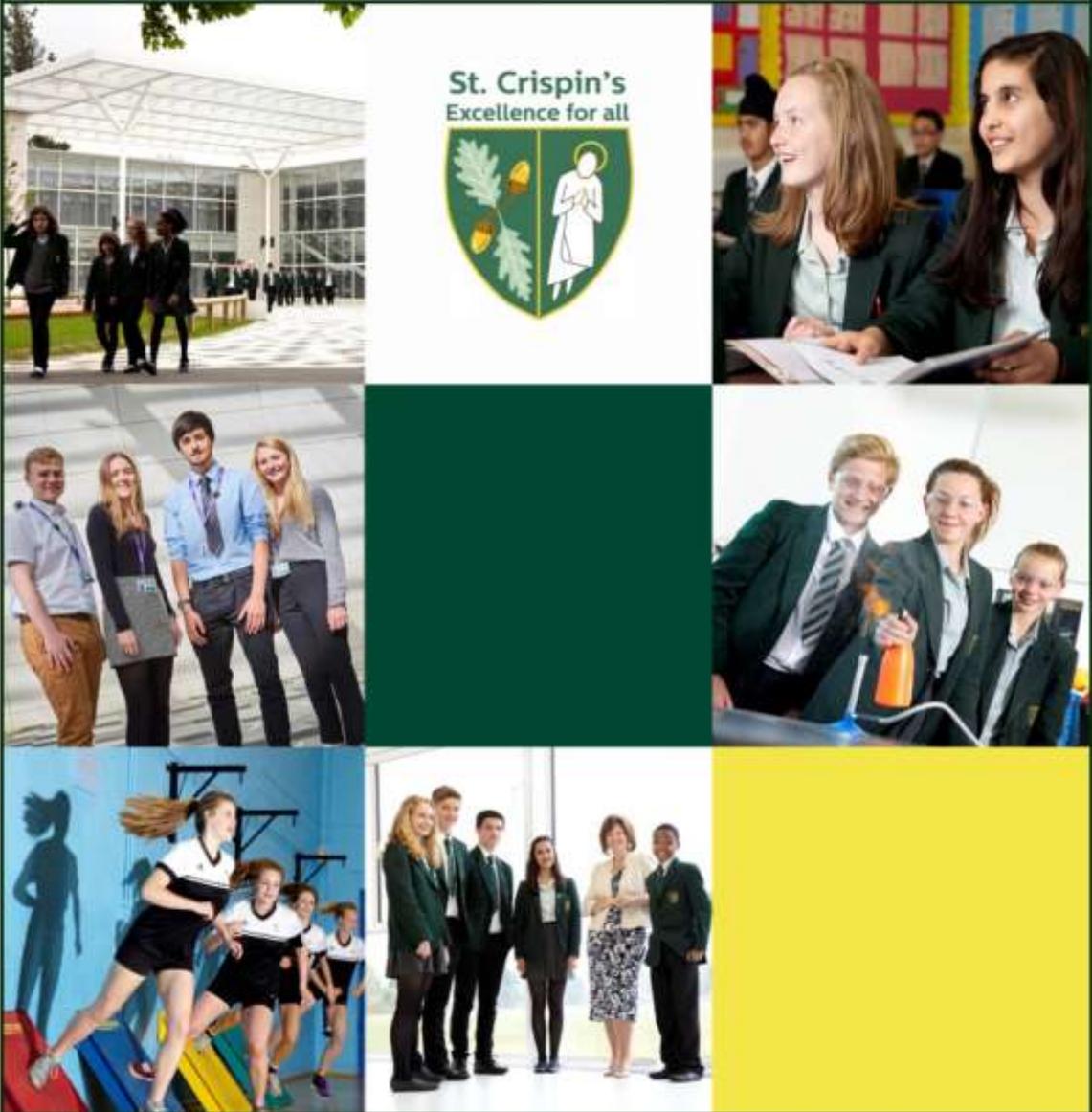


Recruitment Pack



Learning Support Assistants



St. Crispin's School is part of The Circle Trust, company number 11031096, registered at St. Crispin's School Wokingham, Berkshire, RG40 155 Tel: 0118 978 1144





Learning Support Assistants

St Crispin's School

Headteacher:

Ginny Rhodes

NOR 1130, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

www.crispins.co.uk

Learning Support Assistants

From September 2018 - term time + INSET days

We are seeking to recruit Learning Support Assistants. The posts involve working with individual and small groups of students who need extra support, helping them to become independent learners as well as supporting students in mainstream lessons.

Applicants should ideally hold NVQ2 in teaching assistance or equivalent qualifications or experience.

St. Crispin's School is a very happy and oversubscribed 11-18 mixed comprehensive school. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both our students and staff. Standards within the school are high and St. Crispin's is a lovely and positive place to work. Our school has a great many strengths, is far from complacent and has the potential to do even better.

Visits to the school are warmly welcomed!

To apply, visit: www.crispins.co.uk/vacancies

For more information, contact: Mel Knight on 0118 978 1144 or email: knightm@crispins.co.uk

Closing date: 9 am, Monday 2nd July – Application form to the Headteacher.

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. Appointments are subject to enhanced DBS clearance and satisfactory employment references.





Job Description

Salary Grade 3

Aim and main purpose of the job

To support student learning.

General Accountabilities:

Support for pupils:

1. Help pupils who need extra support to complete tasks; individually and in groups.
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
3. Support the welfare and inclusion of pupils in all aspects of school life, whilst recognising and responding to their individual needs.
4. Encourage children to become independent learners.
5. Assist in the educational and social development of pupils under the direction and guidance of the class teacher and SENCO.

Support for the teacher:

1. Assist teachers with the management and preparation of resources, helping to adapt or find differentiated materials to enable pupils to access the class curriculum.
2. Observe pupil performance and report on observations to the teacher.
3. Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
4. Administer and invigilate exams/tests as required.
5. Assist with classroom administrative tasks within designated time e.g. photocopying, assist with maintaining student records.
6. Assist the SENCO to develop a suitable programme of support and then carry out the programme, within the classroom or in a withdrawal situation.
7. For the pupils in your care, maintain the SEN paperwork for recording and monitoring pupils' progress.
8. Escort pupils on school trips and assist at sports events under the supervision of the class teacher.

Support for the curriculum:

1. Deliver small group or one to one learning activities to pupils, within an agreed system of supervision, adjusting activities according to pupil responses/needs.
2. Deliver local and national learning strategies e.g. literacy, numeracy, AfL.
3. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

Other

1. Act as a key worker for a named student, communicating with staff and parents.
2. Maintain confidentiality about home - school / pupil - teacher/ school - work matters.
3. To follow statutory guidance and school policies including child protection and safeguarding
4. Any other duties reasonably required by the Headteacher

Specific Accountabilities

1. Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
2. Be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos and aims of the school.
4. Participate in relevant professional development.

Details of Line Management

This post is line managed by the SENCO.

Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

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



Policy Statement

St Crispin's School is an Academy school within The Circle Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*

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- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks, which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Academy to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

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If you are unsuccessful, we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS briaultd@crispins.co.uk

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact

Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS briaultd@crispins.co.uk

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact The Circle Trust Data Protection Officer.

Mr A Hinchliff, c/o St Crispin's School, London Road, Wokingham, Berkshire. RG40 1SF
andy@thecircletrust.co.uk

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