



**Westcliff High School  
for Boys**

**LEARNING SUPPORT ASSISTANT**



## INTRODUCTION

Every School has its own traditions, its own ethos, its own identity, and its own purpose. The purpose of Westcliff High School for Boys (WHSB) is to provide an excellent education for our pupils, supporting them in their journey to adulthood by developing character and intellect within a happy and scholarly community.

To this end, WHSB provides exceptional teaching and a wealth of extra-curricular activities to develop the Learner Profile attributes in our pupils through a unique education filled with exciting, challenging, and enjoyable experiences. Today, we continue our proud tradition as a Grammar School serving pupils within the local community and actively promoting the wonderful opportunities we can offer to local children and their families.

## SUMMARY JOB DESCRIPTION

To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and School policies and procedures. To provide support to pupils in particular curriculum area or support pupils with severe learning, behavioural, communication, social, sensory, or physical difficulties.

The Learning Support Assistant will normally be based on the School site, but may be required to work elsewhere from time to time in order to fulfil his/her responsibilities. This is a part-time position, term time only.

## DURATION

This is a permanent position, 37.5 hours per week from 8.00 am to 4.00 pm Monday to Friday, 38 weeks term time only.

## SALARY, HOLIDAY ENTITLEMENT, AND PENSION

Salary is paid at Point 6 Full Time Equivalent (FTE) £21,968, Actual Salary £19,011. There are 24 days' holiday plus statutory public holidays paid per annum which are included within the salary. Holiday is deemed to be taken within the School closure period. Support Staff at Westcliff High School for Boys are automatically enrolled in the Essex Pension Fund (Local Government Scheme).

## LINE OF RESPONSIBILITY

The Learning Support Assistant will be directly responsible to the Headmaster, Class Teachers and SENCo.

## DUTIES AND RESONSBILITIES

The main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headmaster, Class Teachers, or SENCo.

## Job Specification

### Operational

- Promote the inclusion of children with Special Educational Needs within the classroom, ensuring access to lessons and their content through the provision of appropriate adjustment, explanation and resources.
- Work with individuals or small groups of children under the direction of teaching staff.
- Understand specific learning needs and provide differentiated support to pupils individually and within a group.
- Utilise expertise in Autistic Spectrum Disorder (ASD) to assist pupils in regulating their emotions and skilfully intervene prior to escalation of behaviours where possible.
- Work with individuals to deliver 15-minute sessions on understanding emotion regulation and how to self-manage.
- Provide flexible supervision during Form time, break and lunchtimes.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities as appropriate.
- Establish positive relationships with pupils, through a compassionate and empathetic approach to the role.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Promote positive pupil behaviour in line with school policies.
- Participate in planning and evaluation of learning activities with the teacher.
- To attend to pupils' personal needs including help with social, welfare, physical and health matters
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- To assist with escorting pupils on educational visits.
- To understand and apply school policies in relation to health, safety and welfare.
- To liaise with parents in supporting pupils.
- To assist with the preparation of relevant documentation eg EHCP support plan, under the guidance of the SENDCo.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings, as required.
- To respect confidentiality at all times.

### Administrative

- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy.
- Carry out administrative work to support student's learning, including photocopying.





## Relevant Experience

- Experience of working with young people with Special Educational Needs including those with SEMH, Autism, ADHD and Specific Learning Difficulties.
- Previous Classroom Assistant (or similar role) experience.
- Good literacy and numeracy skills are desirable and an ability to communicate effectively with young people.
- A relevant education, childcare, health or social care qualification at level 2 (e.g. Supporting Teaching and Learning in schools) is required.
- A relevant education, childcare, health or social care qualification at level 3 (e.g. Supporting Teaching and Learning in schools) is desirable.

## General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities, in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in its commitment.
- Assist in escorting students on educational visits and participating in extra-curricular activities as required.
- Attend relevant meetings and training sessions.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

All staff are responsible for promoting and safeguarding the welfare of students at Westcliff High School for Boys by ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Headmaster. All staff are expected to uphold, support and realise the ethos of the School, as outlined in the Mission Statement and Learner Profile. Job Descriptions are subject to annual review.

Applicants should send an up-to-date CV along with a completed Support Staff Application Form to [office@whsb.essex.sch.uk](mailto:office@whsb.essex.sch.uk).




Should we receive sufficient suitable applications for this position at an earlier point in the process, we reserve the right to close the advertisement early.



# Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

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