

# Recruitment Pack



## Learning Support Assistant



St. Crispin's School is part of The Circle Trust, company number 11031096  
Registered at St. Crispin's School, Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144



## Learning Support Assistant

### St. Crispin's School

Headteacher: Ginny Rhodes

NOR 1229, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

[www.crispins.co.uk](http://www.crispins.co.uk)

### Learning Support Assistant (full-time) from 1<sup>st</sup> September 2021

**8.30am – 3.30pm, term time only + 5 INSET days.**

**Starting Salary - £13,694 per annum**

Are you looking for a rewarding role in a happy and positive education environment?

Would you like to make a real difference to the lives of our amazing young people and be part of a friendly, support team?

If you are caring, patient and supportive with a passion for education and can relate to young people, we would love to hear from you.

Under the guidance of our teachers, you will work with individuals and small groups of students who need extra support, helping them to become independent learners as well as supporting students in mainstream lessons.

Applicants must have a passion for working with young people. An NVQ2 in teaching assistance, equivalent qualifications or experience and awareness of ASD would be an advantage but is not a pre-requisite. Full training will be provided to the right applicant.

St. Crispin's School is a very happy and oversubscribed 11-18 mixed comprehensive school. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both our students and staff. Standards within the school are high and St. Crispin's is a lovely and positive place to work. Our school has a great many strengths, is far from complacent and has the potential to do even better.

**Further details and an application form are available either from [www.crispins.co.uk/vacancies](http://www.crispins.co.uk/vacancies) or from Mel Knight (email: [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk))**

**Closing date:** 9am, Monday 23<sup>rd</sup> August

**Interviews:** Wednesday 25<sup>th</sup> August

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references.



## Job Description

**Salary**            Grade 3

### **Aim and main purpose of the job**

To support student learning.

### **General Accountabilities:**

Support for pupils:

1. Help pupils who need extra support to complete tasks; individually and in groups.
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
3. Support the welfare and inclusion of pupils in all aspects of school life, whilst recognising and responding to their individual needs.
4. Encourage children to become independent learners.
5. Assist in the educational and social development of pupils under the direction and guidance of the class teacher and SENCO.

Support for the teacher:

1. Assist teachers with the management and preparation of resources, helping to adapt or find differentiated materials to enable pupils to access the class curriculum.
2. Observe pupil performance and report on observations to the teacher.
3. Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
4. Administer and invigilate exams/tests as required.
5. Assist with classroom administrative tasks within designated time e.g. photocopying, assist with maintaining student records.
6. Assist the SENCO to develop a suitable programme of support and then carry out the programme, within the classroom or in a withdrawal situation.
7. For the pupils in your care, maintain the SEN paperwork for recording and monitoring pupils' progress.
8. Escort pupils on school trips and assist at sports events under the supervision of the class teacher.

Support for the curriculum:

1. Deliver small group or one to one learning activities to pupils, within an agreed system of supervision, adjusting activities according to pupil responses/needs.
2. Deliver local and national learning strategies e.g. literacy, numeracy, AfL.
3. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

Other

1. Act as a key worker for a named student, communicating with staff and parents.
2. Maintain confidentiality about home - school / pupil - teacher/ school - work matters.
3. To follow statutory guidance and school policies including child protection and safeguarding.
4. Any other duties reasonably required by the Headteacher.

### Specific Accountabilities

1. Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
2. Be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos and aims of the school.
4. Participate in relevant professional development.

### Details of Line Management

This post is line managed by the SENCO.

### Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

**St. Crispin's**  
Excellence for all





## Personal Specification

| Key Criteria  | Essential  | Desirable  |
|---|--|--|
| Qualifications and Training                                   | Good literacy/numeracy skills.   | NVQ2 in teaching assistance or equivalent qualifications or experience.<br><br>Have undertaken appropriate first aid training. |
| Competence Summary (knowledge, abilities, skills, experience) | <p>Successful experience of working with or caring for children in a learning environment or a willingness to undertake training in this area.</p> <p>Knowledge of relevant policies and legislation.</p> <p>Able to work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance.</p> <p>Able to use ICT to support learning and complete school administrative tasks.</p> <p>Able to relate to and communicate well with children and adults, motivate pupils to learn and respond sensitively and flexibly to children's competing demands.</p> <p>Possess skills to undertake general clerical/administrative tasks to support teachers.</p> | Knowledge and understanding of child development, learning, the national curriculum and other basic learning programmes.       |
| Work related personal requirements                            | <p>Experience of dealing with parents and carers.</p> <p>Commitment to continuing professional development.</p> <p>Able to coach and mentor others.</p>  |  |
| Other work requirements                                       | <p>Suitable to work with children.</p> <p>Able to identify own training needs and actively seek learning opportunities, share knowledge with others, support their development and participate in training and development activities.</p>   |  |



## Learning Support Department Information

Thank you for your interest in joining the Learning Support Department at St. Crispin's.

St Crispin's School is committed to inclusion. We work closely with our primary partner schools so that we have a clear understanding of the individual barriers to learning that the young people joining us have. This enables us to offer the best possible support for students transitioning to us. We recognise the importance of early intervention and the Learning Support team works closely with every department to ensure the needs of all students are met. The work that we do, therefore, impacts on every department in the school and across all key stages.

The Learning Support Department is an enthusiastic, forward-thinking and flexible team who are committed to raising standards and supporting a wide range of pupil needs. I encourage my staff to develop their skills in areas of particular interest and allow them to grow in their roles. LSAs work across the whole school including the resource but we like to play to people's strengths, skills and experience too.

The range of special educational needs and disabilities (SEND) that we support at St. Crispin's is vast and comes from all four areas of need outlined in the Code of Practice for SEND. There are currently over 50 pupils with a diagnosis of ASD, our largest area of SEND within the school. Fifty-five students have an Education, Health and Care Plan and a further 148 are on our SEN register.

We support children in the mainstream in lessons but also with smaller intervention groups. The groups range from literacy, numeracy, social skills and nurture groups.

Our specialist resource for young people with autistic syndrome condition (ASC) opened in September 2017. This has added another important element to our work with young people with SEND. The Oaks currently has students in Year 8, 9, 10 and 11 and they have the resource area as their base.

You are very welcome to visit the school should you like to see the department first hand before you make an application, which I hope that you will go on to do.

Sue Towler  
SENCO & Head of Department

### Policy Statement

To view our Recruitment Privacy Policy please see link below:  
[St Crispin's School Recruitment Privacy Policy](#)