



WESTHOLME
SCHOOL

Unrivalled Holistic Excellence

CANDIDATE INFORMATION PACK
LEARNING SUPPORT
ASSISTANT





OUR AIMS

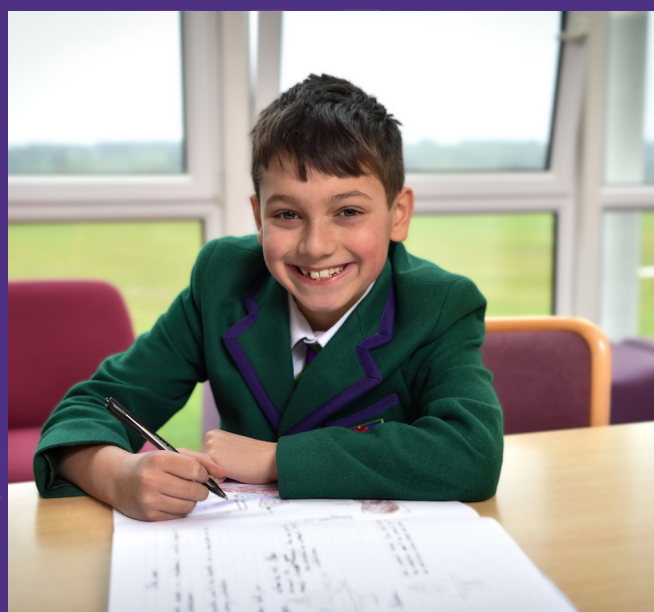
Vibrant, friendly, warm family community where pupils are happy and love coming to school

First-class education of the whole person placing an equal status and importance upon all subjects and activities

Inspirational teaching that inculcates a life-long love of learning and ensures every pupil exceeds their academic potential

Unrivalled holistic educational journey that enables all Westholmians to become the very best, well-rounded version of themselves

Unique workplace-ready philosophy, equipping our pupils with a 21st century skillset, that fully prepares them for life beyond Westholme



CELEBRATING 100 YEARS OF WESTHOLME

This is a momentous year in our history as we celebrate our centenary. In 1923, Emily Singleton pioneered a new type of education in Blackburn. The visionary grit, determination and aspiration shown by her has been a defining characteristic of all Westholmians throughout the last century.

Academic success in the classroom was a given, but the remarkable ethos of Miss Singleton's vision was rooted in developing the whole child – inside and outside the classroom. This is the ethos that still sets Westholme apart as we instil unrivalled holistic excellence 100 years on.



MISSION STATEMENT

Unrivalled Holistic Excellence

WORKING FOR WESTHOLME IS A WONDERFUL EXPERIENCE

Westholme is an incredible School. Pioneering the future of education, it is certainly a very exciting time to join our innovative, close-knit and supportive family of staff.



Thank you for considering this role of **Learning Support Assistant**.

Our unique educational philosophy is predicated on providing unrivalled holistic excellence, from 4 to 18 years, placing an equal balance on academia, performing arts, sport, creative arts and technology.

A plethora of experiences are offered inside and outside the classroom which fosters kind, confident, well-rounded and happy young people; they really are a joy to teach. One of the most distinctive Westholme hallmarks is the tangible warmth everyone feels from the moment they arrive at our beautiful, picturesque campus with panoramic views of the Ribble Valley – simply a stunning, inspirational and uplifting place to work every day!

Westholme has invested significantly with our newly constructed state-of-the-art Prep for pupils 4 – 11. The first-class facilities on site offer a stimulating environment to provide unsurpassed experiences for all students from 4 – 18 in our full-sized professional theatre; a new music department equipped with recording studio; contemporary INSPIRED Sixth Form; seven modern laboratories that support the three separate sciences; a 20m swimming pool; 7 hard courts for tennis and netball, a floodlit astro turf, sports pitches, and fully equipped sports hall.

The extensive co-curricular provision is the cornerstone of the education ethos with over 100 clubs, activities and societies every week.

Prep pupils are wholeheartedly empowered to exceed their potential through a ground-breaking curriculum, Senior students develop 21st century skills first through an extensive holistic curriculum and in our INSPIRED Sixth Form, currently the highest achieving Sixth Form in Lancashire, students culminate their journey with incomparable 1:1 support, leadership, networking and entrepreneurial experiences.

Westholme is more than a school and if you'd like to join a highly energised and innovative team, we would love to hear from you!

Dr Richard Robson
Principal

One of the most distinctive Westholme hallmarks is the tangible warmth everyone feels from the moment they arrive.

If you have any questions, or would like an informal discussion, please contact our HR Department on 01254 506070.

JOB DESCRIPTION

Learning Support Assistant

JOB TITLE:	Learning Support Assistant
GRADE:	£11.33 per hour
HOURS:	Term Time - Full Time (8am - 4pm)
TERMS:	Immediate Start Required
REPORTING TO:	SENCO Lead

Purpose of the position

In addition to the requirements of a class teacher, the main activities and responsibilities for this post are:

- To work collaboratively with teaching staff in meeting the personal, social and curriculum needs of pupils.
- Assist with the differentiated delivery of the curriculum and to provide feedback on progress to the teaching staff and SENCO.
- To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.
- To establish positive relationships with pupils and assist them to complete structured learning activities. Work may be carried out in the classroom or outside the main teaching area (supporting during exams; some co-curricular lunchtime activities or going on school trips etc).

Immediate start required
Permanent Full-Time Position

Closing date: Monday 5 February 2024 at 12 noon.
Interviews will be held Friday 9 February 2024.
(applicants must be available to attend)

Support for Pupils

- Under the clear guidance of the teaching staff, assist in the implementation of structured learning activities and to assist individuals/groups of pupils to complete tasks.
- To set high expectations for pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds.
- To undertake activities to assist in monitoring the personal, social and emotional needs of the pupils.
- To assist in the development and implementation of pupil's individual targets and their monitoring and review.
- To monitor and record pupil progress on a regular basis and to assist with the recording of progress.
- To promote pupils' independence.
- Establish a constructive relationship with staff and pupils to assist pupil progress and attainment.
- To promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- Assist in providing an atmosphere in which effective learning can take place.

Support for Teachers

- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- To assist in the monitoring and recording of individual pupils' progress and to report on pupils needs, achievements and concerns.
- Monitor pupils' responses to learning activities and record achievement/progress as directed

JOB DESCRIPTION CONT'D ...

Learning Support Assistant

- To provide objective and accurate feedback to teachers on pupil achievement, progress and challenges
- To assist in the production of learning resources
- Administer routine tests and assist in the invigilation of exams e.g. reader, scribe
- To assist in the supervision of children on trips/visits.

Support for the School

- Contribute to the overall ethos/work/aims of the team and the School.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, data protection and reporting all concerns to the appropriate person.
- To assist with the supervision of pupils out of lesson time.
- To work as part of a team and support the role of other people in the team and to establish constructive relationships with other agencies/professionals in liaison with the teacher, to support the achievement and progress of pupils.

Personal Qualities

- Liaising and communicating effectively with stakeholders in the School (including students, colleagues, line manager, parents and governors).

- Remain respectful towards your colleagues.
- Observe that we are all placed to set an example to those around us.
- Seeking line manager support where necessary and appropriate.
- Reflecting on the effectiveness of professional relationships and identifying where improvements can be made.

Staff Code of Conduct

- Lateness or absences to be reported as soon as possible to HR and your line manager.
- Staff to behave in a courteous and respectful manner to colleagues and visitors to the School.
- Staff lanyards are to be worn at all times in accordance with the school safeguarding policy.
- Telephone calls and verbal conversations are to be held in a respectful tone.

Areas of Responsibilities – Wider School Policy

- Promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures/rules that apply to this role.

This list is not exhaustive but rather an indication of the main requirements of the role.

PERSON SPECIFICATION

Learning Support Assistant

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none">• NVQ Level 2 or above qualification – appropriate to the post• A good standard of education including English and Maths	
EXPERIENCE, SKILLS, KNOWLEDGE AND ABILITIES	<ul style="list-style-type: none">• Experience of working with young people on a relevant setting• Ability to relate well to young people• Good communication skills• Ability to supervise and assist pupils• Good time management skills and ability to prioritise tasks• Ability to make effective use of IT• Excellent interpersonal skills and an ability to work as part of a team• A caring approach• A professional outlook and flexible attitude to work• Knowledge of the concept of confidentiality	<ul style="list-style-type: none">• Experience of supporting pupils with speech, language, and communication needs• Experience of supporting pupils with ASD• Experience of supporting individuals and groups
OTHER	<ul style="list-style-type: none">• Commitment to safeguarding and protecting the welfare of children and young people• Commitment to equality and diversity• Commitment to health and safety• Commitment to training and professional development• Willingness to work occasionally outside of contracted hours	

DETAILS OF EMPLOYMENT

Learning Support Assistant

Employment conditions and remuneration

The School provides all lunches, tea, coffee etc. and other amenities free of charge.

Applications should be submitted to the Principal by **Monday 5 February 2024**. Interviews will be held **Friday 9 February 2024**.

**Applicants who have any questions can email
Natalie in HR:**
HR@westholmeschool.com

Westholme School is committed to safeguarding and promoting the welfare of children and all staff must share this commitment – please refer to our Safer Recruitment and Safeguarding policies on the website.

Westholme School is committed to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.



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TO APPLY

Please complete the application form
which can be found on our website

www.westholmeschool.com

or email: HR@westholmeschool.com

TRAVELLING TO WESTHOLME

We are easily accessible on main road
networks including the M6 and M61.

Car parking is available on site for visitors.

Westholme
Wilmar Lodge
Meins Road
Pleasington BB2 6QU
Tel: 01254 506070

