PINNER
HIGH SCHOOL





LEARNING SUPPORT ASSISTANT

CANDIDATE INFORMATION PACK
2022/2023

Inspiring Learning

tes schools awards 2020 Shortlisted Secondary school of the year

INVESTORS IN PEOPLE™ We invest in wellbeing Gold

Ofsted Outstanding Provider

Letter from the Headteacher

Dear Applicant

Thank you for your interest in Pinner High School. With our motto of 'Inspiring Learning, we aim to integrate every student into our supportive and disciplined environment to help them achieve their full potential through our rich, broad and balanced curriculum. Every student who enters the school is believed to be of equal worth and capable of positively contributing to our community.

Our school has seen continuous academic success and achieved high standards that we aim to uphold. Having been graded 'Outstanding' by Ofsted, the high quality of teaching and support provided through our community has consistently been reflected through exceptional exam results and school achievements. Most recently, 35% of all GCSE grades were grade 7 and above, against a national average of 26%. Furthermore, 82% were graded 4 and above against a national average of 73%. We are incredibly proud of every single student.

Not only do we provide exceptional standards of teaching for all students, but our learning also goes beyond the classroom. With an extensive range of extra-curricular opportunities and pastoral care, we aim to leave all students with experiences that shape them for the future.

Our staff are highly qualified, dedicated and committed to providing a safe and inclusive environment. Students will receive the very best of what education has to offer and will find our school to be an inspiring environment that sets them up for lifelong success.

As an employee of Pinner High School, you can expect a wealth of benefits and opportunities from access to training, career development secondments, and additional duties attracting financial benefits, pension, free gym access and subsidised meals, under pinned via a collaborative and supportive environment.

If you would like to join our school please complete our application form and send with a covering letter to careers@pinnerhighschool.org.

Further information can be found via our website www.pinnerhighschool.org.

We look forward to working with you

Mr Raj Patel

Headteacher

Learning Support Assistant

Reports to:	Appropriate Inclusion Leader
Start date:	Immediate
Salary:	H2, Point 3, £24,012 FTE per annum Pro rata £19,923.00 per annum (based on working 36 hours per week over 38 weeks)
Hours:	Full time or Part-time, term time only (38 weeks per year)
Contract:	One academic year fixed term

We encourage you to read our website carefully and familiarise yourself with our prospectus, this candidate information pack and the application form for the post.

Pinner High School opened in September 2016 with 150 Year 7 students. We will admit 180 Year 7 students each year; so having 900 Year 7 – Year 11 students. Our onsite sixth form, for up to 250 students, is now fully open with a full complement of year groups commencing this year 2022/23. Alongside this, there are 12 additional places for students with Autistic Spectrum Disorder. Pinner High School is located on Beaulieu Drive, HA5 1NB.

Pinner High School is part of The Harrow Academies Trust, a multi-academy trust established by the seven secular high school academies within Harrow. Our high schools, together with Whitmore High School (which is a community school maintained by Harrow Council), have a strong track record of collaboration, including establishing Sixth Forms, the age-of-transfer that saw Year 7 join high school (instead of middle school), academy conversion in 2011, and establishing The Jubilee Academy (an alternative provision free school) in 2013.

The Harrow Academies Trust also includes Harrow View Primary School, which is a primary school that will be constructed as part of the major housing / regeneration project in Harrow on the site of the current Kodak site.

The following job description is not necessarily exhaustive; it will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the post holder.

While this post is expected to be based predominantly at Pinner High School it may involve work with, and at all schools within, the Trust as the Trust develops.

The Harrow Academies Trust is fully committed to the principles of equal opportunity, diversity and inclusion. We want to attract and retain the very best staff in all areas of the trust, ensuring our staff body reflects the diversity of our students and local community

INTRODUCTION

At the heart of a successful school is the provision of high quality teaching and learning, the effective use of resources, improving standards of achievement for all pupils and the promotion of pupils' personal development and well-being. All colleagues play a key part in this provision by a commitment to the school's ethos, by working effectively in administrative teams for the benefit of our students. In this way, s/he assists the school in reaching its targets and objectives.

JOB DESCRIPTION:

CORE PURPOSE

To work with a range of students, giving priority to those who need the most help, especially those with a Statement of Special Educational Needs or an Education, Health and Care plan and others with additional learning needs.

To support identified individuals in accessing the social and academic curriculum in the most effective way, ensuring this is appropriate to their needs and understanding, and to bring life to the school motto of 'Inspiring Learning'.

KEY RESPONSIBILITIES

Support for Students:

- To support the development, learning and progress of children and young people to maximise their academic and personal progress.
- To contribute to effective personalised provision by taking practical account of diversity.
- To support learners in accessing the curriculum in accordance with the special educational needs code of practice and disabilities legislation.
- To plan learning activities and how they will support the inclusion of children and young people.
- To devise clearly structured activities that interest and motivate learners and advance their learning.
- To be actively aware of the learning and language needs of the students with whom he/she works, including needs relating to their emotional and social development.
- To deliver, where necessary, interventions to support the learning or pastoral needs of students.
- To encourage students to make best use of the technological resources available to them.
- To support students, one-to-one, or in a small group, e.g. individualised programmes.
- To act as a scribe and/or reader, in strict accordance with the guidelines, in internal and external examinations.

SEN Keyworker:

- To be the first point of contact for any issues or support that you need to discuss.
- To monitor key student's academic progress and support other needs as and when necessary.
- To update key student's SEN information on SIMS logging any relevant information.
- To keep students learning profile updated and review at least once every term.
- To liaise with teachers and parents about students when necessary.
- To report any concerns to line manager and any serious concerns to the safe guarding lead.
- To support with any additional interventions that key students may require.
- To meet with each key students at least once a term to check in.

Support for Teachers:

- To contribute to the planning and preparation of learning activities.
- To contribute to the selection and preparation of resources suitable for children and young people's interests and abilities.
- To monitor learners' responses to activities and modify the approach accordingly.
- To monitor learners' progress in order to provide support and feedback.
- To support the evaluation of learners' progress.
- To advance learning when working with individuals, small groups and whole classes.
- To provide regular feedback to the student, SENCO Leaders, parents, teachers and other professionals, as appropriate, regarding progress made by individuals.

- To update and maintain records and information systems, on behaviour, attendance and other related issues, both computerised and manual, with due regard for data protection and confidentiality.
- To contribute to safeguarding children and keep up to date with the latest procedures and regulations and ensure attendance at appropriate INSET training, meetings, and suchlike.

Support for School:

- To be committed to, and promote, the school's vision, aims, objectives and values.
- To promote positive behaviour and respond appropriately to situations that challenge equality of opportunity.
- To work co-operatively and support the Academy's Professional Review system.
- To be responsible for promoting and safeguarding the welfare of all students.
- To maintain records of support.
- To perform administrative tasks as required.

REASONS TO WORK AT PINNER HIGH SCHOOL

- A friendly, respectful and collaborative environment.
- The opportunity to work with a number of skilled professionals.
- The opportunity to contribute to extra-curricular activities as part of the 'Heads Challenge' scheme; our own Duke of Edinburgh style award.
- The opportunity to work with independent, resilient pupils who take pride in their community and themselves.
- Excellent CPD opportunities and access to training, including schools within the Trust across the Borough.
- A collaborative approach to building a new school community
- Opportunities to access and experience senior leadership positions

BENEFITS

- Continuous professional development;
- Employee AssistanCE Programme;
- Contributory pension scheme;
- Paid lunch break duty with free lunch whilst on duty;
- Subsidised meals;
- Free tea and coffee;
- Onsite parking
- Gym access;
- Brand new facilities;
- Free eye care voucher;
- Salary sacrifice scheme for Cycle to work
- Pension contributions
- Three weeks Christmas break in December

SAFEGUARDING & DATA PROTECTION

All staff employed by the Trust are required to be fully aware of and understand the duties and responsibilities arising from the Children's Act and associated Government guidance in relation to child protection and safeguarding young people.

All staff employed by the Trust are required to reflect and model the ethos and values of the Trust. All staff employed by the Trust are required to respect the confidentiality of information relating to students, their families, and staff.

Pinner High School and Harrow Academies Trust are committed to safeguarding and promoting the welfare of students. Successful applicants will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

For more information about our safeguarding policies, please visit our school website:

http://www.pinnerhighschool.org/page/?title=Safeguarding&pid=44

NOTES

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

All postholders are expected to be aware of and comply with policies and procedures relating to health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Line Manager as appropriate; ensure compliance with your responsibilities as laid out in the Pinner High School Equal Opportunity Policy and take an active role in promoting equality and diversity; promote the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.

The postholder may be asked by the Board of Trustees, Local Governing Body or Headteacher to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post

APPLICATION PROCESS

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

All postholders are expected to be aware of and comply with policies and procedures relating to health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Line Manager as appropriate; ensure compliance with your responsibilities as laid out in the Pinner High School Equal Opportunity Policy and take an active role in promoting equality and diversity; promote the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.

The postholder may be asked by the Board of Trustees, Local Governing Body or Headteacher to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post**.**

If Pinner High School sounds like it is right for you:

- Download the application from for the corresponding role from our website (https://www.pinnerhighschool.org/news/?pid=0&nid=5).
- Complete fully and email to careers@pinnerhighschool.org with your personal statement explaining why you want to work with us and why you are the best person for the role.
- CVs strictly not accepted.

If you have any questions or queries, please contact careers@pinnerhighschool.org or call 020 3096 0769

The school reserves the right to appoint at any stage of the recruitment process; early applications are encouraged.

Person Specification

Education, Qualifications and Training	Essential	Desirable	How Identified
Maths & English Grade C or above GCSE (or equivalent)	Yes		Application
Degree or professional qualification		Yes	Application
NVQ 2 for Teaching Assistants or equivalent qualification or willingness to work towards a relevant qualification.		Yes	Application
Experience	**Essential**	**Desirable**	**How Identified**
Experience of working with young people	Yes		Application Reference Interview
Previous experience of working to support students in an education environment		Yes	Application Reference Interview
Experience of working with data systems and on line materials and a knowledge and understanding of data security		Yes	Application Reference Interview
Experience of working with a range of stakeholders in a service environment		Yes	Application Reference Interview

Knowledge, Skills and Abilities	Essential	Desirable	How Identified
Good basic IT proficiency	Yes		Application Interview
Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds	Yes		Reference Interview
Demonstrates great communication & interpersonal skills	Yes		Interview Reference
Demonstrates an ability to quickly establish positive working relationships with students, staff, parents and a wide range of people from within and outside the school	Yes		Application Reference Interview
Demonstrates an ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement	Yes		Reference Interview
Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour	Yes		Reference Interview
Demonstrates an ability to maintain a non-confrontational approach	Yes		Reference Interview
Other Requirements	**Essential**	**Desirable**	**How Identified**
Enthusiasm, energy and commitment	Yes		Reference Interview
High expectations of all young people, respect for their social, cultural, religious & ethnic background, and a commitment to raising the achievement & self-esteem of all young people	Yes		Application Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Application Reference Interview
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes		Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Interview
