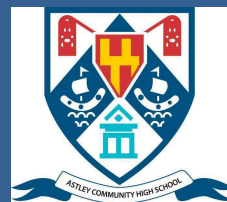


SEATON VALLEY FEDERATION



**Learning Support Assistant (Band 2)
PERMANENT
PART TIME, Term Time plus One Da**

**ASTLEY
COMMUNITY
HIGH SCHOOL**



Astley Community High School is part of the Seaton Valley Federation of Schools. The other members of the federation are Whytrig Middle School, which is co-located with Astley in Elsdon Avenue and Seaton Sluice Middle School. The three schools share a single governing body.

We are also about to embark on an exciting new chapter. Northumberland County Council has recently announced plans for a multi-million pound investment to create a brand new building for Astley Community High School and Whytrig Middle School, which we will be moving into in September 2025.

I have a very simple philosophy when it comes to the type of schools that I want to lead. Simply put, I want them to be outstanding in everything that they do and ensure that students attend a school where they are safe, happy and successful.



John Barnes, Executive Headteacher

What it's like to work here

"Working at Seaton Valley Federation is like working with family. It is a supportive environment where you're trusted to get on with your job because you're the expert."

Gary Taylor, Business Manager, Data & Curriculum Support

"Working for SVF is fantastic! There is a fab team behind the scenes who are great at supporting each other - whilst also having a laugh along the way!"

Matty Kiddell, IT Manager

"I joined Seaton Valley Federation two years ago and I would say that the most important elements of working across our three schools are firstly that you are trusted to do the job you are employed to do, secondly, you are part of a welcoming and supportive team and thirdly the variety of the role is amazing - no two days are the same."

Angela Hall, Partnerships and Marketing Officer



The Role

Astley Community High School
Elson Avenue
Seaton Delaval
NE25 0BP
0191 2371505

Job Role	Learning Support Assistant (Band 2)
Type Of Contract	Permanent, 30 hours per week, Term Time plus 1 day
Salary / Scale	Band 2: Scale Points 3 to 4 £24,027 to £24,404 (£16,454 to £16,723 actual)
Required From	As soon as possible

Small enough to care, big enough to make a positive impact

Effective support for students with special educational needs and/or disabilities is a key priority across the Seaton Valley Federation of Schools in order to help all students to achieve their full potential. We are recruiting for two Learning Support Assistants (band 2) within a team of experienced Learning Support Assistants who support children in Astley Community High School. As our student numbers continue to increase we are looking to add to our team.

Working under the direction of the SENCo you will have a track record of supporting students to achieve their targets, supporting the delivery of high quality, accessible curriculum and ensuring that all children have the support to reach their full potential. You will ideally also have 5 A*-C grades at GCSE level (or equivalent) including English and Maths and preferably hold a Teaching Assistant or Special Needs Support qualification although we would be interested to hear from people who would like to try for the role for the first time.

You will also need to be able to form effective relationships with students, staff, parents and fellow professionals.

The roles will be working five days per week, term-time plus one training day at the start of the school year. It is expected that your initial working hours will be Monday and Friday 8.30am to 3.05pm, depending on which school you work in, with a 35 minute lunch break each day, although this working pattern may change from time to time to meet the operational needs of the schools.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal records check is required for this post.

Job Description

Post Title	Learning Support Assistant (Band 2)
School	Astley Community High School
Payscale	Main / Upper Pay Ranges
Responsible To	SENCO
Responsible For	N/A
Job Purpose	To enable access to learning for students with learning support needs to help them achieve their full potential and to provide general support for teaching and learning, as required.

Duties and key result areas:

The postholder may be deployed to work in a variety of settings across the Seaton Valley Federation, including working 1:1 or with small groups within a classroom setting, intervention programmes/clubs outside of timetabled lessons (including breakfast/homework/activity clubs) or to provide general support within a lesson that may include SEND students.

Support for Pupils

1. Have up to date knowledge of individual pupils' Education, Health and Care Plans or equivalent assessment Needs. Use appropriate support strategies to enable students to have access to the curriculum.
2. Have up to date knowledge of current and target levels/grades for relevant pupils and know how to support pupils in meeting their targets.
3. Where appropriate, support other pupils who have learning support needs.
4. Supervise and support students in their access to learning.
5. Establish good relationships with students, acting as a role model and responding to the needs of each individual Student.
6. Actively promote inclusive practice within all settings and encourage students to act independently as appropriate.
7. Follow guidelines with reference to special arrangements in external/internal examinations and statutory tests and support by acting as reader, scribe, prompt etc.
8. Follow agreed individual programmes of work for specified 1:1 lessons or small group interventions.
9. Contribute to preparation of reports for individual students (e.g. EHCP Annual Review or equivalent, School Report)
10. Attend reviews, multi-disciplinary meetings etc for SEND students as required.
11. Support the social and emotional wellbeing of vulnerable students and assist other colleagues with appropriate Strategies.
12. Where required, support the physical wellbeing of students including ensuring health and safety risks are managed, accessing first aid assistance etc.

Support for Teachers

1. Participate in joint planning with relevant teachers to enable support to be best deployed.
2. Where appropriate, liaise with relevant teachers to create differentiated resources.
3. Manage pupil behaviour to facilitate learning of all students in accordance with relevant policies
4. Withdraw, under the direction of the teachers, individual students or small groups of students for specific intervention to meet learning objectives.
5. Provide feedback to teachers on student progress and any areas of concern.
6. Support the assessment and tracking of pupil progress and attainment including maintaining records as necessary.

Support with the Curriculum

1. Maintain a working knowledge of curriculum in relevant Key Stages depending on deployment to support students to access the curriculum.
2. Support pupils in their use of IT as required.
3. Prepare, maintain and clear away equipment and resources, photocopy materials and assist with display in classrooms.

General Responsibilities

1. Be aware of and comply with policies and procedures relating to safeguarding of children/vulnerable adults, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the development and implementation of the overall ethos/work/aims of the federation.
5. Develop constructive relationships and communicate with other agencies/professionals.
6. Participate in training and other learning activities and performance development as required.
7. Recognise own strengths and areas of expertise and use these to advise and support others.
8. To undertake other duties and responsibilities that can be reasonably expected of and are relevant to the level and nature of the post.

These schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are therefore under a duty to use the Federation's procedures to report any concerns you may have regarding the safety or well-being of any child or young person. The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Person Specification

Post title:	Learning Support Assistant (Band 2)	
School:	Seaton Valley Federation	
Essential	Desirable	Assess by
Education, Training, Knowledge and Qualifications		
Good numeracy and literacy skills including NVQ Level 2 qualification in Maths and English (or equivalent) General awareness of SEND Code of Practice and Education Health and Care Plans Awareness of first aid and health/safety Understanding of how to safeguard vulnerable students	5 A* – C at GCSE (or equivalent) Achieved or undertaking a Teaching Assistant or Special Needs Support qualification First Aid Qualification Achieved or undertaking ICT qualification	A, I, O, R
Experience		
Experience of working with children of the relevant age.	Recent experience of working with children with additional needs within relevant Key Stages Report writing and record keeping Working in a 1:1, small group and classroom environment.	A, I, R
Personal Qualities, Aptitudes		
Can work as a member of a team, understanding their role in the classroom and associated responsibilities. Professional in attitude and conduct Can relate well to both children and adults Can actively self evaluate learning needs and seek out learning opportunities		A, I, O, R
Skills		
Basic ICT skills Basic office skills e.g. photocopying, filing	Can demonstrate practical application of the principles of child development and the learning process	
Physical, Mental and Emotional Demands		
Involves periods of standing with some kneeling, bending and stretching. Need to remain alert to monitor pupil activity, learning and health and safety risks. Some exposure to upsetting pupil and family circumstances.		
Other		
Willingness to participate in training and personal development No adverse criminal record		A, I, R, C

(a) application form, (i) interview, (r) references (o) observation

Our Ethos and Values

As part of the Seaton Valley Federation we share the same ethos and vision and use this as a reference point for all we do. Our vision is:

- **To be exceptional in everything we do.**
- **To ensure that everyone attends a school where they are safe, happy, successful and have lots of opportunities.**
- **To provide a positive learning environment which allows everyone to achieve their potential**

We have three main themes to our ethos:

- **To know every child academically and pastorally as a complete young person.**
- **To treat everyone and everything with respect.**
- **To strive for everyone to be as good as they can be and to be proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.

All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- Develop their self-knowledge, self-esteem and self-confidence
- Respect the laws of England and will know right from wrong and ensure their actions reflect this
- Accept responsibility for their behaviour
- Show initiative and contribute in a positive way to the school community, the local community and society in general
- Show respect for each other and all other people
- Show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures and traditions are abused or attacked
- Show respect for the rule of democracy and respect for the democratic principles of England.

How To Apply

Interested in applying?

Follow the link below to complete our application form **by 9am on Monday 18th November, 2024**

It is expected that interviews will take place on **Friday 22nd November**

Further information, how to apply and all of our current vacancies are available at:

www.svf.org.uk/vacancies

Safeguarding

Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

