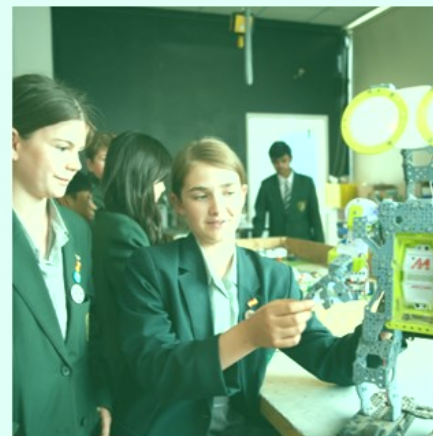
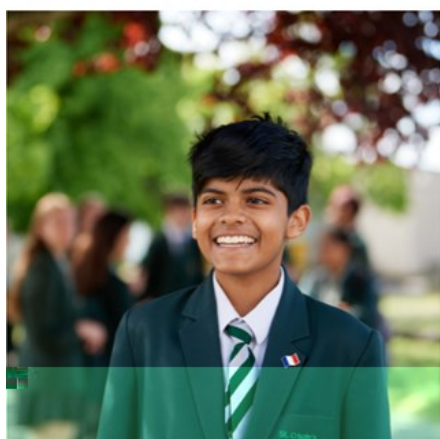


St. Crispin's  
Excellence for all



# St. Crispin's School

## Recruitment Pack



## Learning Support Assistant

# Learning Support Assistant

## St Crispin's School

Headteacher:

Andy Hinchliff

NOR 1460, 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

**Fixed Term. April 2024 start**

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

**Starting Salary – Circle Trust Support Scale Grade 3 point 5 actual salary £17,676 per annum**

Are you looking for a rewarding role in a thriving, stimulating 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 calm, 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 SENCo, you will work with individuals and small groups of students who need extra support to become independent learners. The role is diverse as we run intervention programmes which cover cognitive difficulties, emotional regulation, EAL and SALT provision.

Applicants must have a passion for working with young people. An NVQ2 in teaching assistance or equivalent qualifications or experience would be great 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.

**Visits hosted by our SENCO are warmly welcomed!**

**To apply:** Via our school [website](http://www.crispins.co.uk) or contact Sarah Hales, PA to Headteacher, at [haless@crispins.co.uk](mailto:haless@crispins.co.uk)

**Closing date:** Applications will be considered upon receipt but no later than **9am Thursday 21st March**

*Please note, we will be reviewing applications on a daily basis and reserve the right to close the advert early, should we receive sufficient applications.*

**Interviews: Monday 25th March**

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.

St. Crispin's School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales (number 11031096) whose registered office is The Oval Offices, C/O St Crispin's School, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 338 1961 [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk)



# Job Description

## Salary

Circle Trust Support Scale Grade 3 point 5 actual £17,676 per annum

## Aim and main purpose of the job

To support student learning.

## General Accountabilities:

### Support for pupils:

1. Support intervention for students who need extra support to complete tasks.
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 SENCO.

### Support for the teacher:

1. Where appropriate, to assist in the preparation of resources, helping to adapt or find differentiated materials to enable pupils to access the class curriculum in intervention sessions.
2. Observe pupil performance and report on observations to SENCO or Learning support coordinator.
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 learning support administrative tasks within designated time e.g. photocopying, assist with maintaining student records.
6. For the pupils in your care, maintain the SEN paperwork for recording and monitoring pupils' progress.
7. Escort pupils on school trips and other events under the supervision of the staff in charge.

### Support for the curriculum:

1. Deliver small group or one to one intervention 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.
3. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

# Job Description

## Other

1. Act as a mentor 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.

# Personal Specification



Key Criteria	Essential	Desirable
Qualifications and Training	Good literacy/numeracy skills	NVQ2 in teaching assistance or equivalent qualifications or experience.  Have undertaken appropriate first aid training.
Competence Summary (knowledge, abilities, skills, experience)	Successful experience of working with or caring for children in a learning environment or a willingness to undertake training in this area.  Knowledge of relevant policies and legislation.  Able to work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance.  Able to use ICT to support learning and complete school administrative tasks.  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.  Possess skills to undertake general clerical/ administrative tasks to support teachers.	Knowledge and understanding of child development, learning, the national curriculum and other basic learning programmes.
Work related personal requirements	Experience of dealing with parents and carers.  Commitment to continuing professional development.  Able to coach and mentor others.	
Other work requirements	Suitable to work with children.  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.	

# Learning Support Department

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 feeder 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 and we like to play to people's strengths, skills and experience.

We have a vast range of special educational needs and disabilities (SEND) at St. Crispin's, coming 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. Sixty students have an Education, Health and Care Plan and a further 250 are on our SEN register.

Primarily, we aim to support students through small intervention groups. The groups range from literacy, numeracy, social skills and nurture groups.

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**



# About Us

St Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to be the best they can be. Ofsted describe us as a good school with outstanding leadership and exemplary student behaviour.

We believe in promoting excellence, while providing an atmosphere in which our students can learn, enjoy, grow and show support to others. We have a strong focus on the basics: excellent learning and teaching, a safe disciplined environment and an ethos, which promotes the highest aspirations. Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well rounded, articulate, confident and happy is of equal importance.

We have a team of committed staff that provides support, challenge and expertise, enabling every student to achieve.

On 1st February 2018, St Crispin's converted to an academy and became part of [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk).

Our trust was created to serve the local area and be geographically committed to surrounding counties. It was borne out of a desire that all children and young people have an excellent well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



## Policy Statement

To view our Recruitment Privacy Policy please see link [here](#).

St. Crispin's School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales (number 11031096) whose registered office is The Oval Offices, C/O St Crispin's School, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 338 1961 [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk)

