make a real difference for our community's young people, we would love to hear from you.

We would also be delighted to show you how we put these commitments into action, introduce you to our school and team, and answer any questions you might have.

Mr Andy Christoforou

Headteacher, Abbey College



School video



Curriculum journey



Prospectus



An overall Ofsted rating of 'Good'

with 'Outstanding' features

About us

Our College is a vibrant school that serves students aged 11-18 in Ramsey. Our 'Outstanding' rated Ramsey Gatehouse Sixth Form rebranded and opened its doors last September.

With approximately 1045 students, including 110 dynamic sixth formers, our College is supported by a team of 64 teaching staff and an additional 59 support staff.

Ofsted 2023

In our recent Ofsted inspection in November 2023, we achieved an overall rating of 'Good' with 'Outstanding' personal development and post-16 provision. The report commended our school for its calm and safe atmosphere, rich personal development curriculum, and expert teaching in our new Sixth Form for post-16 students.



Personal Development

"Students speak passionately about the varied and interesting careers guidance they receive. They are extremely well prepared for future study or work, and benefit from a rich and diverse personal development curriculum."



Quality of Education

"[Pupils] are well prepared to realise their potential because they study a rich and varied, well-taught curriculum. Teachers have high expectations of what pupils should achieve"



Behaviour and attitudes

"Pupils benefit from an orderly, calm environment. Transitions between lessons and social time are made in a calm manner. These established routines ensure that pupils feel safe."



Leadership and Management

"Governors fulfil their role and statutory duties with skill and dedication." Sixth Form – "Students in the sixth form benefit significantly due to an ambitious curriculum and expert teaching."

including its Personal Development

and Sixth Form provision



What will the College do for me?



Work-life balance

We understand the importance of work-life balance, which is why we have implemented policies such as no expectations to reply to emails during lessons or over weekends.

Additionally, we provide you with increased department time, led by middle leaders to encourage collaborative planning and support.

Personalised CPD (Continuing Professional Development)

Our programme is tailored to your career stage and aspirations, offering both external and internal opportunities for growth and development.

Through shadowing opportunities and a range of training initiatives, we empower you to take control of your professional journey.

Well-being support

At our college, we prioritise your well-being to ensure you can thrive both personally and professionally.

We dedicate specific training days and well-being time, providing you with opportunities to recharge and prioritise your own mental and physical health.

Our comprehensive employee assistance programme ensures that support is readily available to you whenever you need it. With trained mental health first aiders on hand, you can feel confident that assistance is accessible.



Dedicated time for training and wellbeing

with personalised plans and support

Job description

Abbey College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Purpose of the Job:

Abbey College is looking for a candidate who is wanting to join our SEN team! We are seeking an enthusiastic, patient, reliable person who thrives in a fast-paced environment within our school. Although SEN experience is not essential, it is desirable, and the candidate should have a keen interest in working with children that need additional support.

Support for children

- Under the direction of the teacher; support students in a small group setting
- Establish and maintain supportive relationships with individual students or small groups to ensure they understand and can achieve the tasks.
- Provide learning support as required for children with special needs, or where English is not their first language.
- Help with the care and support for students, including attending to their emotional and/or physical care needs.
- Support inclusion in the classroom, ensuring all students feel involved with tasks and activities

Support for the teacher

- Provide information to help the class teacher plan appropriate work programmes.
- Help to prepare the learning environment for use
- Contribute to the management of student behaviour and take control of minor situations to allow the teacher to continue the lesson
- Support for the school
- Develop and maintain effective working relationships with other staff.
- Contribute to the maintenance of a safe and healthy environment.

Other Duties

- Complete administrative duties in relation to the SEN students
- To undertake any other reasonable duty as directed by the Headteacher or delegated alternative

Learning Support Assistant

Start Date: ASAP

Application deadline: 6th January 2025

Shortlisting: 7th January 2025

Interviews: W/C 13th January 2025

Salary: Scale Point 2 £19,835 (Actual Figure)

4 days or 26 hours over 5 days

Wellbeing

- Ensure all pupils have equal access to learning using appropriate strategies and resources, where necessary.
- Liaise with pastoral staff members to ensure the wellbeing of pupils and their full participation in school life.
- Raise any concerns regarding pupils' behaviour with the relevant Raising Standards Lead.
- Implement any specific arrangements for individual pupils, ensuring that relevant staff members are aware of the measures in place.
- Provide individual pastoral support to pupils, where necessary.
- Continuously motivate and challenge pupils, whilst promoting and reinforcing self-esteem.

Safeguarding

- To have the ability to safeguard and promote the welfare of children and young people.
- Appreciate the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances.
- To have a good understanding of the safeguarding agenda and can demonstrate an ability to contribute towards a safe environment.
- The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.

Variation Clause

- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headteacher or line manager in consultation with the post-holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Safeguarding:

The Learning Support Assistant will have:

- The ability to safeguard and promote the welfare of children and young people
- Appreciation of the significance of safeguarding and ability to interpret this accurately for all individual children and young people whatever their life circumstances
- A good understanding of the safeguarding agenda and an ability to contribute towards a safe environment

The duties and responsibilities of the subject element of the post may vary from time to time according to the changing needs of the school. Any section of the job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder and governing body.

Please complete application form by following the link to our website:

<https://www.abbeycollege.cambs.sch.uk/about-us/vacancies>

Abbey College

Details for applicants

Who are we?

The Learning Support department at Abbey College is made up of a community of staff with a wealth of knowledge to support our young people. We look to explore creative methods of teaching and learning to ensure every child within our community can succeed. Together with young people and their families we have high expectations and are passionate to create a supportive environment that students feel safe and supported. We are seeking to appoint someone that can support our ethos and add value to our team.

Would you like to visit us?

Informal visits are welcomed. We are not as far away as you think and driving through the countryside each morning is a very pleasant way to start your day! You'll find us just 20-25 minutes from Peterborough and Huntingdon, and commutable from Cambridge too. Why not come and visit us so we can show you more of our school?

What do I do if I want to know more before applying?

You are very welcome to come and visit our wonderful school, please just let us know and we will arrange a tour of the department and wider school. More information is available on our website. However, if you have any further questions, please contact Jessica Davey Jessica.davey@abbeycollege.cambs.sch.uk

We look forward to meeting you and receiving your application. www.abbeycollege.cambs.sch.uk

Safeguarding Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College s/he must report any concerns via the online reporting system MyConcern, or where there is an immediate risk directly to a member of the Designated Safeguarding team.

Application Form

Please contact Lee Valentine lee.valentine@abbeycollege.cambs.sch.uk for an application form. Or use the link below to our school website.

<https://www.abbeycollege.cambs.sch.uk/about-us/vacancies>

This job description should be performed in accordance with the provisions of the *School Teachers' Pay and Conditions Document* and within the range of duties set out in that document.

Abbey College – Learning Support Assistant

		Met	To be addressed by
Education and Qualifications	<ul style="list-style-type: none"> • Willingness to continue to develop own expertise (evidenced through continuing professional development). • Appropriate qualifications, experience and any other requirements needed to perform the role in relation to safeguarding and promoting the welfare of children and young people. 		Application
Teaching Experience	<ul style="list-style-type: none"> • An understanding of what constitutes good teaching and learning in schools. • Experience or desire to be involved in a curriculum or extra-curricular initiatives. • Experience or desire to raise standards of achievement for young people. 		Application/Interview
Personal Qualities and being an Ideal Team Player (Humble, Intuitive and Passionate)	<p>Humble by:</p> <ul style="list-style-type: none"> • accepts praise and praises the team, apologising immediately when necessary; • uses good manners, humour appropriately and allows others to speak and be heard; • shows a willingness to model what the team has agreed. <p>Intuitive by:</p> <ul style="list-style-type: none"> • actively listens and maintains good eye contact; • pays attention and remembers the detail; • chooses the time and method of communication to suit the circumstances to build positive relationships. <p>Passionate by:</p> <ul style="list-style-type: none"> • being solution focused and uses positive language 		Interview

	<ul style="list-style-type: none"> • volunteering to contribute to the team beyond their immediate role • publically displaying and living the school values • having a sense of responsibility for the team and their objectives; • being curious, proactive, ambitious and optimistic 		
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • Excellent understanding of requirements of role. • Able to motivate students and staff. • Able to build good relationships with students. • Ability to communicate effectively with different audiences, orally and in writing. • Well organized and able to maintain accurate records and track students' performance. • Awareness of current educational developments • Ability to reflect on practice. 		Application/Interview
Commitment	<ul style="list-style-type: none"> • Committed to inclusive education. • A belief in the value of individuals and that every child genuinely matters. 		Application/Interview



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