



# FROGMORE

## COMMUNITY COLLEGE



LEARNING SUPPORT ASSISTANT - COMPLEX NEEDS  
CANDIDATE INFORMATION



# WELCOME TO OUR SCHOOL

Dear Candidate

I am delighted that you have shown an interest in the role Librarian at Frogmore Community College.

This is a fantastic opportunity to join the school at an exciting stage in its history. The school has recently joined Weydon Multi Academy Trust and shares its

vision and values ([www.weydonmat.co.uk](http://www.weydonmat.co.uk)). Joining the trust has made the school ambitious and hungry for further success in the future.

In the next couple of months, the school will receive over £600,000 in the first stage to upgrade parts of the school site and the catering experience for the students. We will have a new Assistant Principal responsible for driving up standards in teaching and learning. In the next couple of months there will be a significant shift in our use of edtech to further support the main thing: student achievements.

At Frogmore we believe that every student can flourish, given the right environment, support and challenge. As a relatively small school, with 716 students on roll, we care deeply about the achievement and wellbeing of every individual. Ofsted captured this ethos when they visited in February 2022, stating: 'The school is a happy and friendly place to learn. Pupils say they feel that they belong to the 'Frogmore family'. They feel well supported and cared for by staff'.

Leadership at Frogmore Community College is strong. Our Senior Leadership Team is united by a shared commitment to achieve the very best for every child. Our small size leads to high levels of consistency and relationships in the school are incredibly positive. We are not complacent, however, and continuously seek to improve.

We are seeking a Learning Support Assistant who will support and inspire students through a passion for learning and a genuine growth mindset and provide 1-1 personal care and support for a student with additional health needs. You will have an unwavering commitment to working with children to be able to make the most of their time at school. You will be adept at building positive and respectful relationships with young people in order to manage them well in a classroom context. You will also be an excellent communicator who recognises the importance of working as part of a team. This role can be ideal in preparation for a future career as a teacher.

You will be joining a strong and collegiate team that has achieved great outcomes for students over recent years. The right candidate will find this appointment extremely rewarding and a fantastic opportunity to develop their own career and make a difference in our community.

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We know that working in a school can be demanding. At Frogmore, we pride ourselves on championing staff. We have a wellbeing weekend in November, where staff don't come into school. Every half term staff are nominated anonymously by their peers as 'colleague of the half term' to celebrate their contribution to our school. We enjoy celebrating our successes.

Frogmore Community College is a happy and supportive place to work. We are proud of our school and are always excited by the opportunity to welcome new staff into our 'Frogmore family'.

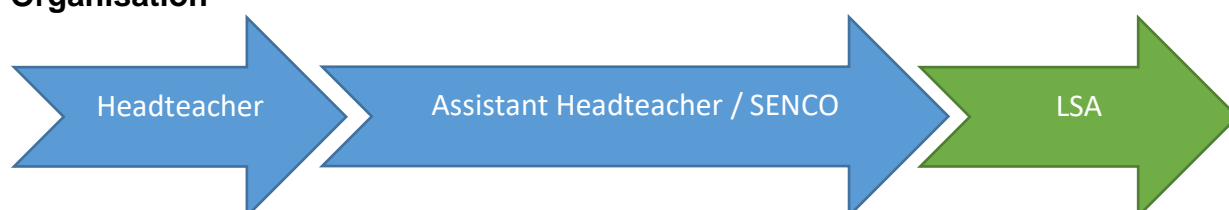
Laura Goulborn and Matthew Venton  
Interim Co-Principals

# Job Description for Learning Support Assistant

## - Complex Needs

<b>Role Title</b>	<b>Learning Support Assistant</b> - with responsibility for 1-1 personal care of a student with complex needs
<b>Role Purpose</b>	To be the member of the LSA team with responsibility for the identified students personal care needs
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>To liaise with the Lead LSA for Physical Disabilities daily regarding the student's needs and requirements</li> <li>To liaise with Physiotherapists, Occupational Therapist and Specialist Teacher Advisors for Physical Disabilities as appropriate</li> <li>To liaise with primary schools. This will involve the organisation and attendance of meetings with relevant staff members e.g. class teacher, SENCO, LSA, ELSA etc in order to help facilitate the smooth transition to the school and visiting student concerned in class to discuss the transition</li> <li>To initiate and maintain contact with parents</li> <li>To have responsibility for the recording and maintenance of up to date records relating to meetings</li> <li>To provide 1-1 personal care needs for the identified student and log its completion. Such duties include but are not limited to: <ul style="list-style-type: none"> <li>- changing clothes</li> <li>- assisting with toileting</li> <li>- accompany student on school trips</li> <li>- support with moving the student from wheelchair into standing frame and associated activities</li> </ul> </li> <li>To be the first point of contact for school staff, providing guidance and support on supporting the student with her physical needs as necessary</li> </ul>
<b>Support for students</b>	<ul style="list-style-type: none"> <li>To work with individual students in lessons to ensure that they are kept on task and complete activities set by teachers</li> <li>To deal with behavioural and special needs issues in conjunction with teacher</li> <li>To work with students to help build self-esteem, self-confidence and to develop social skills</li> <li>To coordinate and undertake personal/intimate medical work as needed</li> </ul>
<b>Support for teachers</b>	<ul style="list-style-type: none"> <li>To help implement lesson plans</li> <li>To provide feedback to the teacher as appropriate to support student understanding and learning</li> </ul>
<b>Wider role</b>	<ul style="list-style-type: none"> <li>To attend meetings of the LSA team</li> <li>To work co-operatively with other members of the LSA team</li> <li>To fulfil such other duties as may be requested by the SENCO, including carrying out student assessments, preparing supporting material and carrying out routine administration</li> <li>To ensure that personal development needs are known by the SENCO and to participate in training as appropriate</li> </ul>
<b>Reporting To</b>	Assistant Headteacher/SENCO
<b>Working Time</b>	Part Time – 27.5 hours per week, 39 weeks per year (Term Time only)
<b>Salary/Grade</b>	WMAT pay scale WA4-10 to WA4-16
<b>Disclosure Level</b>	Enhanced

### Organisation



## Accountabilities

Accountability	Expectations
<b>Safeguarding, Student Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Be fully committed to safeguarding and promoting the welfare of children</li> <li>• Undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.</li> <li>• To attend all Safeguarding and Child Protection statutory training, as required</li> <li>• Adhere to Safeguarding policies and procedures and the Staff Behaviour Policy, upholding professional standards at all times</li> <li>• Demonstrate empathy and kindness towards students and fellow staff</li> </ul>
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• Contribute to whole school planning activities, including interventions</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Take part in the school's staff development programme by participating in arrangements for further training and professional development</li> <li>• Continue personal development in relevant areas</li> <li>• Engage actively in the Individual Performance Planning process</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Contribute to the process of monitoring and evaluation in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>• Maintain appropriate records and provide relevant accurate and up-to-date information for monitoring purposes</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with the parents of students, as appropriate</li> <li>• Where appropriate, communicate and co-operate with persons or bodies outside the school</li> <li>• Follow agreed policies for communications in the school</li> <li>• Contribute to the development of effect links with external agencies</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>• To assist the Assistant Headteacher to identify resource needs and to contribute to the efficient/effective use of physical resources</li> <li>• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the students</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• In accordance with the provisions of the Health and Safety at Work Act 1974, take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. Co-operate with the school to enable the school to perform or comply with its duties under statutory health and safety provisions.</li> <li>• All employees are required to participate in the school's accident/incident reporting systems and to comply with procedures and techniques for managing risks.</li> </ul>

### Other:

In addition to the above, we expect all staff to adhere to all school policies, attend and participate in staff meetings as required and make your own contribution to the community life of the school. Employees are expected to be courteous to colleagues and welcoming to all, in person, on the telephone or in written correspondence.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the school.

Frogmore Community College is committed to equality of opportunity. We positively welcome applications from all sections of the community.<sup>2</sup>

Frogmore Community College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



# Learning Support Assistant - Complex Needs Person Specification

<b>Key:</b> <b>App</b> – Application Form <b>Ref</b> – Reference <b>SP</b> – Selection process. This could include a range of exercises, including an interview.		
<b>QUALIFICATIONS</b>		
Good standard of general qualifications, including GCSE English and Maths at grade C or higher (or equivalent qualification in English)	Essential	App/Checking at interview
Commitment to further professional development	Essential	App
Further qualification in a related area	Desirable	App
<b>EXPERIENCE, KNOWLEDGE AND SKILLS</b>		
Relevant experience in education	Desirable	App/SP/Ref
Ability to motivate and encourage pupils	Essential	App/SP/Ref
Ability to use ICT	Essential	App/SP/Ref
Ability to provide support to children of a developmental and empowering nature	Essential	App/SP/Ref
Work with due regard to confidentiality	Essential	App/SP/Ref
<b>PERSONAL &amp; PROFESSIONAL QUALITIES</b>		
<b>Self-Awareness:</b> Emotional self-awareness; accurate self-assessment	Essential	SP
<b>Social Awareness:</b> Emotional intelligence; organisational awareness; understanding of appropriate professional behaviours in self and others; excellent presentation and communication skills	Essential	SP
<b>Self-management:</b> Emotional self-control; transparency; adaptability; resilience; initiative; optimism	Essential	SP
<b>Relationship Management:</b> Leadership potential; sense of humour; conflict management; team work and collaboration; warmth	Essential	SP
<b>SPECIAL WORKING CONDITIONS</b>		
School operates a no smoking policy	Essential	SP
To attend any training as deemed appropriate	Essential	SP
Agreement to the Governing Body undertaking a Disclosure & Barring Service check	Essential	SP
Experience of and commitment to effective inclusion and safeguarding strategies and practices	Essential	SP
Work in ways that promote equality of opportunity, participation, diversity and responsibility	Essential	SP



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