St Bernadette
Catholic Secondary School
Bristol

Learning Support Assistant (Level 3)

Candidate Information

Growing and Learning in Faith
Dear Applicant

We are delighted that you have expressed an interest in the post of Isolation Room Supervisor/Behaviour Support Officer at St Bernadette.

Community is extremely important to us at St Bernadette’s. We pride ourselves on being an ambitious and vibrant community of faith and of learning where everyone is valued and has a part to play.

Our pupils, who come from across the south and east of Bristol, are our best ambassadors and greatest asset.

Our identity as a faith school is key to all we undertake and the teachings of Jesus Christ are at the heart of all we do.

This is an exciting time to be joining St Bernadette’s. In November 2014 Ofsted judged the school to be good, identifying outstanding practice and strong capacity for further improvement. In May 2016 a denominational Section 48 inspection judged us to be an outstanding Catholic school. As a school we are united and determined to improve further and grow excellence in all that we do.

St Bernadette’s is blessed with a strong, supportive and ambitious staff who have the highest expectations of themselves and our pupils. Our focus on outstanding teaching and learning supported by robust systems and structures enable all members of the school community to thrive.

If you are interested in being part of the further success of our school community and joining our team we look forward to receiving your application.

Best wishes

Yours sincerely

Catherine Nicholls
Chair of Governors

Basia McLaughlin
Headteacher
St Bernadette Catholic Secondary School
Job Specification

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<tr>
<th>Post Title:</th>
<th>LEARNING SUPPORT ASSISTANT (Level 3)</th>
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<tr>
<td>Purpose:</td>
<td>• To provide support for learning activities and the social / emotional development of children on an individual or group basis, under the general direction of the line manager.</td>
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<td>Reporting to:</td>
<td>Special Education Needs Co-ordinator (SENCo)</td>
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<td>Salary/Grade:</td>
<td>Bristol Grade 7 equivalent (SCP 18-21)</td>
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**KEY JOB OUTCOMES**

1. **Support for Children’s Learning**

Following work plans approved by the teaching staff, provide direct support for the learning of individual children or groups of children, including those with special needs, to achieve defined progression targets in a child’s individual education plan and in class plans, through:

- Activities, interventions, empathetic and sympathetic listening, direct guidance and the provision of appropriate positive feedback to behaviour,
- Developing the physical, emotional and educational development of children,
- Supervising and encouraging safe behaviour of individuals and groups,
- Analysis of achievement to develop reinforcement of structured learning habits, which meets defined targets for accessing the curriculum as set by the line manager.

2. **Support for the Learning Environment**

Develop work plans, following guidance from the teaching staff, and prepare, store, retrieve, sort and display materials, finished work, equipment, topic work plans and/or assignment documents to provide an effective learning environment as determined by the teacher, to:

- Promote the required standards of achievement and performance, including feedback through structured assessment, for individual and groups within the classroom,
• Support the development of continuous improvement in both personal performance in the job and the work of the team,
• Assist in the development, monitoring, reviewing and progression of children’s learning plans,
• Support invigilation and assessment processes, recording, keeping and retrieving accurate records and following defined procedures,
• Assist in the supervision of the work of support staff colleagues / placement students, as required and defined by the line manager, to develop continuity and consistency in the work of the support team, which achieves the attainment of standards in learning progress by the school required by the Head and Governors, the LA and the Office for Standards in Education (OFSTED).

3 Care and Support for Children

Attend to the day to day needs of children, inside and outside the classroom, by:
• Provision of personal, social, hygiene, welfare and behaviour support,
• Intervention to promote the progress of individual children in attaining defined goals,
• Promoting effective pastoral care for individual children and groups, following defined procedures and liaising with colleagues to create and retrieve accurate records to provide the basis for home/school liaison and contacts with other agencies,
• Reporting concerns about progress, identifying solutions, to the teacher,
• Assisting educational and therapeutic professionals in their delivery of specialist support programmes
• Carrying out specified medical care procedures, following direct specific training by a qualified practitioner,
• Assisting with the assessment by the teacher of individual children’s development through observation, creation and retrieval of records, discussion with colleagues and teachers to promote the social, emotional and behavioural standards defined by school and LA policies and procedures, to promote the social, emotional and behavioural standards defined by school and LA policies and procedures.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

GENERAL ACCOUNTABILITIES

A So far as reasonably practicable, the post holder must promote safe working practices by employees and visitors in premises/work areas in which the post holder is located, to maintain a safe working environment for employees and service users. These practices are defined in the LA/School’s Health, Safety and Welfare policy, Departmental policy and codes of practice.
B Work in compliance with the Codes of Conduct, Regulations and Policies of the school and the City Council, and its commitment to equal opportunities.

C Ensure that output and quality of work is of a high standard and complies with current legislation / standards.

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school’s corporate policies.
- To continue personal development as agreed.
- To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other relevant duty not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

We are committed to safeguarding the welfare of children and expect all staff to share this commitment. An enhanced DBS check is required for the successful applicant and must be maintained.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed (Post Holder): .................................................................

Date: 27 May 2016
The post is subject to Child Protection Legislation. We are committed to safeguarding the welfare of children and expect all staff to share this commitment. An enhanced DBS check is required for the successful applicant and must be maintained.

### Knowledge & Experience

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<th>Essential</th>
<th>Desirable</th>
<th>Advantageous</th>
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<tr>
<td>• At least 2 years’ experience of working effectively in a learning/childcare setting</td>
<td>• Hold GCSE Grade C or above (or equivalent) in English &amp; Maths, plus at least 3 other academic subjects or NVQ3 in a relevant field</td>
<td>• Previous, varied experience of working with children in a range of educational settings (eg. Care, Development, School)</td>
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<td>• Capability to achieve GCSE Grade C in English &amp; Maths and NVQ Level 3 in a relevant field</td>
<td>• Understanding of how difference children develop and learn and the experience to identify &amp; apply appropriate processes to achieve progression</td>
<td>• Experience of working in a setting subject to Health &amp; Safety, Hygiene, Child Welfare &amp; Protection regulations</td>
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<td>• Skills of empathy, listening, communication and responding with appropriate language to build rapport with children &amp; carers from a variety of ages, abilities and backgrounds</td>
<td>• Understanding the role of the class teacher, parent/carer &amp; external agencies in developing &amp; maintaining an effective learning environment</td>
<td>• Experience of effective supervision of the work of colleagues to achieve defined outcomes</td>
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<td>• At least 2 years’ experience of applying the regulations applicable to Health &amp; Safety, Hygiene, Child Welfare &amp; Protection</td>
<td>• Current First Aid certificate.</td>
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### Abilities & Aptitudes

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<td>• Aptitude to develop a knowledge of the role within an education environment thorough achievement of NVQ Level 3 in an appropriate field</td>
<td>• Ability to contribute effectively to the workload, planning, supervision &amp; responsibilities of a team</td>
<td>• Ability to plan, review &amp; carry out duties without supervision</td>
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<td>• Flexible, adaptable and positive attitude to working in a structured environment</td>
<td>• Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution</td>
<td>• Ability to communicate in a language other than English</td>
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<td>• Communication skills to promote and develop effective working with children, colleagues and carers/agencies at an appropriate level to achieve understanding and constructive response</td>
<td>• Proven communication &amp; interpersonal skills evidenced by dealing with a diverse range of contacts about potentially complicated and/or sensitive issues</td>
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We thank you for your interest in this post at St Bernadette Catholic Secondary School. If you feel you can make a positive contribution to our students’ education and to our school community, please do make an application.

Welcome!
- Applicants who are supportive of the Christian (Catholic) ethos of the school are particularly welcome
- We are committed to safeguarding the welfare of children and expect all staff to share this commitment. An enhanced DBS check is required for the successful applicant and must be maintained.

The post
- Start date - ASAP
- End date - n/a
- Salary - £18,070-£20,138 pro rata. BG7 Level 3 equivalent (SCP18-21)
- Contract - Term time, with 5 Inset days, 30hrs/wk

Contact us
- Discuss the post, arrange a school visit - Caroline Hill, SENCO
- Application queries – Julie Hart, HR Co-ordinator/PA to the Head
- School address - St Bernadette Catholic Secondary School, Fossedale Avenue, Whitchurch, Bristol BS14 9LS
- Phone – 0117 377 2050
- Email – recruitment@stberns.bristol.sch.uk
- Website – www.stberns.bristol.sch.uk

Apply
- Closing date - Thursday 19th October 2017 (noon)
- Interview & Selection day - Tuesday 31st October 2017
- Application/supplementary forms – available from our website and Eteach/CES websites. (No CVs please)
- Applications welcome by email (or by post)