



PATRON  
HM THE QUEEN



# Hassocks

Applicant Information  
for the position of

## Learning Support Assistant

Closing date for applications:  
Start Date:

16th July 2021  
September 2021

## **Our School**

LVS Hassocks was established in 2009 as a specialist independent school for children aged 11 – 19 who have a diagnosis of autism.

Our priority is to educate the whole person and provide them with life skills to enable them to successfully enter the world of further study and employment. We have three academic pathways that students follow from functional, vocational and academic. At LVS Hassocks, students complete a range of qualifications from Entry Level, ASDAN, Functional Skills, BTECs, GCSEs and A-Levels.

We educate 60 male and female students of which 90% hold an Education, Health and Care Plan therefore their place is funded by the relevant local authority.

Students come from a range of areas, including East and West Sussex, Brighton, Surrey and several London Boroughs.

The School is a member of the Independent School Association and in November 2019 was subject to a successful ISI compliance inspection.



## **Our Site**

The school site dates back 200 years and has had multiple uses in that time; family home, pig farm and a convent for nuns prior to opening as a school. The school occupies 40 acres and new purpose-built facilities were added to the site in 2014.

## **Our Staff**

Our staff are drawn from a large catchment area. There is a strong sense of community amongst the staff who all undergo training to work with those on the autism spectrum.

The school comprises of 40 employed staff (teaching and support), alongside visiting specialists such as physiotherapists, clinical psychologists and coaches.

The School is committed to supporting the continued professional development of its staff. A full and varied programme of CPD is offered in-house. There is a well-established Performance Related Pay programme operating within the School which is closely linked to the professional development programme. The School supports staff in gaining relevant qualifications such as PhD, ILM, NEBOSH etc as resources allow.

All new staff attend an induction programme.

## **The Role**

The postholder will work directly with children and young people with a diagnosis on the autism spectrum (ASD). LSAs have a varied role within the classroom and school including assisting the teacher, working with individuals or groups of children, organising and running some activities, supporting with off-site activities and producing displays and resources.

LSAs are involved in some assessment, planning, recording, monitoring and reporting for students. Providing support and advice to team members on practices and procedures along with participating in induction training for new staff. LSAs will also support with the preparing of student voice documentation for annual reviews and may be called upon to attend such meetings.

## **MAIN RESPONSIBILITIES AND EXPECTATIONS**

- **KNOWLEDGE AND UNDERSTANDING**  
Knowledge and understanding of the needs of students with ASD, and of the National Curriculum. Supporting students to develop crucial life skills to help them thrive.
- **PLANNING AND SETTING EXPECTATIONS**  
Contribute to the day-to-day delivery of the Curriculum. Undertake effective preparation and planning in accordance with the school's assessment systems.
- **TEACHING AND MANAGING STUDENT LEARNING AND CARE**  
Work under the direction of the teacher to support individual students or groups of students to achieve the targets set for them. Contribute to the planning, organisation and delivery of a range of educational and work-related experiences for the students. Share responsibility with the teacher for the physical care and wellbeing of students.
- **ASSESSMENT AND EVALUATION**  
Contribute to the continuous assessment of needs and the monitoring of progress and achievement in accordance with the school's assessment systems.
- **STUDENT ACHIEVEMENT**  
Maintain accurate records to ensure that Records of Achievement and all student records effectively demonstrate achievement and progress.
- **RELATIONS WITH PARENTS AND WIDER COMMUNITY**  
Act as 'Link Worker' for a number of named students, maintain regular, effective communication with parents and carers.
- **MANAGING OWN PERFORMANCE AND DEVELOPMENT**  
Evaluate and demonstrate the effectiveness of your practice and take responsibility for your own professional development. Undertake in-house and external training on any areas of work deemed appropriate by the school Leadership Team.
- **MANAGING AND DEVELOPING STAFF AND OTHER ADULTS**  
Promote good practice in all areas of classroom organisation and curriculum delivery. Guide and support new or inexperienced staff members and volunteers.
- **MANAGING RESOURCES**  
Take substantial responsibility for the maintenance of the classroom environment, including

significant emphasis on display and on the presentation of students' work and file records. Manage effectively any resources that may be delegated to you, promote the efficient use of resources and contribute to the maintenance of a safe working environment for staff and students.

- **STRATEGIC LEADERSHIP**

Provide a role model for students and newer or less experienced staff. Contribute to the continual development of the service by offering suggestions for improvements.

#### **ADDITIONAL REQUIREMENTS**

- Participate in the induction and training of new staff, acting as guide and mentor, demonstrating routines and procedures and providing a model of professional practice.
- Maintain a secure understanding of school, departmental and class group policies, practices and procedures in order to support other team members in their work.
- Support the teachers in the formulation and dissemination of department policies, practices and procedures.
- Provide ongoing support and advice to all team members on all aspects of the Learning Mentor role.
- Take a leading role in supporting other staff in organising classroom duties, providing practical support, helping delegate tasks for areas such as display, storage, filing, the production and maintenance of learning resources, etc.
- Support teachers and other team members in the maintenance of detailed records of students' needs and progress in all areas of the curriculum. Provide a role model and practical support to other team members on assessment procedures.
- Complete needs assessments, risk assessments, behavioural assessments and other student relating paperwork according to school and departmental policy. Provide a role model and practical support to other team members on policies, practices and procedures in these areas.
- Maintain regular formal and informal contact with parents/carers through structured weekly telephone calls/emails, Home/School journals and other means. Support and advise other team members on these issues.
- Support teachers in writing accurate reports on students' progress within the curriculum for a range of purposes including statutory Annual Review.
- Comply with safeguarding policy and procedure as appropriate.
- Carry out any other task which might reasonably be required at the request of the Principal

## SELECTION CRITERIA

**JOB TITLE:** Learning Support Assistant

Short listing is based on the extent to which candidates meet the criteria laid out below. It is therefore helpful to address each element systematically within your application; demonstrating clearly your current status in regard to the relevant qualifications, experience, knowledge and skills.

Key Criteria	Essential	Desirable	Assessed By
<b>Qualifications and Experience</b>	Evidence of relevant professional development	Level 3 or equivalent in Teaching and Learning	A
	GCSE grade A-C (or equivalent) in English and Maths	Other relevant qualifications (e.g. Foundation Degree in Education)	A
		National Vocational Qualifications in Supporting Teaching and Learning	A
		Experience of supervising others	A
		Experience of writing, monitoring and supporting Individual Education Plans (IEPs) / Care Plans for students, staff and parents	A
		First Aid qualifications	A
		Minimum of 2 years' experience in a childcare setting within the last 5 years	A
		A clean current driving licence is desirable	A

Key Criteria	Essential	Desirable	Assessed By
<b>Knowledge</b>	Knowledge and understanding of working with students who have SEN needs including ASD		A,I,O
	Knowledge and understanding of the requirements of the Secondary		A, I, O

	Curriculum		
	Knowledge of how ICT is used to support students' learning and the ability to use ICT effectively in a classroom setting	Knowledge and understanding of current research into effective learning strategies, educational trends and issues	I, O
	Knowledge and understanding of the implications of equal opportunities, multicultural education and inclusion		I
	Knowledge and understanding of safeguarding and child protection legislation and guidance		A, I
	Knowledge and understanding of key aspects of Health and Safety at work		A, I

Key Criteria	Essential	Desirable	Assessed By
<b>Skill and Abilities</b>	Ability to contribute to planning and preparation of lessons and teaching materials	Understanding of assessment tracking systems	I, R
	Ability to contribute to the assessment and monitoring of student progress	High level ICT skills	I, O
	Ability to form positive, warm relationships with students, communicating clearly and understanding their different needs		I, R
	Ability to prioritise and manage time and workload, meeting deadlines and show initiative		A, I, R
	Ability to work as part of a team		A, I
	Ability to communicate with a wide range of audiences, including parents, colleagues and other relevant parties		A, I
	Ability to be creative, innovative and tenacious		A, I, O

	Clear and courteous communication skills		A
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Key Criteria	Essential	Desirable	Assessed By
<b>Personal Attributes</b>	Passionate approach to teaching and learning and fulfil the expectations as set out in the job description		A, I
	Commitment to the ethos and values of LVS Hassocks and the Licensed Trade Charity		A
	Caring nature		O, R
	Ability to inspire students and the desire to provide the best possible education to all learners		A, O
	Ability to enthuse and motivate others		A, R
	Positive approach to change and development		A
	Flexibility and adaptability		A, R
	Strong commitment to ongoing professional development		A, R
	Professional approach		A, I, O
	Innovative, creative and willing to take appropriate risks		A, I
	Able to inspire confidence in students, parents, carers and colleagues		A, I, R
	Work punctually and reliably		A, I, R
	Able to follow instructions and work within policy guidelines in all areas of work		A, I, R

Key Criteria	Essential	Desirable	Assessed By
Safeguarding	Evidence of suitability to work with children (enhanced DBS check)		R
	Evidence of commitment to the safeguarding, health and welfare of children		A

- A Application Form**  
**I Interview**  
**O Observation**  
**R References**

### Salary and Benefits

We offer an attractive salary and pay progression. The salary for the successful candidate will depend upon their qualifications and experience and will be discussed at interview.

Candidates should note that all appointments are subject to an enhanced check with the Disclosure & Barring Service and references from past employers.

In addition to salary other, benefits of teaching at the School include:

- Access to the Charity's Pension Scheme
- Free lunch and refreshments during term time
- Free onsite parking
- Extensive professional development training opportunities
- Financial assistance for obtaining further qualifications
- Access to an Employee Assistance Programme

### The Process

LVS Hassocks is committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be subject to an enhanced DBS record check.

Please complete an Application Form, which can be found on the Vacancies section of our website. Candidates are asked to include a letter of no more two sides explaining why they are suitable for the role, what they can offer to the development of the school and what they see as the key challenges in supporting those with SEN. The completed form can then be emailed to [tracy.spencer@ltcharity.org.uk](mailto:tracy.spencer@ltcharity.org.uk)

### Closing Date for Application: 16 July 2021

LVS Hassocks is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability or age.



LVS Hassocks  
London Road, Sayers Common  
West Sussex  
BN6 9HT