

Windhill21

Recruitment Information Pack

Learning Support Assistant

Sept 2024

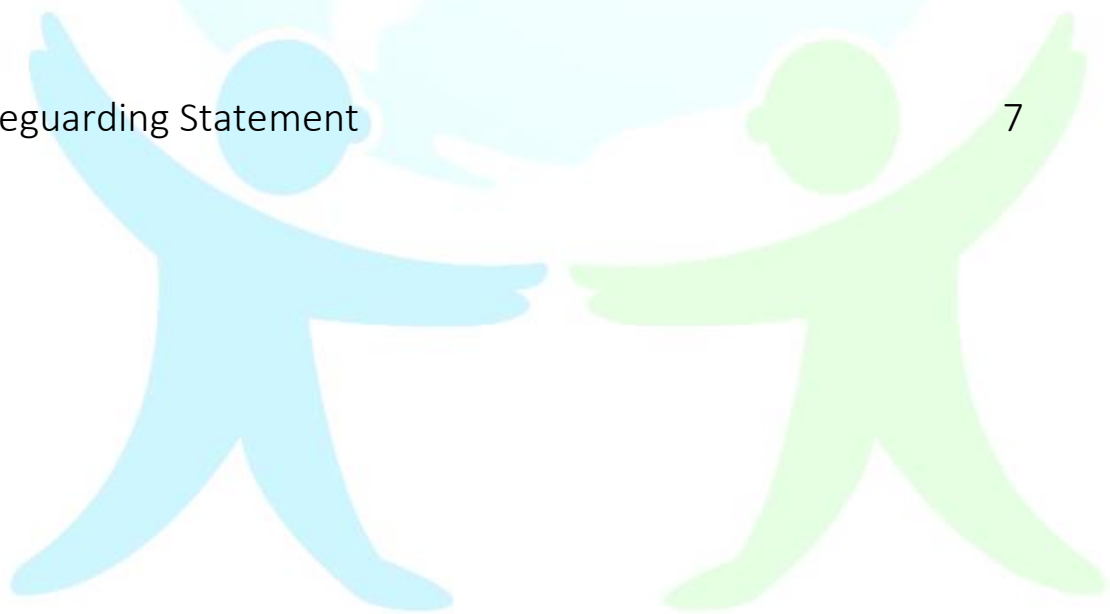
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Welcome from the Headteacher

Dear Applicant

Thank you for your interest in this post. I am delighted to have this opportunity to provide you with some details about our school and information about the post.

Windhill21 is an academy where every child is valued; a school which ignites the spark of curiosity, creativity and individuality. It is through our inspirational teaching and a culture of possibility that the children at Windhill21 achieve their potential. We believe that a 'growth mindset' attitude is essential; a belief that hard work and effort leads to success, not just natural talent or ability. Our excellent OFSTED report and exceptional academic standards are only part of the story. Through dynamic teaching methods and an inspirational ethos, our children will inherit a lifelong zest for learning; building high self-esteem and a strong determination to succeed. The children at Windhill21 are encouraged to explore, invent and create. By steering their natural curiosity, we inspire children to be confident, bold and resilient, needing challenge.

We live in a global society and it is imperative that young people have an understanding of how their actions and choices impact on the lives of others. Our children represent our diverse community and we value the children's varied contributions. With this in mind, we are committed to developing an inquiry based international curriculum at Windhill21.

Alongside this, we recognise that ICT is progressing at an ever accelerating rate with the capability of exciting and enhancing our curriculum. Come and see our impressive range of technology we offer and how it is used to enthuse, inspire and immerse the children in their learning.

The strong team of Windhill21 consists of outstanding staff and governors who work tirelessly together using their expertise, enthusiasm and experience to move our school forward. Our dynamic approach and dedication will ensure continuing rewards for Windhill21. Rigour and accountability will be maintained along with a will for everyone, pupils and staff alike, to continue to enjoy success.

If the idea of working at Windhill21 excites you and you feel you have the skills detailed in the person specification, we will be delighted to receive your application.

Yours faithfully



Sarah Wood

Job Description: Learning Support Assistant

Pay grade:	H2 point 3 - H3 point 1 FTE
Salary:	£22,737 - £23,500
Hours:	Term time only Monday to Friday, 8.30am to 3:15pm
Contract:	Fixed term until the funding ceases or the child leaves the school, if sooner.
Responsible to:	SENCO & Headteacher

Purpose of the Role:

To assist in providing an effective and personalised teaching programme for a pupil supporting their specific learning and behavioural needs.

Responsibilities:

- To assist the class teacher to deliver the curriculum to children who have special educational and behavioural needs within the classroom framework.
- To assist in the formulation and implementation of support plan as directed by SENCO, in line with school policy.
- To work on individual programmes with the children under the direction and guidance of the class teacher and in accordance with the SENCO.
- To provide the teacher and SENCO with detailed feedback and assessment on the child's progress to inform the next stage of planning.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour, as required.
- Be involved in individual, group or class assessment and target setting activities, as required.
- To assist in supervising the child at break-times and meal-times, as required by their needs.
- To support the teacher in the implementation of the rules, expectations and policies of the school.
- To attend special needs review meetings, as required.
- To assist in the compilation of reports and records in accordance with school policy.
- To participate in school activities and attend staff meetings and training courses as required.

- To meet and liaise with external professionals and experts who may work with the child.
- To communicate with parents of the child and contribute to an effective home school relationship.
- Attend to the pupil's personal needs, including social, health, hygiene, first-aid and welfare matters.
- Break and lunchtimes duties which may include:
 - supervision of children in the dining room, classroom and in the playground
 - supervision of children eating their lunch
 - clearing and wiping of tables during and after lunch as necessary.



Person Specification: Learning Support Assistant

	Essential	Desirable
Knowledge and Skills		
Numeracy and literacy skills.	X	
Basic knowledge of health, wellbeing and safety	X	
Awareness of keeping children safe	X	
Experience working with children of the relevant age.	X	
Understanding of the curricular requirements of the school, these to include statutory requirements.		X
Understanding of the School's ethos, vision and values	X	
Ability to make effective use of ICT to support teaching and learning	X	
Ability to manage pupils in a classroom setting	X	
Understanding of the needs of young children in large and small groups and on an individual basis	X	
Experience supporting children with special educational needs and a knowledge of autism		X
Understanding of the needs of children with SEND		X
Competencies		
Communication (written and verbal)	X	
Growth Mindset	X	
Listening	X	
Customer service	X	
Ability to work with a minimum of supervision and within a team.	X	

Safeguarding Statement

Windhill21 is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Academy's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the performance management and appraisal process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Signed:

Date:

