



'Learning For Life'

RECRUITMENT PACK



Learning Support Assistant Temporary (one year in first instance)

Required for September 2022

Deadline for applications: 09:00hrs, Wednesday 13 July 2022

Headteacher: David Pover

The Burgate School and Sixth Form

Salisbury Road, Fordingbridge, Hampshire, SP6 1EZ

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Email: burgate@burgate.hants.sch.uk

Website: www.theburgate.com



Dear Prospective Applicant

We are delighted that you are interested in applying for this post at The Burgate School and Sixth Form. The Burgate is a school that expects both staff and students to strive to do their very best united by a common belief that everyone's learning journey should be exciting, enjoyable, and individual. Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that ambition. Please take your time to explore our school's website which will give you a greater understanding of what we believe is a happy, caring, and successful school. I hope both our website and this recruitment pack will give you a better understanding of The Burgate School and Sixth Form and the way we work.

Learning Support Assistant

The Post

We are seeking to appoint an enthusiastic and dedicated Learning Support Assistant to support our fantastic students and be a key member of our teaching support team. The successful candidate will join our hard working and friendly Learning Support team and provide support within the classroom, work 1:1 and undertake small group intervention work to support students with SEND. Experience of delivering literacy interventions across year groups would be an advantage as would experience of supporting students at A Level (though not essential as training will be given). The successful applicant will also be required to undertake first aid training and will be one of the school's first aiders.

This is an excellent opportunity to join a dedicated and highly successful department in a thriving school which was rated 'good' by Ofsted in May 2019 with the Sixth Form graded as 'outstanding'. As a school we are committed to comprehensive education and 'Learning for Life' is at the heart of all we do.

If you are a team player with a flexible approach and a positive, can-do attitude, we would like to hear from you. If you've any questions about the role or require any further information, you are invited to contact Mel Haysom, Head of Learning Support and Student Welfare, in the first instance at mhaysom@burgate.hants.sch.uk

Hours per week: 20-25 hours though there may be some flexibility for the right candidate.

Weeks per year: The post is for 44:07 working weeks.

Salary: Scale 1 to 3, £18,333 - £20,043 (FTE) dependent on experience.

Contract: Temporary (initially for one year).

Closing date for applications: applications must be received by 09:00hrs, Wednesday 13 July 2022.

How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, Headteacher's PA at shewett@burgate.hants.sch.uk

Application Form

A Support Staff application form can be downloaded from <https://www.theburgate.com/vacancies>. Please complete all the sections of the form in full, giving as much detail as possible. Once completed, please email your application to the Headteacher's PA, Miss Sarah Hewett at: shewett@burgate.hants.sch.uk. Please note that only applications submitted on the school's application form will be considered. CVs will not be accepted. You may also post or fax your application form if you wish. The deadline for applications is 09:00hrs on Wednesday 13 July 2022.

Disclaimer

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

Shortlisting

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Burgate School and Sixth Form. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification. Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card. Full details will be sent to candidates alongside their formal invite to interview.

References for shortlisted candidate

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

Safeguarding and Child Protection Statement

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form we are committed to safeguarding and promoting the welfare of all our students.

The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies>

Equal Opportunities Statement

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

We look forward to receiving your application.

General Information for Applicants

The Burgate School and Sixth Form is a school that wants every student to enjoy their learning and feel valued for who they are. The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

This could not be a better time to join The Burgate; our GCSE results in 2019 were exceptional with 83% of students achieving both English and Mathematics at Grade 4+ and 49% achieving Grade 5+. This gave a Progress 8 value added score of +0.24 which was significantly above the national average and once again places The Burgate as one of the very best performing schools in Hampshire. Our A level results are consistently very good and our results in 2019 were our best ever, ranking us in the top 10% of 16-19 providers nationally. 53% of A level results were at A*-B grades and over 81% at grades A*-C, with practically all students gaining a place at their chosen university.

We offer a wide range of subjects at GCSE and A Level delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established performance management scheme. Induction and in-service training are provided for all staff and there is a special internally run programme for NQTs and another for RQTs, as well as access to a wide range of CPD through our Teaching School alliances and beyond. Internal promotion is a typical route for progression to higher levels of leadership for Burgate staff.

The school has a very committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools alongside an active parent-teacher association, which organises social, educational and fund-raising activities. We benefit from the excellent support of parents whom we encourage to maintain close contact with the school and to get in touch whenever they have queries or concerns regarding their child's education.

The school was inspected by Ofsted in May 2019 in which we were awarded 'Good' overall with three of our inspection judgements being 'Outstanding'. The inspectors praised the high expectations of everyone at the school and remarked how the school's trustees and staff work closely together to create a team spirit that provides a consistent and positive learning environment, where teaching is inspirational and student behaviour is superb.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

JOB DESCRIPTION

Title	LEARNING SUPPORT ASSISTANT
Line Manager:	Learning Support and Student Welfare Manager/SEND Manager
Team:	Student Welfare

Impact Statement: It is the role of the Learning Support Assistant to support individual and small groups of students with SEND to achieve their full potential; to promote inclusion of SEND in the classroom; to liaise with teachers to provide support for teaching and personalised learning.

CORE RESPONSIBILITIES

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of the Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure and valued.

KEY RESPONSIBILITIES

- Support the learning and emotional wellbeing of students with SEND, tailoring support to match learners' needs, including the delivery of interventions in literacy, numeracy, emotional support and use of ICT equipment and programs as directed by the SENCO, SEND or Student Welfare Manager.
- Support teacher planning through regular liaison and review of student needs before and after lessons.
- Contribute to assessing students' progress, and support them in reviewing their own learning via Individual Learning Plans (ILPs), Personal Education Plans (PEPs), annual reviews, Inclusion Partnership Agreements (IPAs) and other means of monitoring.
- Liaise with students, their parents/carers and external practitioners under the direction of the SENCO.
- Identify and remove environmental and curriculum barriers to students' learning.
- Adapt, customise and prepare curriculum materials to aid differentiation.
- Provide academic mentoring support where necessary
- Champion and advocate for children with special educational needs and disabilities.
- Provide first aid to students and staff as necessary including administering student medicine and liaising with parents regarding first aid issues

You may also be asked to carry out any other duties reasonably requested by the Senior Leadership Team

SPECIFIC RESPONSIBILITIES

None

Desired Skills/Knowledge and Abilities

Sensitivity and understanding/ Flexibility/Ability to work well within a team/Ability to maintain confidentiality

Learning Support Assistant: Person Specification



Qualifications or Training	Essential	Desirable
Good level of education to at least GCSE standards or equivalent.	X	
A commitment to and evidence of professional development	X	

Experience	Essential	Desirable
Previous experience of working with children		X

Skills and Attributes	Essential	Desirable
Ability to relate well to children.	X	
Assist children on an individual basis, but also work as a member of a team.	X	
Explain tasks simply and clearly.	X	
Work with guidance but under limited supervision.	X	
Liaise and communicate effectively with others.	X	
Demonstrate good organisational skills.	X	
Be prepared to develop and learn in the role.	X	
Willingness to undertake first aid training	X	

Personal Qualities	Essential	Desirable
Proactive approach	X	
Have a good record of punctuality and attendance	X	
Excellent IT skills including all main Microsoft applications	X	
Excellent interpersonal skills, a high level of emotional intelligence and emotional resilience in addition to a sense of humour.	X	
A positive and optimistic outlook	X	
Model and present a positive image of the school	X	
Smart appearance	X	
Strong team player	X	
High level of confidentiality, honesty and integrity	X	
Demonstrate a deep commitment to school's ethos and its motto 'Learning for Life.'	X	
Strong willingness to contribute to the wider life of the school	X	
Show fairness and consistency	X	
Commitment to safeguarding and promoting the welfare of children and young people	X	
Commitment to equal opportunity	X	