



Chilwell School  
Learning Support  
Assistant



Dear Applicant,

I would like to thank you for your interest in the post of learning support assistant at Chilwell School.

Chilwell school is a great place to work. We are a warm and friendly staff and you will find a great welcome if you choose to work with us. We are committed to the well being of our staff and a sensible work life balance.

We place a high priority on staff being able to do their job without having to jump through hoops or be tied up in unnecessary distractions. As a result we have a committed group of people who enjoy their work and value the opportunity to offer a great provision for students.

We are an 11-18 Foundation School located on the border of the Nottinghamshire Borough of Broxtowe and Nottingham City. We have a roll of 1000.

We have joint usage of the Olympia Leisure Centre which is a thriving leisure centre, serving the local community as well as our own students. The school is located on a stunning 30 acre site. Attenborough Nature Reserve, the Chilwell Manor Golf Club and Attenborough village border our grounds. Unusually, we also have a lake on site which is populated with a wide variety of wildlife.

Our school values are based upon developing a community that treasures education. We value our strong commitment to achieving success for our students and all who work within and with our family of schools. We believe that our foundation school status means that we have the independence to drive forward standards and also the freedom to ensure that we meet the developing needs of our community. For nearly fifty years we have built a reputation for a school that cares and a school where students achieve.

Chilwell School was graded "Good" by Ofsted in May 2018. We believe in an open and transparent culture and work hard to support staff and pupils in their development and learning. We fundamentally believe in a broad and balanced curriculum and as such remain totally committed to a wide portfolio of subjects within the curriculum that give pupils a breadth of experience and a choice of pathways.

Chilwell school has grown significantly over the past twelve months with a 25% increase in student numbers. The sixth form is expanding and the school has taken a leading role in developing provision and support for students and families, resulting in frequent features on local and national media.

The application deadline is **2nd December 2022**. Interviews are planned for the following week. Candidates are welcome to contact the head teacher's PA Rochelle Hewer at [r.hewer@chilwellschool.co.uk](mailto:r.hewer@chilwellschool.co.uk) with any queries related to the role.



David Phillips  
Head teacher

**Post title:** Learning Support Assistant  
**Pay range:** NJE 3 £19,650 - £20,444 (FTE)  
£16,751 - £17,428 (pro-rata)  
**Line manager:** School Business Manager

### **Main purpose of the job**

- To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
- To support and supervise small groups of students with pre planned intervention sessions.

### **Duties and Responsibilities**

#### **SUPPORT FOR PUPILS**

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Support pupils in securing better than expected progress
- Supervise and support pupils ensuring their safety and access to learning
- Supporting students with exams and access arrangements.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

#### **SUPPORT FOR THE TEACHER**


- Prepare classroom as directed for lessons and clear afterwards
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin. support e.g. photocopying, word processing, filing, money handling, administer coursework etc.

#### **SUPPORT FOR THE CURRICULUM**

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

#### **SUPPORT FOR THE SCHOOL**

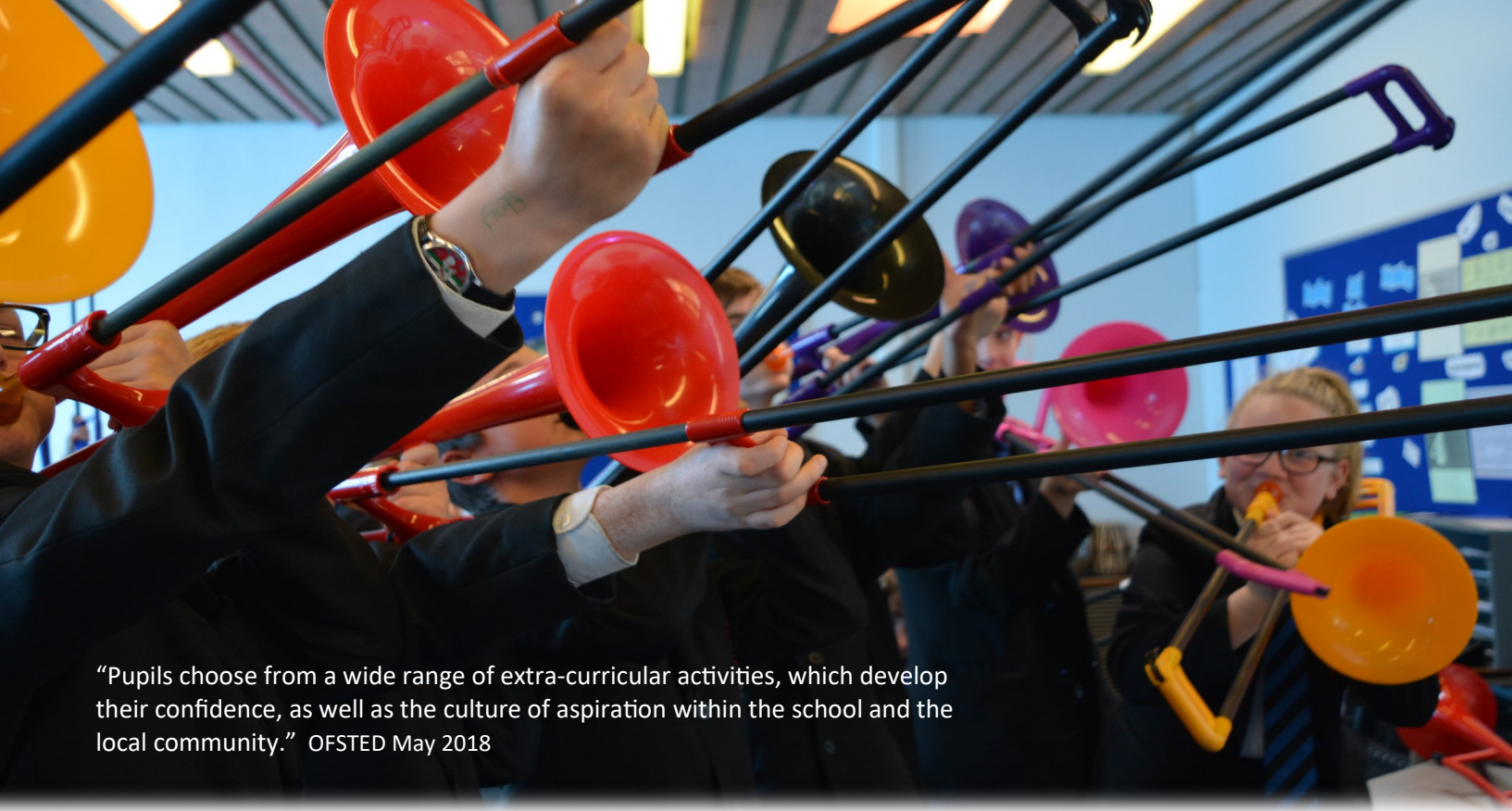
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.



“A dedicated team of staff, coordinated by the designated safeguarding leader, supports vulnerable pupils. These staff work with determination and sensitivity”

OFSTED MAY 2018





“Pupils choose from a wide range of extra-curricular activities, which develop their confidence, as well as the culture of aspiration within the school and the local community.” OFSTED May 2018

### **Behaviour and safety**

- Support a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Communicate effectively using school systems/processes as appropriate
- Communicate and cooperate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

### **Professional development**

- Regularly review the effectiveness of your deployment and its impact on pupils' progress and the successful development of the school, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your practise through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal

### **School ethos and employee expectations**

- Support the aims and ethos of the school as defined in the staff handbook and school prospectus
- Set a good example in terms of conduct, professional appearance, punctuality and attendance
- Uphold the school's behaviour policy, uniform regulations, classroom codes and code of conduct in a consistent, firm and non-confrontational manner
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position as an adult working in a school.
- Work proactively and effectively in collaboration and partnership with teachers, learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Any other reasonable duties which the Headteacher might request, in regard to the nature of the responsibilities of the post as defined.
- To proactively support and embed the school ethos : 'Share, Care, Believe, Achieve'



Leaders have high expectations and strive to improve the quality of teaching and outcomes for pupils”  
OFSTED MAY 2018

## Person specification - Learning Support Assistant

### Qualification criteria

Good general education, with GCSEs or equivalent in English and Maths.  
Suitable qualification related to supporting young people  
Commitment to personal/professional development.

### Experience

A wide range of mentoring skills  
High quality communication with pupils of all abilities.  
Suitable experience in working with and supporting the needs of young people  
Experience working in a school environment  
Use of ICT including Excel, Microsoft office and google workspace.  
Experience of working in schools / with young people.

### Personal Qualities

Highly motivated and self-reliant  
High standards of professionalism and confidentiality  
High standards of personal presentation, with an excellent record of attendance and punctuality  
Common sense, co-operation and a positive approach  
Adaptable, open to change, and willing to take on challenges with enthusiasm  
Willing to undertake additional duties as and when required to ensure the smooth running of the school

### Skills and knowledge

Must be well organised  
Must be well presented  
Excellent interpersonal skills so that relationships with colleagues are professional and supportive and a sense of teamwork is developed  
Ability to work hard under pressure while maintaining a positive, professional attitude  
The capacity to work smart and manage and direct one's own workload so that deadlines are met, lessons are well prepared and a work life balance is maintained.  
Good creative positive approach to solving challenges  
Ability to manage pupil behaviour calmly, proactively and with the needs of the child in mind.  
Ability to liaise appropriately and effectively with teachers in order to support pupil progress.  
Ability to prepare differentiated materials in support of effective teaching and learning.  
Commitment to personal career development  
Ability to work in collaboration with staff, students, parents and other professionals.  
Excellent telephone manner and communication/interpersonal skills.  
A problem solver, with a forward thinking and committed approach  
Commitment to personal career development  
Understanding of the range of complex needs that young people may have accessing education.  
Knowledge of a range of approaches to cater for different learning styles and barriers to learning and ensure that all students are engaged  
Developing differentiated work and personalised programmes of support.  
Awareness of safeguarding issues

### Equal Opportunities

Understanding of different social backgrounds of pupils  
Understanding the needs of pupils and the appropriate strategies to support them  
Full commitment to community cohesion and inclusion

**This post is subject to an enhanced DBS criminal record check**