



Have faith...believe you can!



Learning Support Assistant

Application Pack

June 2022



Learning Support Assistant

31.75 hrs, 39 wks - Term time only

September start

S4 (£20,722 to £22,716 FTE)



St John the Baptist School is seeking to appoint a number of Learning Support Assistants to join our growing Learning Support Department. This is an excellent opportunity for someone who is looking to make a real difference to the learning of our students with special educational needs and disabilities (SEND).

The qualities needed for this post are dedication and enthusiasm as well as good social skills and a sense of humour. Previous experience and qualifications are not essential but we are looking to appoint a person who has a good standard of education including a Level 2 pass in Maths and English (GCSE or equivalent). The successful candidate will be prepared to learn new skills and grow with the role. Knowledge of children with ASD would be preferable but not essential.

This post would also suit anyone who is thinking of embarking on a career in teaching at some time in the future. SJB works closely with the Xavier Teaching School Hub and Teach South East who are accredited as a SCITT (School Centre for Initial Teacher Training) provider. This opens up exciting opportunities for those interested in training to teach. The SCITT provides a school-led training route to gaining Qualified Teaching Status and our staff at SJB are very supportive of colleagues wishing to pursue this route.

The students supported by the Learning Support Department at SJB are assisted by a team of around 20 staff. Some are attached to core subject departments, most support small groups of students across the entire curriculum.

We believe that the SEND students who come to SJB are very fortunate to be supported by our Learning Support Department; they make excellent progress and go on to achieve amazing results. The staff who are employed in the Department are used in all areas of the curriculum and are encouraged to support the students in other areas of the school e.g. lunch clubs and after school activities.

Application & Selection:

Closing Date: 9am Tuesday 28 June 2022

Shortlisting: As applications are received, no later than Tuesday 28 June

Interviews: Friday 1 July

Application forms are available to download from our website: www.sjb.surrey.sch.uk. Completed applications, or any queries regarding the role or your application, should be sent via email to jobs@sjb.surrey.sch.uk or via the School Office on 01483 729343. Please note that CVs will not be accepted on their own. Shortlisted candidates will be notified, invited for interview and references will be taken up immediately unless otherwise requested.

Safeguarding Statement:

St John The Baptist School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The School encourages all candidates to be familiar with the following documents:
Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2021
Safeguarding and Child Protection Policy.

In line with the General Data Protection Regulation (GDPR) the School asks candidates to consider the Privacy Notice for Job Applicants. The documents listed above are available from the School's Vacancy and Policy pages.



Job Description



Job title: Learning Support Assistant

Reports to: Relevant Age Phase Coordinator and SENCO

Hours: 31.75 hours per week (Mon 8.15am-3.45pm; Tue to Fri 8.45-3.45pm) for 39 weeks term time. The early start on Mondays is to attend our whole staff briefing weekly, there is some flexibility in this if an individual cannot make the earlier start due to school drop-off etc. In addition, there are several calendared meetings per year that we expect LSAs to attend; dates are available at least 6 weeks in advance and overtime will be paid where it takes you beyond your usual hours)

Salary: SP4 (£20,722 to £22,716 FTE – this is an actual salary of £15,722 to £17,235 based on 31.75 hours p.w. for 39 weeks p.a.)

Purpose: To support students in accessing and learning and help teachers create an environment where students with additional learning needs can thrive and achieve their potential.

Qualifications: Level 2 Pass in Maths and English (GCSE or equivalent)

Skills and experience:

- An awareness and understanding of the needs of those students with specific Special Educational Needs (SEN)
- An awareness of safeguarding and how these concerns should be raised
- Experience of working with students with SEN (desirable not essential)
- Ability to communicate effectively with adults and students
- Emotional resilience
- Ability to effectively use ICT
- Ability to work as a member of a team and on their own initiative
- Patience and understanding
- Ability and desire to motivate students to learn
- Demonstrate enthusiasm, willingness and interest in learning new skills
- Ability to adapt and work flexibly to secure the best outcomes for the children
- Maintains confidentiality inside and outside the workplace
- Has a sense of humour!

Main responsibilities:

- Provide effective support to the students with special educational needs (SEN) so that they can access the learning and make excellent progress. The majority of the time will be offering in-class support with direction from the teacher.
- Promote independent learning by encouraging students to take personal responsibility for their learning.
- Provide timely and effective feedback to the class teacher on progress made or barriers to further learning and progress.
- Modify work to meet the needs of the young person you are working with.
- Support the teaching team to ensure that the learning environment is appropriate, safe and engaging to allow for excellent progress and learning.
- Collaboratively participate in planning and preparations to ensure clear knowledge of what is expected of students in relation to their learning and progress.

continued...



Job Description



Main responsibilities continued:

- Contribute to behaviour management of students through implementing school policies, deploying appropriate de-escalation techniques and managing students through your knowledge of them.
- Be fully aware of and fully implement the school's policies at all times, including safeguarding.
- Attend and contribute to student review meetings where appropriate.
- Participate in and engage fully with the professional development opportunities that are available including (but not limited to) appraisal, coaching, online-learning, observations, INSET and after school CPD)
- To keep up with the developments and changes in the SEND Code of Practice.
- To carry out any other duties as specified by the Age Phase Coordinators, SENCO or School Leadership Team.

If you would like to discuss this opportunity further, please contact:

Mandy Hughes
Head of Learning Support
a.hughes@sjb.surrey.sch.uk



A few thoughts about SJB...



Thank you for your interest in the position of Learning Support Assistant. I hope you find all the enclosed information useful when applying for this role. I thought it would be useful if I gave you a personal perspective of our school, including a few comments from a current member of staff about what life is like at SJB. Hopefully this will help you decide whether or not SJB is a place where you would be happy and flourish, and where you could do an outstanding job for our children.

SJB is part of the Xavier Catholic Education Trust. We are a group of fifteen schools in the Diocese of Arundel and Brighton who have come together to work collaboratively for the benefit of all the children we serve. The Trust's aim is to provide a caring and supportive environment within which all children receive the best possible education.

SJB is located just outside Woking town centre, and a 15 minute walk from the train station (22 minutes from London Waterloo on the train). The original school, built in the late 60's (but don't worry, the first thing visitors comment on is how vibrant the learning environment is), has changed significantly in recent years as we have expanded and improved our facilities in order to meet the needs of our increasing student numbers. There will be an increase of 60 students each year and by 2023 we expect our total to be close to 1700.

We are very fortunate to work with such a brilliant group of students. If you come to visit us, you will see that they are happy, hard-working (on the whole!) and very positive about our school. Achievement is at the forefront of everything we do at SJB and it would be fair to say it is "cool" to achieve. Our staff are vibrant, enthusiastic and passionate about ensuring our students get the very best deal. A new member of staff recently commented *"Working at SJB means that you are surrounded by like-minded colleagues; people who want the best for their students and are prepared to go the extra mile to get it. This means that the standards are really high but I've found that invigorating rather than daunting; with so many great teachers and support staff in the school, I am constantly hearing new ideas and techniques to develop my own practice. That's not to say that it's all work and no play though, there's a strong focus on the importance of work/life balance and the school is aware that tired teachers don't deliver engaging lessons and tired support staff can't perform the vital roles that keep the school moving forwards. The staff room is a chatty and welcoming place to be and most people feel quite at home from day one!"*

At our last OFSTED inspection (June 2014) we were judged to be outstanding in every category. We are very proud of achieving this result and it is especially pleasing for the students and staffs hard work to be externally recognised in this way. Please do not think we know all the answers, we don't. Our mission is to be the best school in England and we will continually look for ways to improve.



We are a fully comprehensive school and are therefore proud of our exam results. Full details are on our website but I will give you a few 'highlights'. During our last public exams in 2019 our GCSE students achieved a Progress 8 score of +1.13, placing our results in the top 0.5% of all comprehensive schools in England; 86% of our students achieved 5+ grades in English and Maths. A-Level results were also very strong with 100% pass rate and 72% gaining A *-B.

We are very committed to improving the whole school system. Last year we were designated as a Teaching Hub. We are also a Maths Hub and SCITT (we are currently the largest SCITT provider in the country). This means we are able to offer our staff new opportunities in: training future teachers; developing Maths teaching across all phases and supporting local primary and secondary schools. We currently have a number of staff that work, in a variety of capacities, in other schools. We work hard to offer development to all stages of a teachers career; from initial teacher training to NPQH for prospective Headteachers.

We are very proud to have been designated as one of the first World Class Schools in 2015 an award that was ratified again in 2018. More recently we have been recognised as "transforming" under the SSATs Framework for Exceptional Education in all twelve aspects of our practice including: culture of reflection; professional learning; variety of teaching; and leadership through moral purpose. The first school in the country to do so!

Technology at St John the Baptist School is a major part of teaching, learning and school/teacher administration. We have developed a strong 'can do' approach to supporting staff which encourages everyone to embrace the possibilities that technology has to offer within the school for teaching, learning or administration. Every child has their own iPad which they use to support their learning (as do teachers). We have developed several 'in-house' apps for both staff and students and are always seeking new opportunities to improve our use of technology.

Working in a Catholic school is unique. The Christian ethos is at the core of everyday life at SJB and is one of our greatest strengths. Visitors frequently comment on the care, compassion and real sense of community that permeates everything that we do. We appoint members of staff, who, whatever their beliefs, support the ethos of our school and will always put our children first.

Expectations are incredibly high here at SJB. We expect the very best from and for our students and we expect the same of ourselves as staff. All the staff at SJB are highly valued and contribute in various ways to the overall success of our students. If you feel you would like to know more about this opportunity to join the SJB community, you are welcome to visit and look round the school at any time.

In conclusion, we believe this a truly fantastic place to work. We welcome all applications, especially those from people of different ethnic backgrounds.

James Granville Hamshar
Headteacher

Additional information can be found on our school website www.sjb.surrey.sch.uk

