

Shevington High School

Learning Support Assistant

Application Pack



Through our values and personalised approach to learning we expect students to achieve the highest academic excellence, recognise opportunities, have a positive view of challenges and dare to think in new ways - to be creative - and realise that “life is what I make it !”

Life is what you make it !



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Life is what you make it !

Ofsted 2022

“Leaders and governors are ambitious for all pupils. They have a clear vision for the school. They have been innovative in how pupils make use of information technology in their learning.”



WELCOME TO OUR SCHOOL

Message from the Headteacher

Many thanks for your interest in the post above. I hope you find the enclosed information useful in making a decision about your application to join Shevington High School. Shevington High School is a growing, successful and popular high school. Over the last few years the school has seen significant investment and improvement in all areas of the school.

Shevington High School is a popular 11-16 community school located in the village of Shevington. We are 3 miles from Wigan town centre and mere minutes from the M6 motorway. The school is smaller than the average size secondary school but growing. We have 178 students in all years and a waiting list in year 7.

Shevington is a thriving and vibrant school. We work incredibly hard as a team to support pupils to make excellent progress in their learning from their varied starting points on entry. The school has celebrated very good examination results over recent years and we pride ourselves on our constant drive for improvement.

We pride ourselves at Shevington that we put the student at the centre of learning through the delivery of high quality teaching which enables all of our pupils to learn effectively. The school has a clear and well-articulated vision and intent for the curriculum and pedagogical approach in school, grounded on current research and methodologies nationally and internationally. This is drawn from the work we have been doing over the last 5 years on Student Agency in Learning as part of the SAIL Network, LAB Schools Network and inspired by work done with Kunskapsskolan Schools (Sweden).

Since 2020 as a school we have worked extremely hard to make further improvements in our educational provision. Through developing a truly blended learning approach using technology to enhance pedagogy that enables personalisation and develops learner independence and ownership.

School has a robust teaching and learning framework and strategy incorporating digital devices and using Google Classroom to enhance student learning. As part of our initial Remote Learning Strategy in March 2020 we devised a remote learning lesson framework, over time and whilst working as a Laboratory School with the International Centre of Educational Enhancement we collaboratively developed with staff the Shevington Teaching Framework.

The framework has a series stages and non-negotiables

- **Instructional phase**
- **Practice phase**
- **A rubric assessment**
- **A retrieval task**
- **A very clear modelling or scaffolding of task**
- **Summary of learning**

The Rubric is an essential element of the Shevington Lesson; it is designed to encourage ownership of learning through transparent learning intentions and clear assessment criteria. The rubric is used by the student to set personal learning goals in the lesson.

A distinct part of student life at Shevington High School is coaching. We see coaching as the key to personalised learning and putting students at the centre of their learning. Students attend coaching in groups of 4-5 students once a week. In the coaching session the students are encouraged to set weekly learning goals and reflect on progress made.

Mr J Grant - Headteacher

Learning Support Assistant

30 hours per week (term time only)

Required from: As soon as possible

Salary: Grade 3

Interviews: TBC

This is a highly successful School, which is totally inclusive. We pride ourselves on the delivery of high quality teaching, which enables all of our pupils to learn effectively. All of our staff, both teaching and associate, are valued and respected as true professionals.

The post holder will provide support to teaching staff and students, overseeing access to learning and support programmes and to assist the teacher in the management of pupils.

The successful candidate will provide support for SEND pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities and may be required to supervise whole classes when required in the short term absence of a teacher. To attend to pupils personal needs including toileting, hygiene, dressing, eating and giving minor medical support. Experience as a teaching assistant of caring background would be beneficial.

As an employer we offer a range of benefits including a staff rewards programme (offering retail/holiday discounts), cycle to work scheme, Employee Assistance Programme (a 24 hour confidential advice and support service) and access to ongoing CPD.

Please do not hesitate to contact the school if you require further information and I look forward to receiving your application.

All applications to be sent to Lisa Thompson ltompson@shevingtonhigh.org.uk or posted to the school for the attention of Lisa Thompson



Job Profile

Learning Support Assistant

1.1 NAME OF POSTHOLDER:

1.2 JOB TITLE: Learning Support Assistant

1.3 JOB PURPOSE:

To provide support for teaching and learning activities in and out of the classroom.

To contribute to the planning and delivery of intervention and learning programmes with individuals or small groups of student depending upon the needs of the students and school.

To assist the teacher in the management of pupils and classroom.

To supervise whole classes when required in the short term absence of a teacher and/or to provide support to teaching staff and students.

To give support for SEND pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required

1.4 Line Management: Reporting to the SENCO

1.5 Liaising With: Headteacher, leadership team, teachers and support staff, LA representatives, external agencies, parents and visitors to school.

1.6 Salary Scale: Grade 3

1.7 Working Time: 30 hours per week term time only

1.8 DBS Disclosure

Wigan LA and the School Governing Body are committed to Safeguarding and promoting the welfare of children. This post is subject to enhanced disclosure procedures.

Job Outline

- Under the direction of the teacher to implement learning activities for individual students and/or small groups.
- To provide specialist support to students with barriers to learning on a one to one basis, in a small group or in or out of the classroom.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To regularly communicate detailed feedback to the teacher and SENCO.
- To manage the behaviour of students whilst they are undertaking work with them according to their individual needs.
- To promote the inclusion of all pupils.
- To promote independence and resilience of all pupils.
- To assist with the supervision of pupils out of lesson times, including before and after school, lunch and play times as may be reasonably directed.
- To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as directed by the teacher.
- To work with students on therapy or care programmes that are designed and supervised by a therapist/care assistant.
- To attend to pupils personal needs including toileting, hygiene, dressing, eating and giving minor medical support.
- To support and make use of the schools disciplinary and reward system.
- To undertake exam/test invigilation if required.
- To support the delivery of access arrangements in examinations.
- To support the administration/office function when not required for cover or classroom duty.

Other Specific Duties

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.
- Targeted Curriculum Support
- General individual/group support for identified pupils in and out of timetabled lessons.
- Contribute to maintaining student records.
- Observe and report of student performance.
- Attend support briefing on designated days.
- Attend staff briefing on designated days.
- Attend Faculty meetings if required and provided this has been budgeted for and agreed with the School Business Manager.
- Attend Staff Inset/Training as directed.
- Participate in a planned Professional Development Programme.
- Participate in scheduled Performance Management Programme.
- To cover for absent colleagues as directed, including 'off site provision' if required.
- To carry out other duties as requested.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

Person Specification / Selection Criteria Teaching Assistant Level 3

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Previous experience of working with children of a relevant age	E		A, I
Experience in delivering interventions to small groups of students.		D	A,I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 2, or evidence of the equivalent QCF credit value, or equivalent qualification or comparable level of experience	E		A, I
Good standard of numeracy & literacy skills	E		A, I
Willingness to undertake further relevant training	E		I
Willingness to undertake basic first aid		D	A, I
Training in delivering intervention activities to small groups of students.		D	A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of how to use relevant equipment/resources including ICT packages	E		A, I
Understanding of the national/foundation stage curriculum and other basic learning programmes		D	A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation		D	A, I
Knowledge of Health and Safety		D	A, I

Understanding of the principles of child development and learning processes	E		A, I
Knowledge of the policies/codes of practice and awareness of relevant legislation	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to use different approaches to deal with whole classroom and individual behaviour		D	A, I
Ability to communicate with and relate well to pupils and adults	E		A, I
Ability to work under supervision and as a team member.	E		A, I
Ability to work in accordance with the schools health and safety policies.	E		A, I
Ability to recognise own learning needs and seek further opportunities.	E		A, I
Ability to deal with minor injuries.		D	A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

How to Apply

1. Read carefully all the information about this post
2. If you have any questions, please do not hesitate to telephone or email Lisa Thompson, PA to Headteacher/Office Manager on email lthompson@shevingtonhigh.org.uk.
3. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.

Send your completed application form by email (if downloaded from our website) to lthompson@shevingtonhigh.org.uk or through the post to: Mrs L Thompson, Shevington High School, Shevington Lane, Shevington, Wigan, WN6 8AB

