



Learning Support Assistant 31 hours per week (Term time)

Closing date: Thursday 23 May 2019
Interviews: w/c 3 June 2019



Dear Candidate

I am delighted that you have requested further information regarding the position of Learning Support Assistant at The Spires College. I joined the college as Principal in September 2014 and am committed to providing an excellent education for every child in our learning community.

The Spires College has a very positive, friendly atmosphere. The staff care passionately about the well-being of the children and our students are vibrant, enthusiastic and affable. The concept of community is something that I believe is essential for a successful school and we all strive

to ensure that every member of our community feels valued, but also contributes positively to college life. Our primary focus is, and will always be, developing superb teaching and learning across all areas of the college. Pedagogy underpins all we do and all staff at The Spires College are committed to their own learning as well as their teaching. Our Ofsted inspection April last year rated us as a good school in all areas.

The Learning Support Department has a dedicated team of professionals led by a qualified and experienced SENDCo. This appointment will be pivotal as we strive to create a genuinely inclusive college. The successful applicant to this post will be ambitious to play a role in enhancing the provision within The Learning Support Department so that all of our students receive the excellent education that they deserve. This may be as a new LSA, bringing a wealth of innovation and verve, or as an experienced LSA, bringing a highly developed understanding of practice.

Working at The Spires College is tremendously rewarding and this role is a fantastic opportunity to make a real difference to young people's lives as well as offering abundant prospects for professional development. As a college we are firmly committed to continuous professional development for all and we invest heavily in developing our staff at all levels.

You are very welcome to visit us to help you decide if this is the role for you; I'd be delighted to meet you. Please contact my PA for an appointment. I look forward to hearing from you.

With best wishes

A handwritten signature in black ink, appearing to read 'Alex Newton', written in a cursive style.

Alex Newton
Principal





The College

The Spires College is a co-educational, 11-18 college with a bilateral stream situated in the Plainmoor district of Torquay, within the Local Authority of Torbay. There are currently around 1000 students on roll, 40% of whom are in receipt of Pupil Premium funding. We are a friendly, caring college which puts the needs of our children at the heart of all we do. Academic progress is obviously vital but we also place a high value on the provision of enrichment opportunities that help our students to grow into responsible, confident and considerate young adults. Underpinning all of this are excellent standards of pastoral support and care that allow children to feel safe and valued.

Torbay is an area with a Selective Grammar School system, where parents can choose for their child to take the '11+' test if they wish for them to apply for a place at one of the Selective Schools in the area. The Spires College is one of very few schools in the country with bilateral streams. This allows us to take up to 60 students each year into a selective stream (out of a 220 PAN). Students who have reached a designated pass mark in the '11+' test can apply to our selective stream to access a challenging academic curriculum.

We have a modern, purpose-built building offering fantastic facilities for both students and staff alike. All full time teachers have their own classroom/laboratory and we are committed to the professional learning of our staff to ensure practice is as good as it can possibly be. Every member of staff receives a personalised CPD programme based on individual needs and interests.

The SEND Department

The college currently has 52 students with an EHCP in place to support their needs, this includes 6 who have allocated places in our HI Enhanced Provision and 9 who have allocated places in our ASC Enhanced Provision. There are also over 150 students on our SEND register for SEN Support who require interventions to help them engage fully in the college curriculum.

Our SEND department currently consists of 11 Learning Support Assistants, 4 Senior Learning Support Assistants and two Higher Level Teaching Assistants, who are led by our SEND Co-ordinator with support from key members of staff within the department. Our SENDCo takes responsibility for following the guidelines specified in the Code of Practice and is the designated lead of children in care.

There are two enhanced provisions within the college: an Enhanced Provision for students with Autistic Spectrum Condition and an Enhanced Provision for Hearing Impaired students. We also ensure inclusivity through our nurture group for students with mainly moderate learning difficulties, which is taught by a specialist Key Stage 2 to 3 teacher.

The department has two THRIVE practitioners and is complemented by our school counsellor who provides vital emotional support to our students. All of these areas are closely linked to the pastoral team consisting of a Pastoral Support Manager for each year group and designated Heads of Years.





Job Description Learning Support Assistant

Dates:	Apply by noon on Thursday 23 May 2019 To start 1 September 2019
Accountable to:	The Special Educational Needs Co-ordinator
Salary:	Grade C scp 3-4, £18065 to £18426 pro rata (actual salary £12495 to £12745)
Contract Type:	Permanent
Hours and Holidays:	31 hours per week, 38 weeks per year (term time) As the rate of pay notified above will be enhanced by payment in lieu of leave entitlement, public holidays and locally scheduled holidays, under normal circumstances you are not entitled to any leave during term time

Introduction

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties / specific tasks may be varied from time to time, which do not change the general character of the job or the level of responsibility entailed. This will allow flexibility for the school to respond to changing priorities and also support and enhance individual professional development.

Job Purpose

- ▲ To support the enhancement and operation of the learning environment of the college, with a particular focus on supporting students with a diagnosis of ASC or with Moderate Learning Difficulties.
- ▲ To support in the provision of a high quality education for the students of the college.

Specific Responsibilities

- ▲ To supervise individual students as required;
- ▲ To maintain up-to-date information on individual students;
- ▲ To support the work of the teaching staff and SENDCo;
- ▲ To take on and be responsible for a case-load of MLD or ASC students as directed by the SENDCo;
- ▲ To equip students with personalised strategies to become independent in education and life;
- ▲ To prepare materials suitable for students with MLD or ASC for use in the classroom;
- ▲ To assist in college activities, events, outings and functions during the course of the college day;
- ▲ To assist in the assessment of the students and liaise with parents/carers as and when required;
- ▲ To assist where necessary, in the supervision of students during break and lunch time;
- ▲ To perform a supporting role in reinforcing instructions and assisting in learning;

- ▲ To assist in escorting individual students to and from school transport if required;
- ▲ To liaise with the SENDCo or other parties associated with the well-being of students;
- ▲ To support the behaviour of the students at The Spires College.

General Responsibilities

- ▲ To support the enhancement and operation of the learning environment of both departmentally and the college in its entirety;
- ▲ To support teaching staff in the provision of a high quality education to our students;
- ▲ To support other support staff by covering their duties if they are absent from work;
- ▲ To support the process of college development planning;
- ▲ To take part in the college's appraisal scheme;
- ▲ To comply with all college policies;
- ▲ To undertake appropriate training as and when required;
- ▲ To self-manage time to ensure all tasks are completed as directed by the line manager;
- ▲ To act as a role model for students particularly in dress, punctuality, behaviour, language and conduct.

Health and Safety Responsibilities

- ▲ To adhere to college health and safety policies, procedures and current statutory health and safety requirements;
- ▲ To attend training as and when required for the purposes of safeguarding children and corporate safety;
- ▲ To ensure The Spires College is immediately notified of any issues that may affect your right to maintain enhanced clearance to work on the school site (DBS).

This is a description of the job, as it is constituted at the date shown. This is not an exhaustive list and it is the practice of the college to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the post holder.

Person Specification

The following list is indicative of the kind of person we are looking for but **not all of these criteria are essential**. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

Skill	Essential or Desirable	How assessed
Good standard of literacy and numeracy and English and Mathematics GCSE at Grade C or equivalent	E	Application form
Good ICT skills	E	Application form
Able to meet deadlines	E	Interview and selection process
Able to communicate effectively with students, staff, parents and carers	E	Interview and selection process
Able to negotiate with others	E	Interview and selection process
Able to relate effectively to young people	E	Interview and selection process
Able to work effectively with colleagues and form positive relationships	E	Interview and selection process
Personal Qualities		
Professional in manner, actions and appearance	E	Interview and selection process
Approachability	E	Interview and selection process
Empathy	E	Interview and selection process
Flexibility	E	Interview and selection process
Patience	E	Interview and selection process
Ability to keep confidentiality	E	Interview and selection process
Knowledge		
Knowledge and understanding of safeguarding practices within a school context	D	Application form, Interview and selection process
Experience		
Experience of working with young people	E	Application form
Experience of working in a school environment	D	Application form
Experience of collaborative working with external organisations and agencies	D	Application form
Evidence of continued professional and or personal development	D	Application form



How to apply



Please complete an application form, which includes space for a supporting statement (please use font size 11 or 12 and double spacing for this). Your supporting statement should include your vision for this role and how your experience and skills will equip you to realise this.

The application form can be downloaded from our website and should be returned to Nadine Osborne, the Principal's PA, by **noon on Thursday 23 May 2019**, preferably by email to: nosborne@thespirescollege.com

If you do not receive an acknowledgement of your application by the end of the deadline day, please contact the college.

Interviews will be held during the week commencing 3 June 2019.

If you would like to arrange a visit or have an informal, confidential discussion, please contact the Principal's PA or our SENDCo via the email above or telephone number below.

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