

NEW VACANCY

The Calder Learning Trust



Everybody, Everyday

Learning Support Assistant

Located within the beautiful Calder Valley, West Yorkshire

Start date: As soon as possible

NJC scp 5, 32 hours per week, term time only plus 5 days, fixed term contract

Care, Commitment, Courage



Completed applications should be returned to hr@calderlearningtrust.com

Closing date: 9.00am Friday 7 March 2025

Interviews: To be confirmed

Welcome from the Headteacher



The Calder Learning Trust is an all-through school, providing an excellent standard of education for students from 4 – 16 years. There are two phases to our school: Calder Primary School for ages 4 – 11 and Calder High School for ages 11 – 16. Whilst each phase is distinct, they blend seamlessly into one learning community, offering fantastic opportunities for all our students.

Located in the heart of Pennine Yorkshire, in the village of Mytholmroyd, approximately six miles west of Halifax, The Calder Learning Trust serves the Calder Valley community stretching from Halifax through Luddendenfoot, then Mytholmroyd, and beyond to the town of Hebden Bridge and the border of Todmorden. It is ideally situated both close to the countryside and with easy transport links to towns and cities for varied learning opportunities outside the classroom.

We aim for our students from Reception to Year 11 to become confident, responsible and articulate young people, supported within and beyond the curriculum and engaging in the fantastic range of opportunities available. These include The Duke of Edinburgh award, sporting events and competitions and Expressive Arts.

Our school values are 'Care, Commitment, Courage' and are woven through all that we do. Here at The Calder Learning Trust we aim for 'Everybody, Everyday' to be and do their very best so that they can realise their dreams and aspirations and we look forward to welcoming you to our school and offering you the opportunity to take an assisted tour.

Mr A Guise Headteacher at
The Calder Learning Trust





Prime Objectives of the Post

- To independently support and supervise individuals and small groups of children in order to accelerate their progress and learning in curriculum areas
- To provide assistance and support in improving behaviour for learning by helping develop emotional resilience and learning routines
- To promote independence with learning that enables a young person to make accelerated progress and achieve positive outcomes
- This role would be suitable for candidates to gain experience and develop their skills to lead into teaching at Primary/Secondary phases or other educational roles

Responsible to: Assistant Headteacher SEND and Inclusion



Principal Duties

Support for the student

- Be aware of and respond appropriately the academic and emotional needs of individual students
- Provide consistent academic support to identified individuals or groups
- Deliver on all necessary intervention programmes and planned group work
- Provide feedback to students in relation to progress, achievement and well-being
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
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- Encourage students to interact with others and engage in activities led by the teacher
- Liaise sensitively and effectively with parents/carers
- To escort students as necessary and assist in movement around the school.
- Ensure the health, safety and welfare of students is maintained at all times
- Develop empathy and understanding for individual students
- Support students during internal and external examinations

Job Description



Support for the Teacher

- Have prior knowledge and understanding of the key concepts and skills identified in the of the schemes of work in order to work with the teacher to support any students
- Provide feedback to the teacher about the progress and achievement of individuals accessing the lesson
- Establish and maintain an appropriate learning environment alongside the teacher
- Monitor track and evaluate students' responses to learning activities through observation against pre-determined learning objectives
- Administer and assess tests and accurately record achievement/progress.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents

Secondary Duties

- To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative

Support for the School

- Assist students to access learning activities through specialist support e.g. curriculum/SEN specialism, behaviour management and translation
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the SENDCo, to support achievement and progress of students
- Attend and participate in regular meeting as appropriate
- Participate in training and other learning activities as required
- Accompany teaching staff and students on visit, trip and out of school activities as required



Job Description



Staff Benefits

- **Wellbeing:** We subscribe to the Schools Advisory Service (<https://schooladvice.co.uk/>) to support staff with a variety of services such as online gyms, medical support and counselling
- **CPD:** we have an extensive development programme both internally and externally to support your professional development whilst you are employed by the Trust
- **Sustainability:** We have electric charging ports to support our commitment to the environment, good local transport networks including bus and rail and we are part of the Calderdale Cycle to Work Scheme
- **Priority places:** for children of staff at both Calder Primary and Calder High Schools as part of our Admissions Policy
- **Childcare Vouchers** to support staff getting back to work
- **Staff clubs** such as Staff Sketch Club, Staff Book Club and various other initiatives



Person Specification



Qualifications & Experience

	ESSENTIAL	DESIRED	ASSESSMENT
Experience of working with children in an educational setting (within specified age range/subject area) or experience of tutoring.	✓		A,C
GCSE or Level 2 qualification in English and Maths at Grade C or above	✓		A,C
Training in special educational needs strategies		✓	A,C
Relevant Level 3 qualification in Teaching Assistance		✓	A,C

Skills & Knowledge

Ability to work effectively within a team environment	✓		A,I
An understanding of classroom roles and responsibilities	✓		A,I
Ability to work using initiative and good judgement so the minimal direction	✓		A,I
Ability to build and maintain effective working relationships with colleagues	✓		A,I
Ability to promote a positive ethos and role model positive learning and social behaviours	✓		A,I
Ability to work with children at all levels regardless of specific individual need and learning styles	✓		A, I
Understanding of inclusion, particularly within a school environment	✓		A, I

This job profile is not a restrictive outline, but indicates a range of duties. The post holder will be expected to be flexible in the range of tasks undertaken as appropriate to the post.

Person Specification



Skills & Knowledge cont.

	ESSENTIAL	DESIRED	ASSESSMENT
Effective use of ICT to support learning	✓		A,I
Must have high expectations of all students	✓		A,I
Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration	✓		A,I
Ability to work collaboratively with colleagues and carry out the role effectively	✓		A,I
Able to liaise sensitively and effectively with parents and carers	✓		A, I
Have experience of delivering programmes to support EAL students		✓	A,I

Special Working Conditions

Ability to attend occasional meetings out of school hours if required	✓		A,I
Only if required: assisting students in line with moving and handling guidelines when toileting / feeding / transferring pupils	✓		A,I
Providing hygiene care to students	✓		A,I
Lifting and carrying equipment as required	✓		A, I
Attend SEN drop in support sessions 3 times a year	✓		A, I

Code for Assessment

A - Application I - Interview C - Certificates



Everybody, Everyday



We look forward to receiving your application

The Calder Learning Trust
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