



CANDIDATE INFORMATION PACK

LEARNING SUPPORT ASSISTANT

Why work for us?

- A genuine commitment to staff wellbeing and to ensuring that all colleagues can maintain an appropriate work/life balance. Our staff are listened to and valued
- A school where teachers really can teach: students behave very well at Holyport College and they want to learn. Teachers at Holyport College will teach across the full age and ability range however we will always work to make sure that we take their strengths and preferences into account
- Two additional weeks holiday per year compared to the average state school: our October half term is two weeks long and our Christmas holiday is three weeks
- Extensive opportunities for international travel: no member of staff will be asked to do this if they don't want to however we have regular trips to Iceland, the Alps, Spain, France, Italy and hope to introduce an annual trip to the USA from next year
- Subsidised accommodation may be available in Windsor. No deposit required
- Exceptional opportunities for CPD through our partnership with Eton College
- An excellent career move: we actively seek to further the careers of our staff and to promote from within where possible. Staff have moved on from Holyport College to their choice of comprehensive, grammar and independent schools
- The (optional) opportunity to become involved in the boarding life of the school for additional payment



LETTER FROM THE HEAD MASTER

Holyport College is a co-educational state day and boarding school for pupils aged 11 – 19 years, providing an outstanding, all-round education.



Dear Colleague,
Thank you for your interest in Holyport College and for considering us as your next career move. I firmly believe that Holyport College represents one of the most unique and exciting opportunities in education today. We opened in September 2014 and have been growing ever since (reaching full capacity in September 2019). From 11-16 we are a fully comprehensive school teaching our traditional academic curriculum to students from across the ability range. At Sixth Form, we offer an aspirational academic pathway with entry criteria to match and our aim is to prepare students for study at the best Universities in the world, including Russell Group and Oxbridge. Our students are happy, well motivated and are making exceptional progress. Our school is a community in which parents, carers, students and staff work together to ensure the best possible outcomes, not just academically but for the development of our students as human beings.



The College operates an extended day (finishing at 17:30 from Monday to Thursday) and all staff contribute to the co-curriculum programme however the overall percentage contact time on teaching staff timetables is significantly lower than in most other state schools to compensate for this: we hope that you will be able to leave work at work and we are constantly striving to ensure that our staff enjoy a good work life balance. For most roles, we are also open to discussion regarding part time working and flexible working arrangements.

Schools are not defined by OFSTED and, whilst we are exceptionally proud of our Outstanding OFSTED rating, we are also continually working to be the best school which we can be, not for OFSTED, but for our students, staff and community. That said, there are a number of comments in our OFSTED report which we think prospective employees should consider:

- *The school is a harmonious community where all groups coexist and cooperate together particularly well.*
- *Pupils are thoughtful, respectful and friendly. They are exceptionally proud to be a part of this new school. Behaviour is impeccable*
- *The school's pastoral system is a real strength.*
- *Pupils are encouraged to develop as confident, articulate young people with an enthusiasm for learning and life*

We are honoured to have as our educational sponsor Eton College. Eton's fine traditions, its educational expertise and exceptional pastoral care help us to create a school where students aspire, achieve and succeed. And yet we are forging our own path and identity to become one of the country's best schools.

Our website and Twitter feed (@holyportcollege) will help you to get a further flavour of the school. We are happy to arrange visits to the school from prospective candidates and, should you have any questions at all or if you would like to arrange a visit, please do not hesitate to get in touch.

Walter Boyle
hmpa@holyportcollege.org.uk

Holyport College welcomes speculative applications from suitably qualified individuals at any time.



JOB DESCRIPTION – LEARNING SUPPORT ASSISTANT

REPORTS TO: SENCO

START DATE: ASAP

SALARY: £17950 FTE (actual salary pro-rata £11575)
Part-time 29 hours per week, permanent, term time plus one week

KEY RESPONSIBILITIES

Supporting the pupil

- Develop knowledge of a range of learning support needs and develop an understanding of the specific needs of the pupils to be supported.
- Take into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on their own by, for example:
 - clarifying and explaining instructions
 - ensuring the pupil is able to use equipment and materials provided
 - motivating, encouraging and developing a good working relationship with the pupil
 - assisting in weaker areas as identified, e.g. language, behaviour, reading, spelling, handwriting/presentation
 - helping pupils to concentrate on and finish work set
 - meeting physical needs as required whilst encouraging independence
 - liaising with class teacher and SENCO about individual education plans (IEPs)
 - developing appropriate resources to support the pupils
- Establish supportive relationships with the pupils concerned.
- Encourage acceptance and inclusion of the child with learning difficulties.
- Develop methods of promoting/reinforcing the child's self-esteem.

Supporting the Teacher

- Assist the class teacher (and other professionals as appropriate), in the development of a suitable programme of support for pupils who need learning support.
- Contribute to the maintenance of pupils' progress records.

- Participate in the evaluation of the support programme.
- Provide regular feedback about the pupils to the SENCO and class teacher.

Other

- To undertake training and development relevant to the post.
- The postholder may be required from time to time to undertake research and project work on behalf of the SENCO.
- To participate in the College's co-curricular programme of activities working directly with small groups of pupils where the postholder has skills or experience that can meaningfully add value to the experience of pupils.
- To undertake any other duties as reasonably directed by the Head Master.

PERSON SPECIFICATION – LEARNING SUPPORT ASSISTANT

QUALIFICATION CRITERIA

- Right to work in UK
- Educated to Level 3, including Maths and English GCSE at grade C or above
- Special Needs and/or ICT qualifications are highly desirable
- First Aid qualification desirable

EXPERIENCE

- Experience of working in a school, supporting the learning of pupils with special educational needs is essential

PERSONAL CHARACTERISTICS

- Genuine passion and a belief in the potential of every pupil
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Exercises sound judgment, especially relating to confidentiality and discretion
- Excellent interpersonal skills with pupils and adults

SPECIFIC SKILLS

- Excellent numeracy and literacy
- Willing and able to learn and operate new IT systems and databases
- Excellent administrative and organisational skills
- Understands the importance of confidentiality and discretion
- Excellent written and oral communication skills

OTHER

- The post holder must be committed to the safeguarding and promoting the welfare of all pupils

APPLICATION INFORMATION

DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

APPLICATIONS

Applications should be returned by e-mail to careers@holyoportcollege.org.uk and must be received by the College no later than **Noon, Wednesday, 20th March 2019**. **Interviews will be held week commencing Monday, 25th March 2019**.

Applications must contain the following:

- A fully completed Support Staff Application Form;
- A fully completed Recruitment Monitoring Form;

Applicants may also provide Curriculum Vitae to supplement information given in the Application Form.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.

The way we manage your personal data is set out the College's Privacy Notice, available on the College website www.holyportcollege.org.uk

Should you wish to have an informal discussion, please contact Nathan Green SENCO, on 01628 640150 or careers@holyoportcollege.org.uk