



Birchwood High School



Learning Support Assistant Recruitment Pack



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Letter to applicants

Dear Applicant,

Thank you for showing interest in this position. Birchwood High School is a fantastic place to work and I have great privilege to lead an inspired team of staff who are dedicated to the education of our 1400 students. It is a school where we get the balance right between academic progress, pastoral support & welfare and curriculum enrichment. This was reflected in our Ofsted Inspection (June 2019) where we were judged to be Good in all areas.

We are very proud of our inclusive and non-selective ethos, with some students progressing on to the very best universities in the country whilst other students needing significant support to help them progress. It is a 'comprehensive' mix of keen and enthusiastic students who make the days and weeks fly by.

We are seeking to appoint calm, engaging and resilient individuals to work as part of our PLC team to support teachers in helping students in reaching their potential. This is a great opportunity for an individual who is looking to start or continue their career in Education and is passionate about providing a positive learning environment for young people.

This role is advertised as a term-time plus contract. As such, based on the number of weeks and hours worked and inclusive of holiday and outer fringe allowance, the actual pro-rated salary will be around £16,250 per annum.

To apply, please ensure that when completing the online application form you include in your statement the reason for your interest in the role, what relevant skills and experience you have that will assist you in fulfilling the expectations of the role, your values and why you want to be part of the Birchwood Community.

Applications should be submitted using the [mynewterm](#) platform no later than **9.00am** on **6th January 2025**. Interviews will be held shortly after.

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact Louisa Atherton directly on recruitment@birchwoodhigh.org.uk.

Yours sincerely

Mr Sam Griffin
Principal



About Bishop's Stortford and Birchwood High School

Bordering the county of Essex, Bishop's Stortford is a thriving, historic and picturesque market town situated in Hertfordshire. The town is served by direct train links into London Liverpool Street, Cambridge and Stansted Airport and the M11, M25, A120, A10 and A414 making Bishop's Stortford easily accessible to Cambridgeshire, London, Hertfordshire, Essex, and Stansted Airport. With such great transport links, easy access to beautiful countryside and a wide range of excellent local primary and secondary schools, it is easy to see why this is a favoured commuter area.

Our School is located in the north-east of Bishop's Stortford, close to the town centre and the train station. It is situated in an attractive open setting within a residential area backing onto mature woodland. Converted to a Single Academy Trust in 2011, Birchwood is a well-established, attractive, all round inclusive, co-educational secondary school and sixth form.

We have a PAN of 240, and a current sixth form of 227, making us one of the biggest schools in the local area. Most students enter our school at Year 7 from primary schools within the town and surrounding area. We work hard to foster good relationships with our local primary schools and a particular emphasis is put on transition to Year 7.

We have great pride in being an inclusive school with an all-ability ethos that respects and responds to the different backgrounds and situations of all our students. We offer a broad curriculum choice and an extra-curricular programme that encompasses the National Curriculum and beyond. It is central to our ethos that the curriculum is accessible to all students and Birchwood has a strong local reputation for SEND provision.

Investment has been made in initiatives to facilitate recovery from the pandemic, these include a whole school literacy programme, now in its second year, and the development of an intervention centre to provide targeted support where it is most needed. Students, staff, and trustees have worked together on recent initiatives to champion equality, diversity, and inclusion, with a particular focus on gender equality as well as LGBTQ+, race and ethnicity, to foster a whole school culture where everyone feels welcome and safe to bring their whole selves to school.

Our school buildings and facilities are modern and well maintained. They include a light and welcoming library, dedicated sixth form centre, cafeteria and kitchens, and a full range of equipment and rooms to support our wide curriculum offer. We also have a modern sports hall and gym, a dance studio, and a dedicated drama studio. Staff have access to a large staff room and shared work area. In addition to the indoor facilities, there are well maintained grounds which include social areas, a 3G AstroTurf pitch and a large playing field for grass pitches and athletics. There is also a detached playing field that offers opportunities for future development. The quality of the facilities and our outward focus means that we have an established busy community lettings programme which includes use by drama, music and sporting groups.

Trustees have recently released reserves of £400,000 to invest in improvements to our buildings and facilities. These have included updating the PC's and computer suite, remodeling our reception area, upgrading some of our toilet facilities and the Personalised Learning Centre - which is our hub for SEND provision. We have also installed new boilers and new CCTV and telephone systems.

Our School Values and Ethos

Our core values are encompassed in our mission statement:

“ At Birchwood we are part of something special, welcoming all, supporting all, and encouraging all.

Enjoying together the exploration of ideas, the excitement of learning and the celebration of our achievements, in a school where we feel safe. ”

“your dreams, your future, our challenge”



Key facts and statistics

Location:

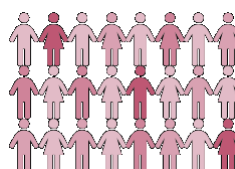
Bishop's Stortford

Status:

Single Academy Trust
(established in 2011)

11-18 Yrs
Age Range

1179
Students
Yr7 to Yr11



227
Students in
Sixth Form



Rated **good** in JUNE 2019

21%
SEND

11%
EAL

13.6%
FSM

12.4%
PUPIL
PREMIUM



JOB DESCRIPTION: Learning Support Assistant

Salary / Grade Range: Hay Scale 3 SCP 5 – 6 FTE £24,790 – £25,183 pro rata plus fringe allowance

Actual Pro Rata Salary: Approximately from £17,167 per annum

Hours of Work: 8.30am to 3.30pm 30 hours per week, Term time only

Responsible to: SENDCo but will take direction from Deputy SENDCo and Assistant SENDCo

Purpose: To care for students with complex needs. The post holder will be working to provide as much inclusion for the individual as possible. The Learning Support Assistant will assist in the educational support, inclusion and social development of students with Special Educational Needs and other diverse learning needs within mainstream education, should that be appropriate.

Duties:

Students

- Establish and maintain a relationship with students
- Be aware of the health and safety aspects of the students' care
- Ensure the students have access to supervision at all times
- Provide supervision for students on school trips, by negotiation
- Undertake training as required.
- Develop knowledge and understanding of a range of learning needs
- Assist with development and implementation of Student Passports
- Establish constructive relationships with students, providing a positive role model
- Provide feedback to student/staff and parents as necessary
- Promote inclusion and access
- Encourage independence and inclusion in learning
- Keep records as directed

Classroom

- Develop an understanding and knowledge of the curriculum
- Provide regular feedback to teacher regarding student achievement, progress and difficulties
- Support staff in the provision of differentiation and resources that supports inclusion
- Where possible, be involved in planning for students to support achievement
- Attend meetings as arranged

School

- Be aware of school procedures and policies
- Liaise regularly with SEND Lead and SENDCo
- Attend in-service training including inset days as arranged
- Work with staff to establish and maintain classroom expectations and safety
- Contribute to the effective running of the Personalised Learning Centre

Standards

- Set a good example in terms of punctuality and attendance
- Encourage all staff to recognise our statutory responsibilities to students with SEN/diverse learning needs
- Disseminate good SEN practice across the school
- Undertake other duties from time to time as directed by the SEND Lead or Principal.

PERSON SPECIFICATION: Learning Support Assistant

This is a position with the Personalised Learning Centre team, working with the school to assist in the educational support, inclusion and social development of students with special educational needs.

General Profile

To meet the needs of this post the ideal candidate will have excellent communication skills, a good level of education, proficient IT skills and an understanding of engaging young people in order for them to achieve their full potential. In terms of personality, common sense and a sense of humour are very important.

Education & Training

- Good numerical and literacy skills.
- GCSEs or equivalent in a broad range of subjects with English and Maths at 4 – 9 (A* - C)

Professional Experience

- Previous experience of supporting students with special educational needs.
- Proven successful experience in relating to young people.

Skills & Abilities

- Proficient level of ICT skills
- Ability to listen
- Ability to diffuse conflict
- Good judgement and able to use own initiative
- Good communication skills, both verbal and written, with adults and students.
- Ability to follow established procedures
- Ability to maintain appropriate relationships
- Ability to deal with all people (colleagues, parents and students) in a polite and courteous manner, showing firmness, when necessary)
- Ability to work as part of team
- Ability to keep self-motivated
- Ability to maintain issues of confidentiality
- Ability to be well organised and practical

Personal Qualities

- A caring and positive nature
- Trustworthy
- Adaptability, flexibility, promptness, reliability, dedication and commitment
- Ability to work diplomatically and confidentially
- Excellent inter-personal skills
- Ability to display calmness under pressure
- Willingness to develop professionally and to participate in further training offered by the school, to further knowledge



Completing your application pack

Application Form

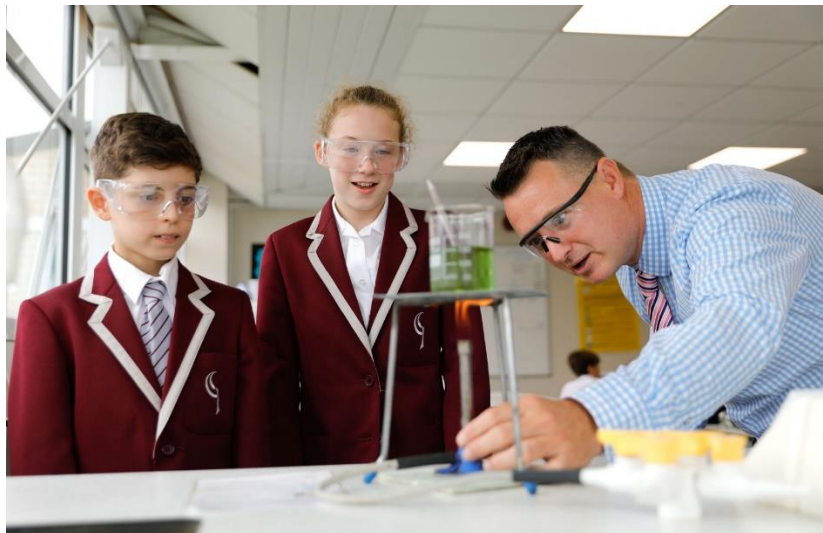
Applicants must use the staff application form provided on [mynewterm](#) (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education

Person Specification and Personal Statement

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact.



Important Information

Salary:	Pay Scale H3 (SCP 5 – 6) Range: £24,790 to £25,183 FTE plus £706 fringe allowance paid pro rata for part time employees Actual approximate from £17,167 per annum
Start date:	January 2025
Hours of Work:	8.30am to 3.30pm, 30 hours per week, term-time only
Closing date:	6th January 2025 2024 at 9.00am
Interview dates:	Interviews will be held shortly after

Any questions, call our HR Team	01279 756371
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Birchwood High School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks, including an online check, outlined in Keeping Children Safe in Education (September 2023).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.



The ABC of being a Birchwood student:
Achieve, Belong, Conquer!



Birchwood High School
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Hertfordshire CM23 5BD
www.birchwoodonline.co.uk