

JOB DESCRIPTION

LEARNING SUPPORT ASSISTANT

GIRLS' DIVISION

MAIN PURPOSE OF JOB:

To work alongside teaching staff to support pupils with Special Educational Needs and Disabilities (SEND) in accessing a broad and academically ambitious curriculum. The role aims to ensure that pupils receive appropriate support and are able to thrive academically, socially and emotionally.

This will involve liaising with SENDCo, Head of Girls' Division, subject teachers, Deputy Head and other support staff, which may include external agencies and professionals.

MAIN DUTIES:

The Learning Support Assistant will spend the majority of their working week supporting pupils within mainstream classroom lessons across a range of subjects and year groups. Through effective classroom support, the post-holder will help pupils develop independence, confidence, resilience and successful learning strategies, enabling them to participate fully in school life and achieve their academic potential. Some small-group intervention, individual support and administrative duties may also be required.

Classroom Support:

- Support identified pupils in lessons across a range of curriculum subjects and year groups;
- Work collaboratively with teaching staff to facilitate pupils' access to learning and full participation in classroom activities;
- Adapt support appropriately to promote independence and avoid unnecessary reliance on adult assistance;
- Assist pupils in developing effective learning habits, organisation, study skills and self-management strategies;
- Support pupils in understanding lesson objectives and achieving success criteria;
- Promote positive behaviour for learning and respond appropriately to incidents in accordance with school policies and procedures;
- Encourage pupils' confidence, self-esteem and engagement with learning;
- Provide feedback to teachers regarding pupil progress, engagement and support needs;
- Support pupils in the effective use of assistive technology and digital learning tools where appropriate.

SEND Intervention and Support:

- Support pupils with a range of SEND, including cognition and learning needs, communication and interaction needs, social, emotional and mental health needs (SEMH), and sensory and/or physical needs;
- Assist in the implementation of personal support plans and recommended classroom strategies;
- Monitor and report on pupil progress and the impact of support provided;
- Attend review meetings and contribute to discussions regarding pupil needs and progress where required;
- Deliver 1:1 and small group targeted interventions and support programmes as directed by the SENDCo;
- Record and evaluate intervention outcomes.

General:

- Assist with the preparation, adaptation and organisation of learning materials to meet individual pupil needs;
- Undertake reasonable administrative tasks directly related to SEND provision, pupil support and accurate record-keeping;
- Assist with the organisation of SEND documentation and monitoring systems as required;
- Use praise, encouragement and positive reinforcement to promote engagement, confidence and achievement;
- Work as part of the team to promote pupils' wellbeing and personal development, enhancing learning opportunities and life skills;
- Support the administration of assessments and examinations as required;
- Participate in professional development, in-service training and meetings appropriate to the role in order to remain up to date with developments in SEND practice;
- Understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs;
- Maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school;
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons;
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School;
- Carry out any other reasonable duties as may be required from time to time within the context of the post, as directed by the SENDCo, Head of Girls' Division or Deputy Head.

PERSON SPECIFICATION

LEARNING SUPPORT ASSISTANT

GIRLS' DIVISION

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
GCSE, 'O' Level or equivalent qualifications in Maths and English	Essential	Application Form
KNOWLEDGE/EXPERIENCE/SKILLS	ESSENTIAL/ DESIRABLE	EVIDENCE
Appreciation of the different social, cultural and physical needs of young people	Essential	Application Form/ Interview/References
Able to maintain accurate records relating to pupil support and progress	Essential	Application Form/ Interview/References
Respects and maintains confidentiality but has regard to the safeguarding protocols of information sharing where necessary	Essential	Application Form/ Interview/References
Experience of working with young people with special educational needs	Desirable	Application Form/ Interview/References
Experience of working with EAL pupils	Desirable	Application Form/ Interview/References
Experience of supporting pupils in Maths and English at GCSE level	Desirable	Application Form/ Interview/References
Experience of supporting pupils with ADHD, autism and associated learning needs	Desirable	Application Form/ Interview/References
Experience of supporting pupils in an academically ambitious secondary school environment	Desirable	Application Form/ Interview/References

PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS	ESSENTIAL/ DESIRABLE	EVIDENCE
Able to plan and prioritise tasks and work under the pressure of a busy school	Essential	Application Form/ Interview/References
Productive and shows initiative	Essential	Interview/References
Communicates effectively and appropriately to pupils with different abilities and ethnic backgrounds	Essential	Application Form/ Interview/References
Demonstrates strong organisational skills, including the ability to prioritise and meet deadlines effectively	Essential	Application Form/ Interview/References
Models appropriate behaviour both in the classroom and around school	Essential	Interview/References
Cares about young people, particularly those who find learning and managing their behaviour difficult	Essential	Interview/References
Motivates pupils to learn	Essential	Interview/References
Encourages positive social interaction and participation in school life	Essential	Interview/References
Works effectively with other adults in the school and wider community	Essential	Interview/References
Ability to form and maintain appropriate relationships and personal boundaries with young people	Essential	Interview/References

TERMS AND CONDITIONS

LEARNING SUPPORT ASSISTANT

GIRLS' DIVISION

SALARY
The salary will be based on point 10 on the Bolton School Support Staff Salary Scale (£27,521 per annum), pro-rata this equates to £22,738.85 per annum.
HOURS OF WORK
37.5 hours per week, between Monday and Friday. The normal hours of attendance will be 8.30am until 4.30pm with a 30-minute unpaid meal break per day. The successful applicant will be expected to work each day in the school term time (work 35 weeks, paid for 40.1 weeks which includes holiday pay). Term time is classed as when school is in session and on additional days during the academic year; leading to a total of 175 days. The additional days will be determined by the Head/Line Manager and may include INSET days, the day of the entrance examination and school holiday periods, to meet the needs of the Division or Department. The salary for a term time only member of staff is therefore based on 175 working days per academic year.
HOLIDAY
Pro-rata of 20 days' holiday, Public Holidays and a close down period between Christmas and New Year (to be determined annually) as paid leave days each year. All holidays are to be taken out of term-time at times specified by the Manager.
LINE MANAGEMENT
Responsible to the SENDCo and ultimately the Head of Girls' Division.
PENSION
The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis. If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 5%. Further details are available upon appointment.
OTHER BENEFITS
• Lunches will be provided free of charge on campus. • Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route). • Life Assurance cover up until the age of 65. • Access to a free Employee Assistance Programme. • Training and development opportunities will be offered. • Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.

- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.
- Electric Car Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six-month probationary period.