



LAURENCE JACKSON
SCHOOL

Learning Support Assistant

APPLICATION PACK

WELCOME LETTER FROM THE HEADTEACHER

Dear Applicant

We are seeking to appoint an experienced and committed Learning Support Assistant to join our team. This is an exciting opportunity to join our rapidly improving school.

Laurence Jackson School is a genuinely comprehensive school serving the rural town of Guisborough and surrounding rural area. Students also choose to come to Laurence Jackson from south Middlesbrough. Whilst the school has a pupil premium that is broadly in line with the national average at 25%, Our intake is wide ranging by nature, and we are proud of our very inclusive philosophy. In June 2024, Ofsted rated our school as Good.

The school is a larger than average 11 to 16 secondary school with 1240 on roll and PAN of 1250 and is full on first choices for September 2024 and has been oversubscribed for the last three years. Student mobility is low. The school moved into a new building in 2016 as part of the Building Schools for the Future initiative. The new school provides an excellent learning environment.

Support staff are pivotal and play a crucial part in the day-to-day smooth running of school, providing a wealth of knowledge, skills and experience which ensures that high standards prevail. In recent years we have developed a number of career pathways for support staff and there are number of leadership roles that are delivered by non-teaching staff in the school. We are committed to continuing to build on a strong team of support staff that are fully committed to building an excellent school for our community.

Kind regards



Catherine Jukes

Headteacher

Laurence Jackson School



VACANCY

Learning Support Assistant

Permanent

Grade F SCP 7-8 (£18,697 - £19,011 actual salary)

33.3 hours per week, 8.30am – 3.30pm - Term Time Only Plus 3 Staff development days

Start date As soon as possible

Laurence Jackson School is a 11-16 comprehensive school of 1220 students. Our intake is wide ranging by nature and we are proud of our very inclusive philosophy of 'Inspiring Excellence'.

We are seeking to appoint a Learning Support Assistant with responsibility for supporting the learning of identified SEN students, through a mixture of in class support and individual interventions. The successful candidate will join a well-established SEN team who work together to ensure children, regardless of need, achieve their academic potential by supporting the professional work of teachers.

We have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents
- Opportunities for career development.

The successful candidate must have:

- Experience of working in an educational provision and ideally relevant qualifications in Learning Support.
- A calm, understanding and friendly personality, with the ability to quickly adapt to a range of needs and situations
- The ability to support students to engage with their learning and the classroom environment in a proactive manner and at the direction of the teacher
- An informed, efficient approach to learning and teaching by using a range of strategies to increase achievement of all students including those with SEND.
- A professional, nurturing and resilient approach which supports students to develop resilience and independence.
- Commitment and dependability within the workplace with ability to use your own initiative.
- An understanding of the National Curriculum expectations at KS3 and KS4.
- The ability to follow the school's behaviour policies and procedures by using a range of behaviour strategies.
- The willingness to work flexibly and constructively as part of a team, providing day to day classroom support to the children by liaising effectively, and working in partnership with, the class teacher.



- The ability to establish good relationships with students and parents/carers, acting as a role model and responding to individual needs.
- The ability to deliver evidence-based structured interventions to complement and extend the teaching and learning in the classroom at the direction of the SEND Leadership Team
- The capability to work with Teachers and the SENCo to ensure progress and development.
- Effective communication of their knowledge and understanding of students to a range of individuals so that informed decision making on intervention and provision can take place

About Vision1590 Trust

Vision1590 Trust was established on the 1st September 2024 following the merge between VALT (Vision Academy Learning Trust) and The 1590 Trust.

Vision1590 currently consists of 15 schools which include 4 secondary schools and 11 primary schools and a teaching school. Our mission is to provide high quality education in our schools that is supportive, respectful, in an inclusive environment that builds a foundation for life-long learning. All schools have strong links and together we feel we can do more for our local communities, students, pupils, parents and staff.

Applications should clearly outline why candidates want to work at Laurence Jackson School and what other attributes they have to offer to the wider school ethos should be included.

Application forms and further details are available on the school's website –

www.laurencejackson.org or visit [Work for us \(valt.org.uk\)](http://Workforus.valt.org.uk)

Please email your completed application form to vacancies@laurencejackson.org addressed to Mrs C Jukes, Headteacher.

Closing Date: Friday 11th October 2024 at 9:00 am

Interview Date: Week commencing Monday 14th October 2024

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.



JOB DESCRIPTION

POST TITLE:	Learning Support Assistant
GRADE:	Grade F SCP 7-8 (33.3 hours per week, 8.30am – 3.30pm TTO + 3 days)
REPORTING TO:	Educational Needs Co-ordinator
LIASING WITH:	AHT SENCo, Educational Needs Co-ordinators, Lead LSA's, Classroom Teachers
JOB PURPOSE:	To provide additional support for students

MAIN DUTIES/RESPONSIBILITIES

MAIN (CORE) DUTIES	
Support for Students	<ul style="list-style-type: none"> • Utilise SEND Support Plans, EHCP documentation and Student Passports to support students effectively • Use specialist (curricular/learning) skills/training/experience to support students • Attend lessons and deliver Interventions as directed by the SENCo • Delivery of evidence-based structured interventions to complement and extend the teaching and learning in the classroom • Assist with the development and implementation of Individual SEND Support Plans and Student Passports • Establish productive working relationships with Students and Parent/Carers • Acting as a role model and setting high expectations to inspire excellence and develop independent learners • Promote the inclusion and acceptance of all students • Support students consistently whilst recognising and responding to their individual needs • Encourage students to interact and work co-operatively with others and engage all students in activities • Promote independence and employ strategies to recognise and reward achievement • Supervise and provide support for students, including those with special needs, ensuring their safety and access to learning activities and all aspects of school life • Review and maintain the Support Plans of assigned students through the termly SEN K Review evenings • Contribute to EHCP reviews at the direction of the SENCO/ENCo • To oversee assigned SEND students which includes support to meet SEND Support Plan targets, regular review of targets and be a point of contact for assigned Parents/Carers



Support for Teaching Staff	<ul style="list-style-type: none"> • Work collaboratively with the teacher to support students and to establish an appropriate learning environment • Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate • Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives • Provide objective and accurate feedback and reports as required, on student achievement, progress and other matters, ensuring the availability of appropriate evidence • Be responsible for keeping and updating records, contributing to reviews as requested • Undertake marking of students work and accurately record achievement/progress • Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour • Support with the implementation of Exam Access Arrangements in assessments and examinations
General	<ul style="list-style-type: none"> • Uphold and actively support the school's policies and procedures • Undertake any other duties which might reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms • Attend CPD as identified by the SENCo • Ensuring accurate and up to date information is on Provision Map as directed • Follow and uphold the LSA Standards
Other Specific Duties:	
<ul style="list-style-type: none"> • To actively promote the school's policies and procedures. • To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example. • To continue personal development as agreed. • To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCD not mentioned in the above. 	

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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



PERSON SPECIFICATION

Criteria	Essential	Desirable
QUALIFICATIONS/TRAINING	<ul style="list-style-type: none"> • Education to at least GCSE level in English and Maths (or equivalent) • Experience of working with students with additional needs • Qualifications and experience related to the post • ICT competence 	<ul style="list-style-type: none"> • Appropriate knowledge of Health & Safety and First Aid • Evidence of other appropriate qualifications • Qualified to NVQ 3 or equivalent qualification or experience
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> • Empathy and understanding of barriers children face • Some knowledge of SEN interventions • Ability to monitor and evaluate student progress alongside teaching staff 	<ul style="list-style-type: none"> • Good knowledge of the SEN Code of Practice and developing policies • The ability to give appropriate feedback to parents • Ability to plan and develop interventions
LEADERSHIP & MANAGEMENT	<ul style="list-style-type: none"> • Ability to work well with a variety of students • Work as part of a team • Able to show initiative • Good communication skills • Ability to promote self-confidence, self-esteem and good behaviour 	<ul style="list-style-type: none"> • Excellent communication skills • The ability to motivate students • To act independently • Support the work of colleagues
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Enjoy working with young people • Good interpersonal skills • Initiative, resilience and stamina • Well organised – able to prioritise/plan a day's work • Committed to continual personal development • Reliable 	<ul style="list-style-type: none"> • Excellent interpersonal skills • Problem solving • Self-motivated • Innovation, creativity and critical reflective thinking

HOW TO APPLY

Application forms and further details are available on the school's website –

www.laurencejackson.org or visit [Work for us \(valt.org.uk\)](http://Work for us (valt.org.uk))

Please email your completed application form to vacancies@laurencejackson.org

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references.

Visits to the Trust and Schools

Candidates who wish to visit the school prior to completing their application should contact vacancies@laurencejackson.org to arrange a convenient time.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: Friday 11th October at 9:00am

Interview Date: week commencing Monday 14th October 2024

EMPLOYEE BENEFITS

Wellbeing



Provided by Westfield Health & Wellbeing – the programme provides counselling support to all staff in the following areas:

- Free and confidential support
- Emotional, financial and legal guidance
- Up to 6 sessions of structured counselling, if recommended
- Advice on Family issues
- Medical Information
- Housing Concerns
- Stress & Anxiety
- Tax Information
- Bereavement

Pensions



All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work



We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance



We provide a generous Annual Leave entitlement for Support Staff of 26 days leave, rising to 31 days leave following 5 years service, in addition to statutory bank holidays.

As we are supportive of flexible working we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work live balance.

Professional Development



As we believe in supporting and developing our staff we offer extensive career development opportunities and actively seek to develop and promote staff where possible.

Corporate Benefits



We currently offer a range of benefits to staff including the following:

Corporate membership to;

- Escape zone at Sporting Lodge – £30 a month (instead of £35)
£150 – 6 months
£300 – 12 months
- Bannatynes – discounted price available on request at individual gyms
- Childcare vouchers (as Child Care voucher schemes were closed to new entrants by the Government in 2018, this is for existing members only)

- <https://www.discountsforteachers.co.uk/>
 - Free to join and offers a range of discounts on everything from groceries to shopping, to days out for yourself or families
- <https://www.teacherperks.co.uk/perks>
 - Free to join – discounts on shopping, groceries, days out
 - Also includes some free lesson plans

Policies and Procedures

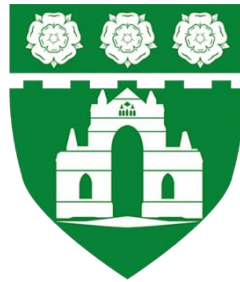


Vision Academy Learning Trust is an ethical employer, supported by the following robust employment policies and procedures:

- Recruitment and retention
- Flexible Working Policy
- Sickness absence policy
- Special leave policy
- Shared parental leave policy
- Health and safety policy
- Ongoing individual risk assessments where required
- Working time directive – monitoring of hours worked by individuals



LAURENCE JACKSON
SCHOOL



Church Lane,
Guisborough,
North Yorkshire,
TS14 6RD

Telephone

01287 636361