



BEVERLEY GRAMMAR SCHOOL

Learning Support Assistant Recruitment Information Pack



**Beverley Grammar School
Queensgate
Beverley
East Yorkshire
HU17 8NF**



BEVERLEY GRAMMAR SCHOOL

Learning Support Assistant Recruitment Information Pack

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BEVERLEY GRAMMAR SCHOOL

THE APPLICATION PROCESS

Completed applications should be:-

Posted to Mrs. C Hoyle
Beverley Grammar School,
Queensgate,
Beverley,
HU17 8NF.

Emailed to apply@beverleygrammar.co.uk

Early application is encouraged. We will review applications throughout the advertising period and reserve the right to close the advert prior to the stated closing date should sufficient applications be received.

Queries

If you have any queries on any aspect of the application process or need additional information, please contact Mrs. C Hoyle in the first instance on c.hoyle@beverleygrammar.co.uk

THE CLOSING DATE FOR APPLICATIONS is: 27 November 2023, 10 a.m.

Interview date: Week commencing 27 November 2023



Beverley Grammar School
Queensgate
Beverley
East Riding of Yorkshire
HU17 8NF
Tel: 01482 881531

Learning Support Assistant

Closing Date: 27 November 2023 10 a.m.
Interview Date Week commencing 27 November 2023
Salary Range: Grade 3 - £22,737pa - pro-rata to terms of contract
Contract type: 32.5 hours Term time only

Beverley Grammar School is a vibrant, 11–18 boys’ comprehensive school with a Joint Sixth form with the neighbouring girls’ school. The school believes that education is a partnership involving all people concerned with a student’s development. We encourage the involvement of parents and other members of the community whenever possible. We promote inclusive education and celebrate equality and diversity.

We are a successful school which has the respect of the local community and in which all staff and students assist each other in achieving their full potential.

We are looking to recruit a Learning Support Assistant to work in the learning support department. We are looking for committed team workers, who are able to establish positive working relationships with students and adults. The persons appointed will be able to show sensitivity towards students’ problems and use initiative when required.

You will have:

- A good standard of general education, to include Maths and English A* -C
- The ability to relate well to young people
- A commitment to supporting the school policies and be prepared to take part in relevant training.

Experience within a secondary school is desirable.

Further details and application forms are available at www.beverleygrammar.co.uk Completed forms should be posted to Mrs. C Hoyle, or emailed to apply@beverleygrammar.co.uk

Beverley Grammar School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Clearance from the Disclosure and Barring Service is required prior to appointment.



Job Title: Level 1 – Learning Support Assistant

Location: Beverley Grammar School, Queensgate, Beverley

Grade: 3

32.5 hours per week

PURPOSE AND SCOPE:

Reporting to the Learning Support Team Leader and SENDCO principle responsibilities include:

- Supporting access to learning for students under the direct supervision of the class teacher in order to maximise achievement.
- Providing general support in classroom management, including students' learning and behaviour.
- Providing general care and welfare to students.

Key Responsibilities:

- To have an understanding and be responsible for the specific needs of students.
- To provide in-class support under the direction and guidance of the teacher in line with the best practice guidance for LSA support.
- To liaise with teaching staff about lesson aims and lesson planning
- To research and produce resources under the guidance of the teacher.
- To provide one to one support for students with SEND including working on the Termly Support Plan (TSP) targets and taking part in the statutory Annual Review.
- To liaise with the teachers, HOY, SENDCO and parents about TSPs and student progress and specific needs.
- To observe, monitor and record pupil performance, and assess and review student progress using the school systems to record and track events.
- To carry out planned interventions e.g. reading, spelling, numeracy, handwriting, ICT, social skills, physical activities.
- To assist Senior LSAs or the SENDCO in withdrawal sessions for small groups of students during lesson time.
- To meet the physical needs of students, assisting with their personal care, e.g. physiotherapy, lifting and handling, toileting etc.
- To assist with lunch and break time supervision of students.
- To help with educational visits scheduled during the school day.

General Duties

- To be aware of and comply with school policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
- To participate in the appraisal and professional development policy
- To carry out duties with due regard to the school's policies on equal opportunities, health and safety, and quality assurance.
- To perform other duties as reasonably corresponds to the general character of the post and are commensurate with its level of responsibility
- Minor decision making to ensure a high-quality provision
- To maintain and update display boards.
- To support teaching and learning through the use of IT

Post holder may be required to work in more than one area of the school. If this involves using unfamiliar equipment, techniques or procedures, appropriate training will be given.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing needs of the school.

Date Approved	September 2023	Signature:
Head Teacher	Gavin Chappell	Signature:



BEVERLEY GRAMMAR SCHOOL
Learning Support Assistant
PERSON SPECIFICATION

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> Educated to at least GCSE grade C standard or equivalent in English and mathematics. First aid qualification or willingness to gain one. 	Y	Y
<p><u>Experience:</u></p> <ul style="list-style-type: none"> Previous employment in a school or college, ideally working within the Learning Support department Ability to use basic ICT packages and equipment effectively. Secondary School Experience would be an advantage A willingness to undertake training as required. 	Y Y	Y Y
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> Working knowledge of behaviour management strategies. Basic understanding of child development and learning principles. Working knowledge of national requirements regarding curriculum delivery and other basic learning programmes/strategies. 		Y Y Y
<p><u>Skills/Attributes:</u></p> <ul style="list-style-type: none"> Excellent organisational skills and an ability to work effectively with minimal supervision. Ability to build and form good relationships with students, parents/carers and colleagues. Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals. Ability to work constructively as part of a team, understanding school roles and responsibilities including own. Ability to absorb and understand a wide range of information. Exercise a high degree of integrity and confidentiality in relation to the students. Must be of smart appearance. Must be physically fit and able to cope within a fast paced Environment 	Y Y Y Y Y Y Y Y	