



**WEST HATCH HIGH SCHOOL**  
*a Specialist Business and Enterprise School*  
"THE BEST THAT I CAN BE"  
Headteacher: Mr D Leonard BSc (Hons), Med  
High Road, Chigwell, Essex, IG7 5BT

## **Learning Support Assistant**

**Fixed term until 31<sup>st</sup> August 2020 (in the first instance)**  
**30 hours per week (8.40am – 3.10pm), five days a week**  
**39 weeks per year (term time + CPD days)**  
**Band 2a, point 11 - 14**  
**Actual salary £13,046 - £13,808**

We looking to appoint two Learning Support Assistants to support the specific needs of students at our school. Experience of working with children with learning difficulties and emotional issues would be welcome but full training will be given.

West Hatch is a family and we are dedicated to developing staff and students into successful leaders. We offer wide ranging opportunities for staff to develop and take on roles that will support and open doors for them to progress in the future.

This is an exciting time to join West Hatch with an expansion of 350 students, links being developed with UEL to create a bespoke MA pathway for staff and a thriving Sixth Form in the top 25% of schools Nationally over the last three years; come and be a part of our future.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at [www.westhatch.essex.net](http://www.westhatch.essex.net)

To apply for this post please use the quick apply link and complete the application form.

The school reserves the right to interview prior to the deadline.

High Road, Chigwell IG7 5BT  
Tel: 020 8504 8216 Fax: 020 8559 2695  
Email: [recruitment@westhatch.essex.net](mailto:recruitment@westhatch.essex.net)  
[www.westhatch.essex.net](http://www.westhatch.essex.net)



# West Hatch High School

**JOB DESCRIPTION**

Learning Support Assistant

**Responsible to:**

Mr Daniel Leonard – Headteacher

**Line Manager:**

Mr J Howell - SENCO

**Grade:**

Band 2

**Purpose of Job:**

To work in partnership with class teachers to support designated pupils and others in lessons in line with the school curriculum, codes of practice and school policies and procedures, to ensure that pupils make progress at least in line with all pupils nationally.

Where necessary, to provide support to pupils in a particular curriculum area.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced CRB check and positive references.

### Example duties and responsibilities

- Provide particular and skilled support and feedback to pupils with severe learning, communication, social, emotional and mental health, sensory or physical difficulties
- Continually assess pupil's progress within lessons and alleviate misconceptions where necessary to reduce barriers to their learning.
- Provide particular and skilled support to all pupils in a particular learning area (e.g. ICT, National Curriculum subject)
- Take an active role in the preparation of resources where required
- Working with individuals or small groups of children under the direction of teaching staff
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
- To collaborate with class teachers to implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Establish positive relationships with supported pupils

- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Promote positive pupil behaviour in line with school policies and support teachers in keeping pupils on task
- Deliver programmes that support and improve pupils literacy, reading and/or numeracy; for example through phonics and other reading programmes, including programmes which run before school, at break and during whole school lunch.
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
- To attend to pupils' personal needs including help with social, welfare, physical and health matters, including minor first aid.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Act as a key worker for selected pupils, performing activities as outlined in the SEN policy and plan.
- To supervise pupils for specified periods, including before school, break-times and during whole school lunch, when the post holder should facilitate games and activities
- To assist with escorting pupils on educational visits where required
- To understand and apply school policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Any other reasonable request under the overall direction of the Headteacher

**Professional standards:**

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, pupils, parents and the public.
- Come to work suitable dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business.
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high standards of punctuality and attendance.



## Learning Support Assistant

### Person Specification

We seek an enthusiastic, energetic and ambitious teacher who is committed to the highest standards and who can demonstrate leadership and management skills compatible with the school's vision and values.

The successful candidate will have the following:

Essential	Desirable
<p><b>Qualifications and training</b></p> <ul style="list-style-type: none"> <li>• NVQ level 2 in learning support or equivalent qualification/experience</li> <li>• Good literacy and numeracy skills</li> <li>• Good general standard of education – GCSE or equivalent.</li> <li>• Recent and significant experience of working in a large 11-18, or 13-18 comprehensive school to GCSE level</li> <li>• Evidence of your commitment to your own high quality professional development</li> </ul>	<p>Desire to complete teacher training</p> <p>A willingness to contribute to the wider life of the school</p>
<p><b>Skills, knowledge and aptitude</b></p> <ul style="list-style-type: none"> <li>• Understanding of child protection policies and procedures</li> <li>• Knowledge of relevant codes of practice and school policies.</li> <li>• Recent knowledge and understanding of how safeguarding is met in your subject.</li> <li>• Knowledge of basic ICT to support learning.</li> <li>• Ability to write basic reports</li> <li>• Basic knowledge of first aid</li> <li>• Ability to understand and support children with developmental difficulty or disability</li> </ul>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• A proven track record of successful in working with secondary age children.</li> <li>• Working effectively as part of team and contribute to group thinking.</li> </ul>	

**Personal Qualities**

- Ability to be proactive and initiate action
- Ability to work under pressure and meet deadlines
- Awareness and commitment to equality issues.
- Ability to work productively as part of a team and take part in collective decision making.
- A sense of humour and a passion that encourages others to think positively and teach creatively.
- The ability to manage a challenging workload and maintain a work life balance
- Ability to support the work of volunteers and other teaching assistants in the classroom
- Demonstrate creativity and an ability to resolve routine problems independently