



16 November 2018

Dear Sir/Madam

Temporary Learning Support Assistant

Thank you for your interest in the above vacancy. I enclose school information, job description, person specification and application form for you to complete.

All posts in our school are very important and this role is no exception. This letter will tell you a little about our school and also about what we are looking for in the role of Learning Support Assistant.

There is much written about the strengths of our school by OFSTED, amongst others. The staff offer support for each other and make it a very rewarding place to work. We are a great team and it is expected that people joining our staff will be keen to join in this collaboration to support the children in their learning.

Completed application forms should be submitted, preferably electronically, no later than 12 noon on **Monday 10 December**.

I look forward to reading your completed application form.

Yours sincerely

Stefan McHale
Headteacher





Fairlands Middle School

INTRODUCTION

Fairlands Middle School is a mixed school covering Years 5 - 8 (children aged between 9 and 13) located in Cheddar, 8 miles from Wells and 20 miles from Bristol.

THE SCHOOL

The school was opened as a new purpose-built school with specialist accommodation in 1976, when reorganisation into the three-tier system took place within the Cheddar Valley.

There are currently 483 pupils on roll with a team of 28 teachers and about the same number of support staff. All of the teaching staff act as class tutors, and will have responsibility for pastoral care and developing the partnership with the parents. Pupils are received mainly from four partner First Schools, approximately half from Cheddar itself; the remainder travelling in from Axbridge, Draycott & Rodney Stoke and Shipham. Some other children travel from 'out of catchment' areas.

An Ofsted team of Her Majesty's Inspectors paid a visit to our school in September 2015 and have written a very positive report about our school. We were the first school in Somerset to receive a short inspection for good schools. We are proud that in previous inspections nothing has been judged as anything less than 'good'.

Our main aim is for the children to be able to learn to their full potential and develop lively enquiring minds. We will help them to grow as independent young people, well prepared for the next stages in their learning and able to thrive in our complex and challenging society.

In order for the children to learn best we set out to provide an environment in which pupils feel secure and are able to develop their own self-esteem. We emphasise respect for others and a sense of personal responsibility within the community.

At Fairlands Middle School, the parents support us strongly in our educational and social activities. We regard it as essential to develop strong partnerships between home and school, and the wider community.

In 2014 we re-constituted our governing body to form a Federation with three of our partner First Schools. The Mendip Edge Federation comprises Fairlands Middle School, Cheddar First School, Draycott and Rodney First School and Shipham First School. Our single governing body now sets the direction and supports all four schools.

In addition, we are very pleased to be a part of the Cheddar Valley Community Learning Partnership, which comprises of 9 First Schools (aged 5 – 9), Fairlands and Hugh Sexey Middle Schools, and the Kings of Wessex Academy (aged 13 – 18). Our 12 schools have formed links to create a continuous system to look after the educational needs of all young people in the Cheddar Valley.

Stefan McHale

Job Description for Support Staff

- 1 **NAME:**
2 **POST:** LEARNING SUPPORT ASSISTANT
3 **GRADE:** SOM15:

4 **RELATIONSHIPS:**

4.1 The post holder is responsible to SENDCO in all matters. Where appropriate there may also be an attachment to a particular subject where there will be a responsibility to the Curriculum Leader for this subject.

4.2 Liaises on a professional level with all colleagues, teaching and non-teaching.

5 **PURPOSE OF THE JOB:**

To assist the teaching staff in the delivery of lessons. To support the teaching staff in all aspects related to pupils' learning and progress, in particular developing literacy, numeracy and ICT skills.

6 **KEY TASKS:**

6.1 Deliver learning support individually and in groups through a range of tasks.

6.2 Undertake learning activities with pupils of varying abilities to ensure access to learning and to the curriculum.

6.3 Promote and reinforce pupils' self-esteem, appropriate effort and behaviour and guide pupils to become independent learners.

6.4 Assist teaching staff in the development and achievement of individual and group learning strategies. Prepare resources and maintain a safe and suitable learning environment. Participate in the assessment and appraisal processes concerning learning strategies and initiatives.

6.5 Provide care and supervision of pupils within the learning environment and outside of the school.

6.6 Supervise pupils at break-time and lunchtime as required.

6.7 Contribute to the development of the curriculum for those children requiring support.

7 This job description does not define in detail all duties/responsibilities of the post, will be reviewed and may be subject to modification or amendment after consultation and agreement with the post-holder.

The Safeguarding of children in the Mendip Edge Federation is everyone's responsibility.

Learning Support Assistant

Person Specification

Essential	Desirable	Evidence
Good GCSE or equivalent in English and maths		Application form
Excellent communication skills		Application form and interview
Awareness of safeguarding expectations	Training in child protection issues	Application form
Experience of working with children	Contribution to wider school life, e.g. display, music, art etc.	Application form and Interview
Ability to form productive working relationships with others	Commitment to the widest perspective of pupils learning	Interview
A person who shows warmth, care and sensitivity in dealing with children	Training or experience of working with children with Special Educational Needs	Interview
Enthusiasm for learning		Interview
Ability to work flexibly alongside different teachers	Experience of working in a school	Interview