



# **Uckfield College**

**Support Staff  
Recruitment Information  
Booklet**

**Learning Assistant  
Specialist ASC Facility**

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Dear Candidate

We are delighted you are interested in applying for a role at Uckfield College and thank you for taking the time to discover more about life at our school.

The staff here, both teaching and non-teaching, are excellent. They are utterly professional and deeply caring people who have a strong moral purpose to make a difference to young people. Students in lessons are ready and eager to work. It is no surprise that results are so good. Both personally and professionally, I am very proud of the work they do. While we are a 'students first' college and students are what we are here for, our greatest asset is our dedicated staff who strive and frequently go beyond the 'call of duty' to develop and maintain the very special environment that is Uckfield College.

I feel sure that you will identify Uckfield College as an energetic and successful place in which to work. If, after reading about us, you decide to apply for the post, then we look forward to receiving your application form. Applications will be processed in line with the dates provided and I will write to successful and unsuccessful candidates as soon as possible to inform them of their progress.

There is further information about the College, including Prospectus and an electronic version of the briefing booklet and application form available on our website: [www.uckfield.college](http://www.uckfield.college). If there are specific parts of the application you would like to clarify, or if there is particular information you require, then please telephone me at the College. I can be contacted via my PA, Toni Fletcher, on 01825 764844, extension 1101.

In conclusion, I make no excuses for sounding so very proud of the enthusiasm, hard work and support of staff, students, parents and governors. Uckfield College is very much a team and I believe, fundamentally, a very happy and successful one.

I look forward to meeting short-listed candidates at interview.

Yours sincerely

Hugh Hennebry  
Principal



# About our College

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In our most recent Ofsted report the Inspection team were full of praise for our great team of staff:

"Teachers make better use of assessment information to plan work that meets the needs of all pupils."

"Teachers make good use of technology available."

"Teachers have worked collaboratively... to increase the level of challenge for pupils."

"Teachers... ensure a consistent approach to feedback."

"Pastoral leaders now have a more rigorous approach in place which ensures greater consistency across all year groups."

"Pupils feel that their teachers listen to them in lessons and that they are well challenged."

"Students said that the extra-curricular provision has expanded."



The Lead Inspector also wrote some wonderful comments about our students:

"Pupils are typically very well behaved."

"Pupils are friendly, polite and there is a harmonious atmosphere in the school."

"Pupils say that homework tasks extend their current learning and provide additional challenge."

"Pupils appreciate the guidance their teachers give them and they say that they know very specifically how to improve their skills and knowledge."

What runs through the letter are Ofsted's findings that our College is a Good school and is improving. What is also clear is that the positive relationships between teachers, parents and students, with students at the heart of everything we do, is such an important part of these improvements.



## Our Vision and Ethos

In feedback to the Lead Inspector during our recent Ofsted Inspection, one parent summed up the ethos of the school as **"Encouraging the young people to love learning, be interested in the world around them, take care of it and take care of one another."**



## Our Staff

We are exceptionally proud of our staff here at Uckfield College, both teaching and non-teaching. They are an amazing team who work together collegiately to support each other and help each and every one of us to be the very best we can.



# Learning Assistant

<b>Scale</b>	Single Status Grade 5
<b>Salary</b>	£19,171 to £19,554 (pro rata) per annum Actual salary equates to £14,898.38 to £15,193.98 per annum
<b>Hours</b>	32.5 hours per week (8.30 am to 3.30 pm Monday to Friday) 40 weeks per year (Term Time)
<b>Commencement</b>	As soon as possible
<b>Contract</b>	Permanent

We require an experienced Learning Assistant to work within our specialist provision to support students with Autistic Spectrum Condition (ASC). The successful applicant will assist the SENDCO in developing programmes to support social and educational development. The post will involve working with individuals and small groups of students as well as with teachers, where it is sometimes necessary to personalise resources.

## The Application Process

We hope that after reading the information in this booklet you will be keen to apply to join our dedicated team of staff. If you would like to be considered for this role, please complete and return an East Sussex County Council Application Form, which is available electronically from our website. We will also be pleased to forward a hard copy of the application form to you if you prefer.

Please ensure that you submit your application before the closing date for this post of Monday 29th April 2019 at 10.00 a.m. Unfortunately applications received after this time cannot be considered. If you are short-listed for the post we will contact you as soon as possible to invite you to interview.

If you would like to discuss the post further, or arrange to visit the College prior to making your application, please do not hesitate to contact our Personnel Assistant, Caroline Selden, on 01825 764844 extension 1232 or email [hr@uckfield.college](mailto:hr@uckfield.college).

## The Interview Process

We look forward to welcoming short-listed candidates on the interview day, when they will have the opportunity to find out much more about the College throughout the interview process. On the day you can expect the format to include:

- Welcome from the team
- Meetings with key members of the team
- Activity with students
- Written activity
- Tour of the College
- Safeguarding Interview
- Panel Interview

East Sussex County Council is an authority committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this authority.

# Job Description

**Job Title:** Learning Assistant - Specialist ASC Facility

**Responsible To:** SENDCO

## **Main Purpose of the Job**

To act as part of the Learning Plus team and within the overall direction of the SENDCO to implement student's educational, personal care and therapy programmes, in particular speech and language, social skills, literacy and numeracy programmes. To aid students to learn as effectively as possible both in group situations and on his/her own by, for example:

- getting students to think hard;
- asking students questions that are pitched at the right level to challenge them;
- asking students questions to discover where there are gaps in their conceptual understanding;
- then scaffolding their learning so that they bridge any gaps in their understanding;
- setting students learning targets and supporting them to achieve them;
- monitoring students' progress on their learning targets;
- clarifying and explaining instructions;
- ensuring the student(s) is able to use equipment and materials provided;
- motivating and encouraging the student(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs;
- assisting in weaker areas, eg speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation, etc;
- using praise, commentary and assistance to encourage the student to concentrate and stay on task;
- liaising with colleagues and other professionals about individual education plans and EHCPs, contributing to the planning as appropriate;
- providing additional nurture to individuals when requested by the subject teacher or SENDCO;
- consistently and effectively implementing agreed behaviour management strategies;
- helping to make appropriate resources to support the student(s);
- meeting students' physical needs while encouraging independence, eg help students to change for PE lessons or swimming, help with mobility around the College

## **Job Dimensions**

Students: To establish supportive relationships with the student(s) concerned.

To assist with the planning of individual student's work through discussion and record keeping. To become familiar with all student's individual programmes and all methods of record keeping.

To assist the SENDCO in establishing work programmes for the students' social and educational development, contributing towards assessment, profiling and reporting.

To assist SENDCO with observation of students, their behaviour and individual development. To liaise with parents, agencies and therapists, always having a high regard for students' and parents' right to confidentiality.

To report any accidents or hazards immediately, filling in the accident book and following school procedures. To ensure a safe environment for all students.

To assist the SENDCO with the students' daily routine, including toileting and personal hygiene needs, and ensuring that students are dressed appropriately for various activities e.g. art, technology, PE and swimming.

To prepare classroom/teaching areas, equipment and student for each session as required, including furniture, seating, teaching aids, materials etc.

To assist in maintaining a pleasant environment in the classroom e.g. assisting with display work, tidying and providing access to resources.

To clean and tidy all work areas after sessions as required.

To supervise students during break times and lunch times as directed. To supervise the safe and sensible arrival of students and escorting them to their classrooms as required.

To promote the acceptance and inclusion of the student(s) with SEND, encouraging students to interact with each other in an appropriate and acceptable manner.

Monitor the student's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.

Give the student(s) feedback on achievements in order to reinforce and develop self-reliance and self-esteem.

To support the student(s) in developing social skills both in and out of the classroom.

You may also be required to support students with the following needs:

Cognitive and learning difficulties;  
Bilingual and multilingual difficulties;  
Communication and interaction difficulties specifically including Autistic Spectrum Conditions;  
Behavioural, emotional and social development needs;  
Sensory and/or physical impairment.  
To supervise students' vocational experience placements.  
To supervise student's integration placements, liaising where necessary.  
To ensure personal understanding of general lifting techniques and methods of lifting individual children.

#### **Staff:**

To provide regular feedback on the student(s)' learning and behaviour to the teacher/SENDCO, including feedback on the effectiveness of the behaviour strategies adopted.  
Under the direction of the teacher and SENDCO, carry out and report on systematic observations of students to gather evidence of their knowledge, understanding and skills upon which professional colleagues make judgements about their stage of development.  
To assist students with ICT as directed by the teacher.  
To help train and induct new members of staff.  
To be responsible for organisation of the ASC area displays etc.  
To liaise adequately with colleagues regularly and to attend staff meetings when required.  
To attend Reviews, Case Conferences and Medicals, when necessary, and at the request of the SENDCO or headteacher.  
To provide in-school information to contribute to the meeting.  
To be responsible for laundry duties when necessary.

#### **Resources:**

To use the College's system for recording progress.

### **Key Accountabilities**

To prepare work and activities in advance of the lesson (within employed hours) eg operating AVA equipment as required, ie photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.  
To know and apply College policies on Child Protection, Health & Safety, Behaviour, Teaching and Learning, Equal Opportunities, etc.  
To be aware of confidential issues linked to home/student/ teacher/college.  
To contribute towards reviews of student(s)' progress as appropriate.  
To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.  
To take responsibility for simple First Aid in line with College policy.  
To be willing to support playground/break time supervision, eg educational games, homework clubs, etc (within employed hours).  
To accompany teacher and students on educational visits.  
To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

### **Staff Development**

To take part in training activities offered by the College and external agencies as identified through Performance Management.

### **Additional Duties and/or Aspects of the Service**

To undertake occasional classroom cover, examination invigilation or learning support thereby creating a more flexible support staff, in-line with the Remodelling of the Workforce.

### **Other Professional Requirements**

To undertake First Aid training and act as a First Aider;  
To adhere to the standards, values, ethos and policies relevant to the aspirations of the College including working flexibly.  
To promote positive student behaviour in line with College policies.  
To be aware of and contribute towards achieving the College priorities as identified in the College Development Plan;  
To endeavour to give every child the opportunity to reach their potential and meet high expectations;  
To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with



'Keeping Children Safe in Education'.

To maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.

To observe Health & Safety regulations at all times.

To follow the high reliability protocols of the College.

To operate at all times within the stated policies and practices of the College;

To establish effective working relationships and set a good example through own presentation and personal and professional conduct;

To keep complete confidentiality on all school matters;

To take responsibility for own professional development and duties in relation to College policies and practices.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in the job profile. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.*

*Where such duties amount to more than a temporary adjustment to the main responsibilities of this job profile, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the College.*

## Person Specification

	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<p>A good standard of education, particularly in English and Mathematics equivalent to GCSE grade C or above</p> <p>To hold, or be prepared to undertake First Aid at Work qualification</p>	<p>NVQ Level 2 for Learning Assistants or equivalent</p>
<b>Experience</b>		<p>Experience of supporting children in a classroom environment, including those with special educational needs;</p> <p>Experience of using Information Technology to support students in the classroom.</p>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>To hold or be prepared to undertake appropriate Health &amp; Safety training courses associated with moving and handling people</li> </ul>	<p>Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment</p> <p>Knowledge of the SEND Code of Practice</p> <p>Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the students.</p>
<b>Skills and Abilities</b>	<p>Ability to use language and other communication skills that students can understand and relate to;</p> <p>Ability to establish positive relationships with students and empathise with their needs;</p> <p>Ability to demonstrate active listening skills;</p> <p>Ability to consistently and effectively implement agreed behaviour management strategies;</p> <p>Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the student to stay on task;</p> <p>Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes;</p> <p>Ability to carry out and report on systematic observations of students' knowledge, understanding and skills;</p> <p>Ability to assist in the recording of lessons and assessment as required by the teacher;</p> <p>Ability to offer constructive feedback to students to reinforce self-esteem;</p> <p>Ability to work effectively and supportively as a member of the College team;</p> <p>Ability to work within and apply all College policies, eg Behaviour Management, Child Protection, Health &amp; Safety, Equal Opportunities, etc.</p>	
<b>Personal</b>	<p>Willingness to participate in further training and developmental opportunities offered by the College and county, to further knowledge;</p> <p>Willingness to maintain confidentiality on all College matters.</p>	

# The Application and Appointment Arrangements

We look forward to receiving your application which should be returned to Caroline Selden, Personnel Assistant at Uckfield College, [hr@uckfield.college](mailto:hr@uckfield.college). Your application should comprise:

- A letter of application (2 sides A4 max), which includes reference to those aspects of your experience, personal qualities, knowledge and skills which will equip you for these roles;
- A fully completed application form.

The closing date for receipt of completed applications is Monday 29th April at 10.00 a.m. Short-listing will take place shortly afterwards and interviews will be held as soon as possible after this date. The selection process will include formal interviews and skills assessment tasks. There will also be an opportunity to view the school.

If you require any further information please contact Caroline Selden at Uckfield College on 01825 764844, extension 1232 or email [hr@uckfield.college](mailto:hr@uckfield.college). Alternatively you may contact Toni Fletcher, PA to the Principal, on 01825 764844, extension 1101, or email [t.fletcher@uckfield.college](mailto:t.fletcher@uckfield.college).

