

# **THE HOLT SCHOOL**

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## **Learning Support Assistants**

**Required: September 2018**

**22 hours per week**

**Hours of work: Term time only 9:00 am to 3:30 pm.**

**Rate of pay: Grade 3 SCP 14-17**

**£9.16 - £9.67 per hour (actual salary £8,717 pa)**

The Holt is a popular and oversubscribed 11-18 girls' comprehensive school which converted to academy status in July 2011. The school was judged 'outstanding' by Ofsted in 2008; there are 1245 on roll (216 in the Sixth Form) and we have a record of academic success with 89% of students achieving 5 or more standard passes including English and Maths.

A Learning Support Assistant is required to support students with special needs in mainstream classes and on a 1:1 basis. Candidates should have a good standard of education including grade C GCSE or equivalent maths and English. Further training will be provided.

Further information and application forms are available to download from the school [website](#)

Prospective applicants are welcome to telephone Mrs Vicki Martin (SENCO) for more information about this post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure and Barring Service Check.

**Applications will be reviewed as they are received and interviews arranged accordingly**

# THE HOLT SCHOOL JOB DESCRIPTION



<b>Job Title:</b>	Learning Support Assistant	<b>Name:</b>	
<b>Reports to:</b>	SENCO	<b>Reviewed:</b>	June 2018
<b>Grade/Pay Scale:</b>	3	<b>Hours of work: 22 per week. No INSET days</b>	
<b>Employment Status</b>	Permanent		

## **Job Purpose:**

To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupils achievement.

## **Departmental/Team Purpose:**

The purpose of the school is to meet the educational needs of children and young people within the local community

## **Organisation Chart:**

SENCO

HLTA

LSS

LSA

**Summary of Main Contacts:** Teachers, pupils, parents, other school staff and professionals.

## **Safeguarding statement**

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

### **Main Tasks/Accountabilities:**

1. Liaise with class teacher/SEN Coordinator on a daily basis to discuss class tasks and enable pupils to become independent learners within their own ability and assisting the teacher with social skills.
2. Attend departmental training and relevant whole school meetings.
3. Regularly report back to the teacher on pupil's progress and areas of concern.
4. Work with small groups or individual pupils, clarifying and explaining instructions, ensuring that pupils are able to use equipment and materials whilst motivating pupils to complete work.
5. To aid the teacher in classroom discipline re-enforcing the teacher's standards of behaviour and tidiness within the classroom.
6. Accompanying groups or individuals around the school e.g. library and school educational trips (if applicable).
7. To work with the SEN co-ordinator and help deliver educational programmes, assist with the development of reading, writing, spelling and listening skills.
8. Preparation of classroom/educational materials and organise supplies of classroom/educational materials and work with small groups of pupils on ICT equipment and programmes.
9. Prepare class lists, worksheets and carry out general examination administration tasks and invigilation of examinations (if required).
10. Help and support pupils create displays etc. for open evenings.
11. To help with special occasions in the school's annual calendar (if applicable).

*This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation*

Signed: ..... Date: .....  
Post Holder

Signed: ..... Date: .....  
Co-Headteachers

<b>Person Specification: LSA</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>		
GCSE Maths, English and Science or equivalent	✓	
A Levels or equivalent		✓

<b>Skills</b>		
Patient Calm and able to work under pressure	✓	
Initiative – be able to think on your feet	✓	
Ability to motivate and encourage	✓	
Good communication – orally and written	✓	
Good IT skills		✓

<b>Committed to:</b>		
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Promoting and safeguarding the welfare of students	✓	
CPSD (continuing professional self-development)		✓

## About the School

Thank you for your interest in applying for a post at The Holt School. We hope that the information included in this pack will be enough to enable you to make a decision as to whether to apply for a position with us either as a teacher or as a member of support staff.

The Holt School is an “outstanding” (OFSTED June 2008) seven-form entry converter academy for girls aged between 11 and 16 and with a co-educational Sixth Form. It serves the market town of Wokingham and surrounding villages. The Holt is one of 4 secondary schools in Wokingham town, one of which is a boys’ school and the other 2 are mixed. Wokingham Borough Council is the local authority with whom the school works closely. The original school numbered 23 but there are now 1245 pupils, 216 of whom are in the sixth form.

The school, situated on the western side of the town, was founded in 1931. The original school was an old Dower House dating from 1648. This house is now used chiefly for administrative purposes. The shrubbery and gardens, together with playing fields extending to 13 acres, form a pleasant setting for the school.

The Holt maintains a number of traditions and extols traditional values whilst at the same time embracing change. As well as the broad and balanced formal curriculum, students at The Holt enjoy a rich and varied extra-curricular programme. We are very fortunate to have an extremely talented and hardworking staff all of whom are committed to providing the best possible education both in and outside of the classroom. Teaching and support staff give generously of their time to provide a wide range of enrichment activities. As an International School we actively encourage all our students to step outside “the Wokingham bubble” and experience other cultures through exchanges, trips and expeditions. Relationships between staff and students are excellent and across the whole school community there is an atmosphere of mutual respect.

The school is successful and demands a lot from its staff and the students. The examination results at GCSE and ‘A’ level are amongst the best in the county. Most students go on to take 10 GCSEs and 90% of students achieve 5 or more standard passes including English and Maths at Level 4. ‘A’ level results are excellent with a 99% pass rate this year. 61.37% of students gained an A\*AB of which 29.7% were A\*A and we have over the last five years achieved A\*-C pass rates of over 80%.

INSPIRE - CHALLENGE - ACHIEVE

“To **inspire** all members of the Holt community by **challenging** them to maintain a safe and caring environment in which they **achieve** success whilst preparing for a future in an ever changing global society.”

The school operates a 50 period fortnight with teachers on the main scale teaching 42 periods. This enables us to provide a balanced curriculum in Key Stage 3 and to increase option choices in Key Stage 4

We have a staff of over 130: 88 teachers (some part-time) and 50 support staff (administrators, technical support, technicians, Cover Supervisors, Learning Support assistants, site team and lunchtime supervisors).

There is an excellent programme of training and professional development in which all staff are encouraged to participate.

Please contact us if you have any questions or to arrange a visit. Even Further information can be found on our [website](#)

We look forward to hearing from you and to receiving your application.

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