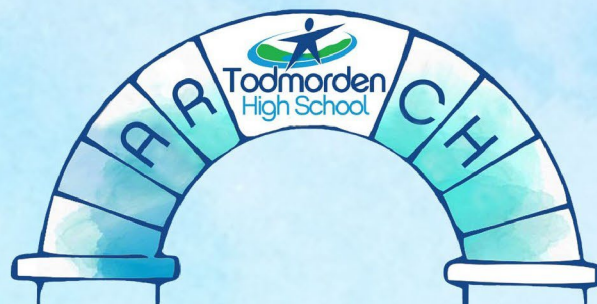


Todmorden High School

Application Pack



ROLE: Learning Support Assistant (SEN)

SALARY: NJC Scale 3 SCP 5 (Actual £16,562 - £16,839 p/a)

CONTRACT: 12 months/Fixed Term (TTO plus 3 days)

REPORTS TO: SENCo

HOURS: 30 per week/5 days

START DATE: 2nd September 2024

Disclosure and Barring Service Checks: Appointment to this post is exempt from Rehabilitation of Offenders Act and subject to the following DBS check – an enhanced with Children Barred List Check.



Todmorden High School

Ewood Lane

Todmorden

OL14 7DG

www.todhigh.co.uk

01706 813558

@TodmordenHigh



A warm welcome to Todmorden High School

Message from the Headteacher

'We pride ourselves on our open and friendly approach along with our high expectations of what our students and staff can achieve'.

School vision: Enabling individuals to unlock their unique potential.



Dear Applicant,

It is my pleasure to introduce you to our educational family. Todmorden High School is a small, successful school at the heart of our community. We pride ourselves on our **open and friendly** approach along with our high expectations of what our students and staff can achieve. We aim not only to foster a thriving climate for learning, but to provide the very best career opportunities for everyone; in an environment where aspirations can be met and opportunities for **personal development and growth remain** a constant priority.

We are committed to creating a culture where all students and colleagues at all levels, can feel proud of who they are, and of their achievements - all this in an environment where **our values** can thrive. In keeping with our values, we strive to create a school that celebrates difference. **Ambition, Respect, Care and Honesty remain** at the forefront of everything we do; we are trusted to do the right thing for each other, our students and our wider community. There are **stimulating and rewarding** times ahead at Todmorden High School and I very much look forward to sharing them with you.

A handwritten signature in black ink, which appears to read 'G. Shirt'.

Gill Shirt
Headteacher

School Life

Our teaching staff provide an inclusive education to meet the individual needs and abilities of each student. Our curriculum focuses on the development of skills, knowledge and understanding, not only in subjects but in social, moral, spiritual, and cultural education and British values. We aim for all our students to unlock their unique potential academically, personally, and morally, so they are fully equipped to make the right choices in life.

Our curriculum is aspirational, supporting social mobility. We give our students a broad and balanced curriculum that will give them the foundation they need to lead happy and successful lives, underpinned by our core values of **Ambition, Respect, Care and Honesty**.



“The teachers are really good at being supportive and help me in my learning”.

Year 7 Student—Student Voice Survey response 2022.



Our Vision

We believe that every child has
unique potential
and at Todmorden High School,
we're here to enable
every child to **unlock it.**

"Todmorden High School is a welcoming and friendly school. Pupils enjoy coming to school because they feel safe and they learn a lot."

Ofsted January 2020, Good



"Pupils and teachers understand the ARCH values of ambition, respect, care, and honesty. These values are clear in the lessons and in the pastoral care in the school."

Parents mention these values too. Pupils say that bullying is not common and that, when it happens, teachers deal with it"

Our Values

Ambition: High expectations for yourself, the community and the wider world.

Respect: For yourself, the community, and the wider world.

Care: Caring for yourself, the community, and the wider world.

Honesty: Being true to your unique self, the community and the wider world.

Behaviour and Standards

Every student is expected to uphold our school values, which are displayed in every classroom. They are a constant reminder to our community of our expectations.



“In lessons, pupils get on with their work and they behave well. Teachers have high expectations of pupils in their lessons and inspectors saw this in their work.

The school has thought carefully about what pupils need to learn.”

Ofsted January 2020, Good

Our People

Students

“Student voice is strong. Opportunities are regularly given to me and other students for us to voice our opinions and ideas and contribute to school Life”



“My daughter has settled in extremely well at Todmorden High School and the experience for her on the whole so far has been a very positive and confidence –boosting one.”

Parents

Staff

“The school offers values-driven education where we all work together within a family ethos with the best interests of students at the heart of all decisions”.



The Role

Learning Support Assistant (SEN)

Why work as an LSA at Todmorden High School?

As well as being rewarding work, working as an LSA is a role that suits someone who would like the benefits term time working brings. This may suit someone who has children of school age who would benefit from having the school holidays free.

Why THS?

In a recent staff survey (April 2023) over 99% staff agreed with the statement 'I am proud to be a member of staff at THS' and in response to the question 'What is the best thing about working at THS?' responses included *"The family/community feel and that each member is truly valued and invested in"* and *"The students, members of staff and SLT are absolutely amazing and make you feel welcomed and make the job a lot easier."*

If you are interested in working in a school where the values ambition, respect, care, and honesty underpin all our work, and you believe you have skills that can enrich the lives of young people. Please complete this application.

Purpose and objectives of the role.

- To ensure all students are supported to achieve their unique potential both personally and academically.
- To work as part of both the SEND team and a curriculum area to ensure all potential barriers to learning are removed for individual students.
- To ensure SEND students have the best opportunity to make progress across all areas of the curriculum.
- To carry out any reasonable request given by your line manager or senior leaders within the school

Responsibilities

- Meet and greet students each day and check they are ready to learn.
- To work alongside the class teacher and other adults in school to support the needs of a variety of students throughout the school day.
- To work within curriculum areas to support the development of resources and strategies that support the removal of barriers to learning for individuals and key groups of students so that they can achieve their unique potential.
- To take on the role of key worker for a caseload of students, where you will be responsible for liaising and working with parents/carers, staff, and students to ensure these students are able to achieve their unique potential.
- To deliver some small group work when required using designated programmes and resources tailored to individual needs.
- To produce and maintain detailed and effective pupil passports for the caseload of students you are allocated.

- Contribute towards review processes where appropriate for individual students.
- Develop understanding of the curriculum being delivered so that you are able to offer the most effective support to students in specific subject areas.
- Support students to meet and manage the school's expectations regarding behaviour, attendance, attitude to learning and progress.
- To negotiate, establish and maintain effective working partnerships with staff across the school to identify individual needs.
- Work with staff in school and external agencies to plan programmes of support.
- Support students during extra-curricular activities to ensure accessibility to all opportunities in school.
- Working in collaboration with the Deputy SENCo, parents, students, and external agencies, contribute to the implementation of Education Health Care Plans (EHCPs).
- Support and maintain pupil safety by following school policies and procedures.
- Maintain effective working relationships with parents and carers to ensure all potential barriers to learning are removed.
- Any other reasonable request made by the direct line manager or senior leadership team.

External links and further responsibilities

The post holder may be required to carry out other duties and responsibilities in keeping with the nature of this post as directed by and agreed with the Governors. Whilst every effort has been made to outline all of the duties and responsibilities of the post, this document does not specify every item in detail. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

Equality of Opportunity

Todmorden High School is committed to equal opportunities in employment and welcomes applications irrespective of gender, race, disability, colour, ethnic origin, nationality, sexual orientation, gender identity, marital status, religion, trade union activity, age, and/or medical condition. Your personal details will be treated in accordance with our Applicant Privacy Notice, available on our website in the Policies section.

Data Protection

The post will have responsibility for overseeing compliance with the General Data Protection Regulation (GDPR), in conjunction with the School's Data Protection Officer.

Privacy Notice

The school adheres to all Privacy laws and regulations [THS-Recruitment-Privacy-Notice.pdf \(todhigh.co.uk\)](#). *Reviewed every two years, or earlier if change dictates.*

Person Specification

Qualifications			
	Essential	Desirable	Source
Excellent level of education	E		A,C
Previous work experience		D	A,C
Willingness to engage in further study, inc First Aid	E		A, C
Skills and Knowledge			
Professional and confident manner	E		A, I
Strong customer care skills	E		A, I
Able to resolve problems and think creatively.	E		A, C
Able to meet strict deadlines.	E		A
Ability			
Able to work within a team and alone and with initiative.	E		A, I
Previous experience of working with young people		D	A,I

Professional attributes			
To be able to demonstrate an understanding, awareness, and empathy for the needs of the pupils at this school.	E		I
To be able to support our behaviour management strategies	E		A, I
To have excellent written and oral communication skills which will be assessed at all stages of the process	E		A, I
Show a good commitment to sustained attendance at work.	E		R
Personal qualities			
Continue to promote the school's strong educational philosophy and values	E		A, I
Inspire, challenge, motivate and empower teams and individuals to achieve high goals.		D	A, I
Inspire trust in the school community		D	I
Demonstrate personal enthusiasm and commitment aimed at making a positive difference to children	E		A, I
Build and maintain quality relationships through interpersonal skills and effective communication	E		A, I
Demonstrate personal and professional integrity, including values and vision.	E		A, I, R
Prioritise, plan and organise yourself.	E		A, I
Think analytically and creatively and demonstrate Initiative in solving problems.	E		A, I
Be aware of own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate feedback from others	E		A, I
Demonstrate a capacity for sustained hard work with energy and vigour.	E		I
Confidential references and reports			
A positive recommendation from all referees, including current employer	E		R
A = Application form. I = Interview, C = Certificates, R = Reference			

How to Apply

Interested candidates are invited to apply through the application form on the website.

Application deadline	Monday 15 th July 2024 at 12 noon
Candidates listing	Monday 15 th July
Interviews	Thursday 18 th July 2024

We are committed to providing a workforce that better reflects our community. Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability.

Todmorden High School is committed to safeguarding and promoting the welfare of children and young people, all staff and volunteers are required to share this commitment. Due to the nature of this role, you will need to complete an enhanced DBS and undergo pre-employment screening.

Todmorden High School is committed to adhering to Data Protection regulations in regard to how we store your personal information. To view our full recruitment privacy notice please visit our website www.todhigh.co.uk/recruitment.

