

Founded 1642



# New Hall School

The Best Start in Life



Appointment of

## Learning Support & Cover Assistant (LSCA)

(Preparatory Division)

Closing date: Midday, Wednesday 29 September 2021

## The Learning Development Department

The Learning Development Department (Prep) is an important department at New Hall that provides specialist support for pupils with special educational needs and disabilities. The provision is led by the SENDCo (Prep). In the Preparatory Division, the Department occupies office and teaching areas that are ideal for small group and one-to-one teaching. The learning needs currently supported by the Department include dyslexia, dyspraxia, sensory impairments, ADD and ADHD.

In providing for students on SEND Support, the philosophy of the School is that these needs are met primarily through the Class Teachers, with additional support from the Learning Support & Cover Assistants (LSCA). This is combined with small group or one-to-one interventions led by specialists.

There are excellent links with New Hall Senior Divisions, enabling pupils to make a smooth transition from the primary to the secondary phase of their education. Staff in the Learning Development Department take great pride in fostering the highest academic achievements possible for all pupils with special educational needs and disabilities and also in raising their self-confidence and self-esteem.





## **Job Description - Learning Support & Cover Assistant (LSCA) (Preparatory Division)**

All staff are expected to uphold, support and realise the Catholic ethos of the School as outlined in the Mission & Ethos Statement of the School.

### **Key responsibilities:**

- 1. To support pupils on the SEND Register (EHCP, SEND Support & Progress Monitored)**
  - 1.1 to provide timetabled in-class support, to help pupils on the SEND Register to access the curriculum under the direction of the Class Teacher and SENDCo (Prep)
  - 1.2 to support pupils in withdrawal lessons under the direction of the SENDCo (Prep)
  - 1.3 to contribute to the monitoring and evaluation of pupils' learning in liaison with the Class Teacher and SENDCo (Prep)
  - 1.4 to attend review meetings with parents as required
  - 1.5 to prepare SEND resource materials
  - 1.6 to carry out SEND assessments as required by the SENDCo (Prep)
  - 1.7 to read and/or scribe for pupils in internal assessments and public examinations
- 2. Cover**
  - 2.1 to provide cover for the Class Teacher as required
- 3. Pastoral**
  - 3.1 to undertake supervision of pupils before school/ at break time/ at lunch time/ after school, as per the duty rota
  - 3.2 to uphold the expected standards of pupil behaviour and uniform around the School
  - 3.3 to contribute to the co-curriculum by leading Learning Development clubs
  - 3.4 to attend and support educational visits, as required

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. Applications from practising Catholics are particularly welcome. The Equal Opportunities Policy is available on our website.

# Person Specification

All candidates should have a clear understanding of and a commitment to the aims of a Catholic independent school and be committed to the values and ethos at the heart of New Hall School as expressed in the Mission & Ethos Statement of the School.

	Essential	Desirable
<b>Education</b>	Educated to GCSE, Grade C or above in English and Mathematics  Level 3 qualification (e.g. NVQ, A Level)	Recognised SEND qualifications (e.g. Level 3 Practical Solutions for Dyslexia Plus accredited by the BDA)  QTS/NVQ Level 6
<b>Experience &amp; Training</b>	Willingness to undertake further training and qualifications in SEND	Evidence of CPD  Training in key curriculum areas such as phonics  Training to support children with SEND (e.g. dyslexia)  Previous experience as a Learning Support Assistant  Experience of independent preparatory education
<b>Skills &amp; Aptitudes</b>	Excellent skills in the following areas: <ul style="list-style-type: none"> <li>• communication</li> <li>• organisation</li> <li>• IT</li> </ul>	
<b>Disposition &amp; Personal Qualities</b>	An understanding of the importance of promoting and safeguarding the welfare of children  Initiative  Kind and calm disposition  Confident around children  Firm and fair approach to behaviour management  Effective team player  Ability to relate effectively to primary aged pupils  Ability to motivate others  Flexibility to adjust to change and development	

# Salary & Benefits

## Salary

The salary range for this post is currently between £24,488-£28,548pa (NH1-3).

## Hours

The hours of work for the LSCA will be 8.00am-6.00pm, Monday to Friday, during term time. A one-hour unpaid lunch break is permitted from 1.00pm-2.00pm each day. The LSCA will also be required to work on School Open Days, which take place on the last Saturday in September and the Saturday of the first Bank Holiday weekend in May. In addition to their term time responsibilities, the LSCA is expected to work 21 days during the School holidays to assist with holiday camps at New Hall that take place out of term time. All staff are required to attend relevant INSET (staff training) days.

## Pension

Subject to meeting the qualifying conditions, support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life. New Hall currently matches employee contributions up to 4%.

## Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

## Technology

The LSCA will receive a New Hall laptop to support the professional duties of this role.

## Sports membership

As an employee you are able to make use of a discounted annual membership rate for the New Hall Sports Club, with effect from your start date. The staff rate is currently £20pa and £5pa for additional family members. Membership includes Club time use of:

- 25-metre, 6-lane indoor swimming pool
- 10 floodlit tennis/netball courts
- School Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- Athletics track





[hr@newhallschool.co.uk](mailto:hr@newhallschool.co.uk) | | 01245 467 588  
 New Hall School, The Avenue, Chelmsford, Essex CM3 3HS