



**IVESHEAD
SCHOOL**

RESPECT | ENRICH | SUCCEED



Candidate Information

Learning Support Assistant



Contents

- 1. Letter from the Headteacher**
- 2. Vacancy Advert**
- 3. Information about Iveshead School**
- 4. Job Description and Person Specification**

1. Letter from the Headteacher

October 2019

Dear Applicant

Learning Support Assistant

Thank you for your interest in the above position at Iveshead School. This is a fantastic opportunity to join our newly merged school as part of our support team.

We are looking to recruit Learning Support Assistants to support teaching and learning across the school, the post is fixed term for the remainder of the 2019-20 academic year. The successful candidate will be required to work on a term-time only basis and exact working hours are negotiable. The rate of pay is £9.54 per hour.

Further information about the post and our school are included in this information pack but if you have any specific questions please contact Ella Burnell, by email: eburnell@ivesheadschoo.org

The closing date for applications is 9:00 am on Thursday 31st October 2019 and interviews will take place later the same week.

To apply for this post please fully complete the application form and return with a covering letter (2 sides A4 maximum) stating what you believe you could bring to our school. Please also state your preferred hours / days of working in your application.

Applications can be emailed to: eburnell@ivesheadschoo.org or by post to: Operations Manager, Iveshead School, Forest Street, Shepshed, Loughborough, LE12 9DB.

Due to the level of applications that we receive we are only able to contact those that have been short-listed to attend an interview.

I look forward to receiving your application.

Yours faithfully



Matthew Parrott
Headteacher

2. Vacancy Advert



Forest Street, Shepshed, Loughborough, LE12 9DB

Tel: 01509 602156

Email: info@ivesheadschoo.org

www.ivesheadschoo.org

Headteacher: Matthew Parrott

Learning Support Assistant Hours negotiable, term-time only £9.54 p/h

This is a fantastic opportunity to join our popular school that has been formed from the merger of two highly respected and successful schools - Shepshed High School and Hind Leys College. The result is the creation of one 'through' school, where students have the opportunity to study seamlessly from age 11 through to 19. We are recruiting for enthusiastic and able individuals to join our learning development team. The successful candidate will be supporting students learning within classes across the school.

Exact working hours and days are negotiable, please state your preference on your application.

Closing date for applications: 9:00 am on Thursday 31st October 2019

Iveshead School is committed to safeguarding and promoting the welfare of children and young people. This post requires a criminal background check via the disclosure procedure. The successful applicant will therefore be subject to an Enhanced DBS.

3. Information about Iveshead School

Iveshead School officially opened late August 2017, it was formed from the merger of two highly successful and respected schools - Shepshed High School and Hind Leys College. The result is the creation of one 'through' school, where students have the opportunity to study seamlessly from age 11 through to 19, within one extremely well resourced campus.

We have built on the reputation and results we have achieved in recent years and continue to provide a caring place of learning for our students. Here they develop the skills and confidence they need to make their way through to the next stage of their lives whether that is higher education, an apprenticeship or employment.

The character of our school is defined by our three core values - 'respect', 'enrich', 'succeed'. We offer a supportive and welcoming community environment with respect for all, a dedicated staff and a strong blend of activities, which create an enriching and successful education for all students at Iveshead.



Shepshed is located within striking distance of the M1 and close to the attractive University town of Loughborough. The cities of Derby, Nottingham and Leicester are all within 30 minutes' drive. Birmingham is 40 minutes by motorway, and London is less than two hours. East Midlands Airport is less than 20 minutes away. Shepshed is situated on the edge of Charnwood Forest, with quick access to open countryside, including areas of park land. As a small town, Shepshed has good amenities, some of which (such as the swimming pool) are centered on our campus.



The school has a commitment to high achievement. A key aspect of raising achievement is effective teaching which is of the highest standard, and this is a basic quality we look for in all appointments we make.

Iveshead is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Safeguarding training for all staff forms an essential part of our CPD programme.

4. Job Description and Person Specification

Title:	Learning Support Assistant
Grade and Salary:	Grade 5 (Points 7 to 8)
Conditions of Service:	Local Government. Number of hours TBC as required/dictated by student need/statements Fixed term on a termly basis.
Responsible to:	Director of Learning Development
Functional Relationships:	Other members of Learning Development Team, All Staff
Job Purpose:	To provide support to specific students with Special Educational Needs
Holidays:	All leave to be taken during school holidays

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### Specific Duties and Responsibilities

(under the general direction of the Director of Learning Development)

1. To provide in-class support to students specifically by:
  - Working with the students individually.
  - Working with the students in a small group situation within the class.
  - Working with other members of the class whilst the student you normally work with works independently.
  - Supporting other students within the class whilst the subject teacher works with the pupil you normally support.
  - Supporting subject teachers in planning and delivering courses to particular students.
2. To support students in reading to gain greater access to the curriculum, for example:-
  - Highlighting key words or phrases.
  - Listening to students read.
  - Pre-reading discussion about type of text and possible sentence structures.
  - Link reading, talking and writing.
3. To help students with their individual programmes of study and encourage them to do their homework.
4. To assist students with all kinds of classwork and assist on trips and visits.
5. To assist with assessment and monitoring progress and achievement of students.
6. To prepare and care for materials and equipment.
7. To keep an up to date record of student progress in supported lessons in their educational planner.

8. To care for the physical wellbeing of students and inform the Director of Learning Support/Key workers, subject teachers and tutors of any concerns.
9. In relation to individual educational plans (IEP), record students' progress and development on the IEP.
10. To contribute to the reviews of students' progress including statutory reviews by preparing verbal or written reports.
11. To provide support for the College in its mission to be inclusive and promote achievement for all.
12. To develop other team members and staff participation in the inclusive ethos.
13. To assist at interventions which improve behaviour and maximize learning opportunities for all students.
14. To be proactive in implementing safeguarding policy and practice as appropriate, being aware of issues causing concern locally and nationally.
15. Attend training sessions as required.
16. To work flexibly and respond to College needs as requested by members of Senior Leadership Team or the designated representative.

## Person Specification

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Essential               | Desirable              | How assessed                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------|--------------------------------------------------------------------------|
| <b>Qualifications</b> <ul style="list-style-type: none"> <li>GCSE or equivalent in Maths/numeracy and English/literacy</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                    | X                       |                        | App/Doc                                                                  |
| <b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working with young people for at least two years</li> <li>Experience of working with young people in a school setting for at least three years</li> <li>Experience of working with students with Special Educational Needs</li> <li>Experience of working with Students on the Autistic Spectrum</li> </ul>                                                                                                                                                   | X<br><br><br><br>X      | <br><br><br>X<br><br>X | App/Int/ Ref<br><br>App/Int/ Ref<br><br>App/Int/ Ref<br><br>App/Int/ Ref |
| <b>Knowledge</b> <ul style="list-style-type: none"> <li>An understanding of, and commitment to, the standards set in school</li> <li>An understanding of how learning can be organised</li> <li>Strategies that can be used and input into planning</li> <li>Experience in supporting other colleagues effectively in their development as LSAs.</li> <li>Sufficient knowledge and confidence in the use of ICT to enhance students' learning</li> <li>An awareness of the protocols of communicating with other agencies</li> </ul> | X<br><br>X<br><br><br>X | <br><br><br>X<br><br>X | App/Int/ Ref<br><br>App/Int/ Ref<br><br>App/Int/ Ref<br><br>App/Int/ Ref |



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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--------------|
| <ul style="list-style-type: none"> <li>• Knowledge and understanding of : • The cultural context from which our students emerge</li> <li>• The Code of Practice</li> </ul> | X |  | App/Int/ Ref |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |   |   |                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|----------------------------------------------------------------------------|
| <p><b><u>Skills/Attributes</u></b></p> <ul style="list-style-type: none"> <li>• Ability and willingness to undertake professional development.</li> <li>• Good interpersonal skills.</li> <li>• Ability to work effectively as part of a team.</li> <li>• Ability to work in a solution focused manner</li> <li>• Resilience</li> <li>• Ability to work on own initiative to enhance the education of students within the guidelines laid down by school policy</li> </ul> | X |   | App/Int<br>Int/Ref<br><br>Int/Ref<br><br>App/Int<br>Int/Ref<br><br>App/Int |
| <p><b><u>General Circumstances</u></b></p> <ul style="list-style-type: none"> <li>• Attendance - evidence of an excellent attendance record.</li> <li>• An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li> </ul>                                                                                                                                                                 | X | X | App/Ref/<br>Med<br>App/Int                                                 |
| <p><b><u>Factors not already covered</u></b></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.</p>                                                                                                                                                                                                                                                            |   |   | Med                                                                        |

**App = Application Form    Test = Test    Int = Interview**  
**Pre = Presentation            Med = Medical Questionnaire**  
**Doc = Documentary Evidence (E.g., Certificates)**