



# FITZHARRYS SCHOOL

Abingdon Learning Trust

LEARNING SUPPORT ASSISTANT  
RECRUITMENT PACK

June 2024



**Fitzharrys**  
School

## About

# ABINGDON LEARNING TRUST

**From the outset, the creation of Abingdon Learning Trust remains about maximising opportunities for children and young people in our schools so that each individual can thrive, grow and succeed.**

Adding value more widely to the communities in which our schools sit is important to us too, and our Trust-wide commitment to achieving a Net Zero position in two generations of students, by 2035, demonstrates one facet of this.

We believe strongly that local school governors and school leaders know their schools best and are therefore in the position to make decisions for their school most effectively, with much responsibility delegated locally by the Trust Board.

We aim to celebrate diversity and promote equality of opportunity for all who learn and work in our schools and Trust; to create a culture and ethos where inclusion, equality and diversity are embraced; where employment and educational opportunities are open to all; and where everyone in the Trust is treated with fairness, dignity and respect.

We are committed to being the employer of choice in the area, and understand that great staff directly help our pupils and students reach their full potential for a happy and successful life.

Our commitment to staff includes our Wellbeing and Workload Charter and investment in CPD at all ages and stages; an additional structure of teacher Professional Pathways, which include strong support for ECTs, NPQs and preparation for the next professional challenge; and a culture that places carbon reduction towards a net zero position by 2035 at its heart.

***We believe in investing for all of our futures.***

## OUR VALUES

**QUALITY** to create an outstanding learning community, including strong leadership and governance

**OPPORTUNITY** to provide the best opportunities for all children to reach their full potential

**COLLABORATION** to support a shared commitment and dedication to learning

**AMBITION** for continual improvement and to strive for excellence in all we do

**COMMUNITY** To be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.



## JOB DETAILS

**POST OF:**

Learning Support Assistant

**AT:**

Fitzharrys School

**COMMENCEMENT:**

September 2024

**CONTRACT TYPE:**

Permanent, 30 hours per week for 39 weeks per year (term-time only plus 30 hours across Inset days).

**SALARY:**

Support Staff Grade 6 point 8 (£12.80 per hour)

Actual Salary £17,194 per annum

# Letter from the CHAIR OF LOCAL GOVERNORS OR HEADTEACHER

**On behalf of the Local Academy Board, I would like to thank you for applying to work at Fitzharrys.**

We are extremely proud of what the school has achieved under its current head, Will Speke. If you join the school, you will find a strong sense of common purpose among your colleagues; a commitment to widening the opportunities available for young people; a sense of ambition reflected in the great results that our GCSE and A level students achieve; and, of course, a group of youngsters who embody the school's key values of trust, decency, sincerity and truthfulness.

As governors we are a mixed group, comprising parents, members of the local community, employers and staff: mixed in background, but all united in our support of the school's professional staff and all ambitious to make the school an excellent place to work and an excellent place to be a student.

We believe that our support, and the challenge we provide, are part of what makes Fitzharrys a good school.

We hope you will be inspired to work here and will want to be part of Fitzharrys' journey to becoming an outstanding school. You will receive good support, and opportunities provided for professional development outside the school, without the anonymity that you might experience in a larger trust.

We look forward to your application.



# Introduction to FITZHARRYS SCHOOL

**Fitzharrys is a fantastic school where students are given an array of opportunities to develop, thrive and achieve high aspirations. Our superb team of staff are committed to helping every student reach their full potential. They work with care and expertise to bring the very best out of our students. This is evident in the enthusiasm, focus, and achievements of our students.**

There is real warmth in the welcome you receive when you join Fitzharrys. The sense of pride and belonging is evident in the school, as is the support and challenge. We want our students to be the very best they can be, and we do everything we can to make that happen.

Our Ofsted report, consistently strong results, high attendance, and impressive behaviour for learning all illustrate the ethos of Fitzharrys. We pride ourselves not only on our students' academic and extracurricular achievements, but also on their approach to every challenge and opportunity; integrity is a key characteristic at the school.

We have high aspirations for our students, and our clear approach to teaching and learning, through our Fitzharrys Lesson Standard, ensures consistent high-quality teaching in every subject area. Students study a carefully designed curriculum, balancing skills, knowledge and understanding.

Staff and students see that the biggest opportunity is in their learning, yet the wider opportunities we provide for students are exciting, engaging, and enhance the personal development of our students. This includes school productions, sports tours, ski trips, the Duke of Edinburgh award, and our school camp. Fitzharrys students have the chance to develop and progress both in and out of the classroom.

Our social media pages and events calendar give a sense of what our students achieve and the opportunities they have; we are incredibly proud of what our students accomplish from year 7 through to year 13.

We always welcome people to come and visit us. Meeting our staff and students will give you a real insight into what our great school has to offer.



# Job

## DESCRIPTION

**JOB PURPOSE:** To assist in the support and inclusion of students with Special Educational Needs within a mainstream school.

**OBJECTIVES:**

- To ensure SEN students have adapted opportunities to achieve their academic and personal development targets.

**MAJOR AREAS OF RESPONSIBILITY:**

- A. Pupil Support – Develop an understanding of the specific needs of students on the register and aid each student to learn as effectively as possible
- B. Teacher support – Assist the teacher in the development of a suitable programme for support.
- C. Department support – Work closely with the SENCo to implement approaches which enable individual pupils to make progress, to recognise and celebrate that progress and to know what the next learning steps need to be.

**KEY TASKS:**

- A1. Support students in the classroom.
- A2. Clarify or re-explain instructions and criteria for success.
- A3. Motivate students and reinforce past successes to build confidence.
- A4. Assist in areas that require development, eg language, behaviour, reading, spelling, fine motor skills, gross motor skills, physiotherapy exercises and social skills.
- A5. Establish a supportive and respectful relationship with the students.
- A6. Encourage inclusion and acceptance of the student.
- A7. Record the progress and support the achievement of targets
- A8. Work on a one-to-one or a small group basis with students with learning difficulties planning and delivering interventions to improve their attainment.
  
- B1. Assist the teacher by shared planning and development of suitable resources so that students can access the learning of the lesson.
- B2. Develop a system with the class teacher of sharing the student's learning progress
- B3. Participate in the evaluation of the support
- B4. Seek opportunities for students to undertake group work and facilitate effective independent work and collaboration with peers.
  
- C1. Work closely with SENCo to implement approaches which enable individual pupils to make progress within a mainstream setting.
- C2. Liaise with SENCo concerning progress and wellbeing.
- C3. Create targets for students through discussion.

**OUTCOMES**

The outcomes that are associated with this role are to work as part of the Learning Support team who:

- Are consistent in their practice
- Share good practice with other team members
- Act as role models for all learners



The outcomes associated with the specific role are:

- Effective communication
- An individual and team belief that all students can learn and develop
- An ethos where problems are minimised
- Effective teamwork where everyone is treated with dignity and respect
- Students feel confident and are included
- Students with specific literacy challenges make progress.

**ACCOUNTABILITY:**

Learning Support Assistants are accountable to the SENCo

**Safeguarding**

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
  - Display commitment to the protection and safeguarding of children and young people
  - A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
  - Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
  - Comply with safeguarding training expectations
- \* Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be Fitzharrys School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

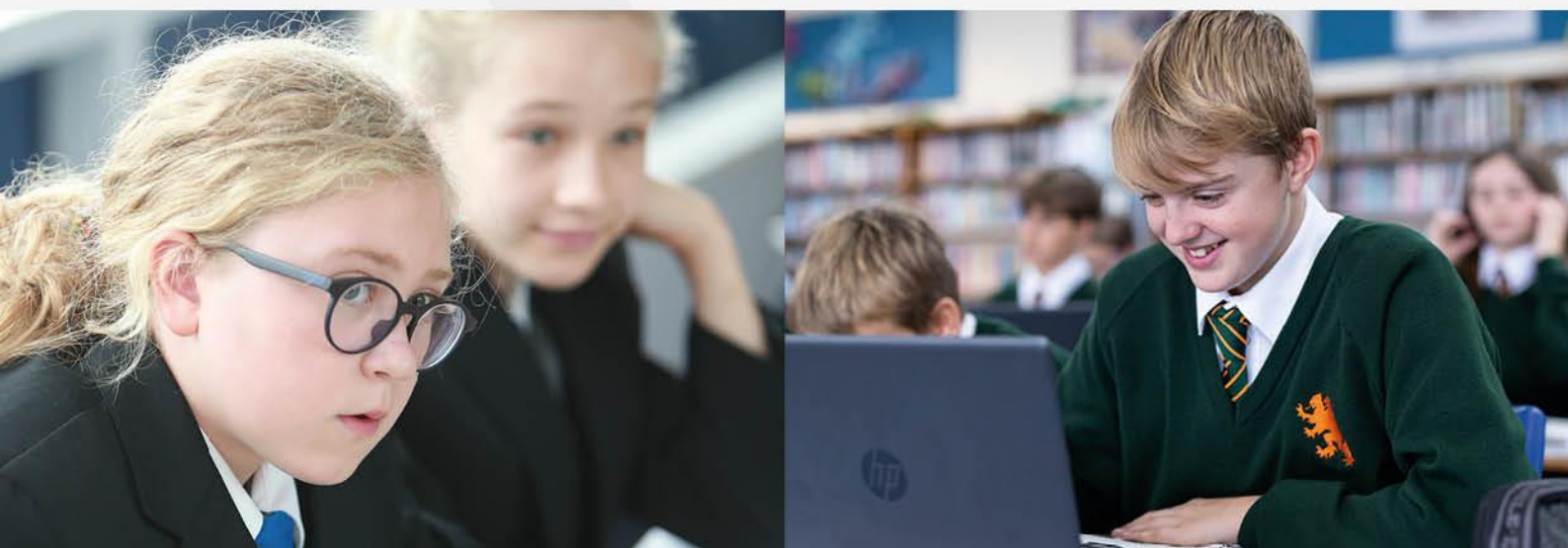
Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.



# Person

## SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Education/ training</b>	<ul style="list-style-type: none"> <li>• Good levels of proficiency in English and mathematics.</li> <li>• Functional ICT skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualifications i.e. GCSE, A level, Degree or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Experience of supporting students in a range of interventions including numeracy, literacy, social and emotional learning experiences.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Willingness to learn new and relevant skills.</li> </ul>	
<b>Skills/attributes</b>	<ul style="list-style-type: none"> <li>• Effective interpersonal skills</li> <li>• Ability to interact with others on the basis of mutual self respect</li> <li>• Ability to remain calm under pressure</li> <li>• Ability to work alone and also effectively as a team</li> <li>• Ability to demonstrate initiative, flexibility and commitment to get things done</li> <li>• Willingness to ask for help when required</li> <li>• Supportive of others by listening and encouraging</li> </ul>	<ul style="list-style-type: none"> <li>• Leading small group activities</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to work to get the best from all children</li> <li>• Commitment to own personal and professional development</li> </ul>	







QUALITY  
OPPORTUNITY  
COLLABORATION  
AMBITION  
COMMUNITY



## Terms of APPOINTMENT

**The appointment will be made based on Oxfordshire County Council's Support Staff pay and conditions.**

**The appointment is for September 2024 and is permanent.**

Fitzharrys School and Abingdon Learning Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act. Our policy on the employment of ex-offenders can be found [here](#).

A copy of the school's Safeguarding and Child Protection Policy is here: [Policies - Fitzharrys School](#)

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

## Person SPECIFICATION

The application window opens on 24 June 2024 with applications to be received by 12 noon on 5 July 2024.

Applications should be submitted online through our recruitment portal [Vacancies - Fitzharrys School](#)

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements.

Please do contact Carole McKivitt, Head of HR, by email to [cmckivitt@fitzharrys.school](mailto:cmckivitt@fitzharrys.school) or by phone on 01235 462424 for an informal discussion about the role.

For further details of our recruitment process, please visit [our website](#).

**We look forward to receiving your application.**

