

Position of
**LEARNING SUPPORT
ASSISTANT**
Yarm School, North Yorkshire



Co-educational | Day School | Ages 3-18 | HMC





THE ROLE

This is a permanent part time (term time only) post at Yarm School, joining the Learning Skills Department. We seek to appoint a suitably qualified Learning Support Assistant with relevant experience of working with children in Key Stages 3 and 4. The desired candidate will be confident in supporting children with SEND with a focus on science. They will be committed to delivering outstanding support, both within a classroom context and when leading small group and individual interventions. This role requires excellent communication skills, commitment to teamwork and a passion for working with pupils with SEND.

THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment

to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18. There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium. The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.



LOCATION

Yarm is a beautiful market town on the edge of the Teesside conurbation which enjoys easy access to both town and countryside, including the nearby North York Moors, Yorkshire Dales and stunning coastline. Opportunities for outdoor pursuits and exploration of all kinds are many and varied. Similarly, the cities of Newcastle, York and Leeds are within close range and provide much in the way of arts and culture. With superb rail network links in the town itself and nearby, London is also only 2.5 hours away by direct train.

The school is very much a part of the town, with pupils, staff and parents enjoying all that the buzzing High Street has to offer by means of shops and cafes.

BENEFITS OF WORKING AT YARM

- Friendly working environment with a committed community of staff
- Staff receive a generous discount on school fees.
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%)
- Life assurance (death in service benefit of twice annual salary)
- Exceptional variety of high quality lunches, free during term time
- Dedicated on-site free parking
- Employee Benefits Scheme
- Cycle to Work Scheme
- Use of school gym outside school hours
- Discounted Auditorium tickets for School productions

KEY TASKS AND RESPONSIBILITIES

As a Learning Support Assistant at Yarm School you will:

- Support pupils with SEND in the classroom, with a focus on science.
- Work closely with the subject teachers to plan input and support for identified pupils
- Deliver one to one, small group and booster intervention support for pupils with SEND

The main responsibilities of this post are;

In relation to the individual student:

- To take initiative in the classroom to support the teacher in meeting the needs of all our learners
- To take into account the student/s' special needs/ disabilities and support their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
- To build and maintain successful relationships with the pupils, treating them consistently, with respect and consideration.
- To contribute, when requested, either verbally or in writing, to reports or other communication with parents, and with external agencies
- To conduct intervention and support lessons for

individuals, pairs and/or groups of pupils when appropriate/needed. This includes thorough record keeping, target setting/reviews, planning and evaluation. These lessons may take place during timetabled lesson time, or during pupils' lunch/ afternoon registration time.

- To regularly read the profiles of the pupils you work with (available on the MIS), to ensure that you are aware of their specific needs and difficulties.
- As requested, to work as a scribe or reader in mock, entrance and/or external examinations for pupils
- To support pupils in developing study/revision skills and organisational skills, as and when appropriate.
- To support the development of pupils' confidence and self-esteem

In relation to the teaching staff:

- To work in class where required to support the teaching staff to deliver differentiated teaching and learning to our pupils. This is likely to be predominantly in the maths and/or science departments.
- To work on differentiated activities with identified



- groups of pupils, as guided by the teacher.
- To supervise practical tasks, as and when required.
- To attend formal and informal meetings, such as departmental meetings, with teachers to contribute ideas in terms of planning lessons and activities, and to provide feedback in terms of observed pupil progress.
- To work positively and collaboratively with the teaching staff, developing effective working relationships.
- To be proactive in developing and producing differentiated learning materials to be used in class and for independent study/homework.

In relation to the Learning Skills department:

- To be based in the Learning Skills department and to communicate fully with the established team. This to include daily review of school emails (Monday-Friday, during term time).
- To develop links between the Learning Skills department and subject departments.
- To work collaboratively with the other members of the Learning Skills department, being positive, proactive and supportive of the team.
- To use established systems for record keeping, target setting and communication such as Edukey Learning Plans and CPOMS.
- To attend weekly Learning Skills departmental meetings and to use this opportunity to communicate

with the other members of the department, particularly in reference to pupil concerns and departmental issues.

- To know how and where to access the Learning Support Register, pupil information, departmental policies and other Learning Skills resources.
- To take part in/engage with training, CPD and/or skills development activities as and when requested by the Director of Learning Skills.

In relation to the school:

- To support the implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- To complete appropriate internal and external in-service training
- To attend INSET and training days, which are within term time.
- To have read and understood the school's SEND policy, as well as other linked policies
- To attend the staff briefing on a weekly basis (currently held on Monday at break time)
- To complete other reasonable tasks as directed by the Director of Learning Skills and/or the Head Teacher which fall within the purview of the post.

THE CANDIDATE

	Essential	Desirable
Job Related Skills and Knowledge	A positive interest in working with children. Good social skills. Able to develop positive, collaborative working relationships with teachers and pupils. Adaptable and able to take initiative and to work flexibly. Good communication skills.	
Experience	Experience working in a senior/secondary school context. Experience working with children with additional needs and/or disabilities.	Relevant work experience in a similar environment. Experience supporting pupils with science up to GCSE level
Education and Qualifications	A good general education with good grades in core subjects (maths, English and science) at GCSE. Higher Level Teaching Assistant qualification.	Higher Level Teaching Assistant qualification and/or willingness to complete similar training in post. Qualifications/training completed in SEND.



CONTRACTUAL MATTERS

- The post is based on 16 hours per week, term time only. The hours will be split across 2 days between Monday - Friday, however the demands of the post may require occasional working outside of those hours.
- The post will sit in Band 5 of the Yarm School Curriculum and Teaching Assistant Pay Scale, which equates to £11.27 to £12.99 per hour (subject to annual increases at the Governors' discretion).
- There will be a 30 minute unpaid break during which a lunch free of charge is provided in the school canteen.
- The successful candidate will be expected to take up the appointment as soon as possible subject to receipt of suitable pre-employment vetting checks and references.
- Please note that the School operates a no-smoking policy on its entire site.
- Free on site parking
- Access to the Employee Benefits Programme
- Pension for eligible employees.

CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview should provide details of any criminal record under separate, confidential cover to the Headmaster before attending the interview. A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is not pupil-facing as such, but nevertheless involves substantial opportunity for access to children and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the



Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.

EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School. This should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted with a covering letter (again, by e-mail) explaining why the candidate and post are mutually suited.

APPLY

The application form is available on the [Yarm School website](https://www.yarmschool.org).

Deadline: 12 noon on Monday, 31st October 2022

Applications will be assessed on receipt and an appointment may be made before the closing date.

Due to the anticipated volume of applications for this role, the School may seek to interview and/or appoint earlier than the stated deadlines. We regret that no feedback can be provided, for the same reason.

Interviews and situational tasks will be held on dates to be confirmed for successful candidates, and an appointment will be made as soon as possible thereafter.

Completed application forms, with covering letter, should be emailed to the HR Department (HR@yarmschool.org) as soon as possible and no later than the closing date, or posted in hard copy to:

The HR Department
Yarm School
The Friarage
TS15 9EJ
01642 786023