

MAESTEG SCHOOL

Ffordd Dysgu
MAESTEG
Bridgend
CF34 0LQ



Ffordd Dysgu
MAESTEG
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Headteacher / Pennaeth: H. Jones B.A. (Hons) N.P.Q.H.

January 2022

Dear Applicant

Learning Support Assistant – Grade 3

Thank you for the interest you have shown in the above post at Maesteg School.

Maesteg School is a thriving 11-18 community comprehensive school, situated within easy access to the M4 motorway, in a new 'state of the art' building.

The Governors are seeking to appoint a dynamic, proactive and caring individual to support pupils in their access to learning. The successful candidate will be responsible for ensuring that the pupils in their care can make the very best progress they can in all aspects of school life.

The successful candidate will be joining a thriving, well-experienced and well-supported Additional Learning Faculty.

I look forward to receiving your application by **Friday 4th February 2022 - 9am**. Should you require any further information, please do not hesitate to contact the school.

Yours sincerely

Helen Jones
Headteacher

(Applicants short-listed for the above post will be contacted by the school as soon as possible after the closing date. Should you not be contacted, you have been unsuccessful in your application on this occasion. However, your interest in the post and Maesteg School is much appreciated. Thank you.) **Please note:** Due to the current economic climate, the school is unable to offer any re-imbursment for travelling expenses.

Motivated to Strive / Ysgogi i Ymdrechu





MAESTEG SCHOOL

LEARNING SUPPORT ASSISTANT

Grade 3

(£18,933 - £19,312) – pro rata

30hpw – Term Time Only

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Information via:

Email:

*Application pack (including application form) are in Word format and will be forwarded to applicant via email, **please return via email.***

Closing date for applications:

Friday 4th February 2022 – 9am

Applicants are requested to note that the successful candidate will be required to agree to an enhanced criminal record clearance being undertaken



YSGOL MAESTEG - SCHOOL INFORMATION

The school is situated in the Llynfi Valley, in a very pleasant rural setting, yet conveniently situated for access to the M4, Bridgend, Swansea and Cardiff. The school's catchment area serves the town of Maesteg and surrounding villages in the Llynfi Valley. The school enjoys close links with its main partner primary schools and benefits from a supportive close knit community. We are co-educational, with a pupil age range of 11-18 years. The present roll is 1093 pupils, including approximately 164 in the Sixth Form. The pupil population has a balance of boys and girls and a truly comprehensive intake. A total of 28.4 % of pupils are entitled to free school meals. This is above the national average of 17.4% for secondary school in Wales. Around 55% of the population live in the most deprived areas in Wales. Fundamental to the way we work here is in removing barriers to learning. The school currently has 72 teaching staff and a further 38 support staff that include administrators, technicians and learning support. The school is cohesive, safe and highly inclusive. We always look to recruit staff who have high expectations of all learners with a total commitment to the education and welfare of young people and who are able to provide an outstanding level of personal support. We believe outstanding teachers and outstanding support staff really do make the transformational difference in a child's life.

We currently operate mixed ability grouping in Year 7. The school has a 25 period/hour teaching week and setting throughout the curriculum. The curriculum covers the requirements of the National Curriculum and there is a clear emphasis on teaching and learning in a supportive environment. In Key stage 4, the school offers a good range of general and vocational courses, including successful provision for reducing the number of pupils leaving school with no qualifications and meeting the needs of our more able and talented pupils. The school is a member of the Bridgend Learning Network for 14-19 Pathways.

Maesteg School is committed to the concept of skills development. We have developed a curriculum in Year 7 that is focused on developing skills through cross-curricular challenges and this has gathered a lot of interest. We are committed to the vision of ensuring that this work becomes integral to the work of all faculties and underpins our approach to learning at Maesteg. With a greater understanding of the learning process and what it means to be a powerful learner, we are seeing increased self-efficacy in our pupils which will result in them maximising their potential.

The school is committed to helping everyone who works here to do their best possible work in raising standards. Colleagues are consulted on all major policy decisions and are encouraged to raise openly any matters concerned with the school's effective operations. Pupils also make a positive and significant contribution, which influences all aspects of school life.

In terms of curriculum, the school is organised into Faculties, with Directors of Learning responsible for their leadership and management. The pupil guidance system is managed by Progress leaders. Most teaching staff are also Form Tutors. The work of the school is monitored and evaluated by the Governors, the Headteacher, Senior Managers, Directors of Learning and Progress Leaders.



The review process is used to inform development planning and to maintain the school's progress. Staff provide a range of enrichment programmes and pupils participate in a wide range of community activities.

The school has a clear focus on the development of Literacy, Numeracy and ICT and has committed a substantial part of its budget to all these areas. It is expected that staff will be ICT literate and innovative with ICT in their lessons.

We want all our pupils to have the opportunity to maximise their potential. Each pupil is of equal value and has equal access to the curriculum and all 'benefits, facilities or services' offered by the school. At Maesteg School we pride ourselves on knowing and supporting every pupil. We attach great importance to educating about equal opportunities. The school curriculum covers issues of equality and challenges prejudice and stereotyping in schools and in the wider community. We foster a culture where diversity is valued and equality of opportunity is a reality.

Maesteg celebrates its 'Welshness' and identity in many ways. We are proud of our language and heritage and this commitment is to be seen in much of our work. Pupils are exposed to the Welsh language and many events are held to celebrate our history and tradition. All subjects are taught through the medium of English, apart from the subject of Welsh. All subjects use basic greetings and instructions in Welsh to develop pupils' competency. All pupils study Welsh in KS3 and KS4 unless an exemption has been implemented. English is the day to day language of communication in the school. However, staff and pupils are encouraged to use Welsh as much as possible.

Partnership is a common thread running through the school, based on mutual respect and the sharing of good practice. We are very fortunate to serve a close knit community. The school prides itself in achieving a number of externally accredited quality marks including 'Investors in Families', 'ICT Mark', 'Careers Wales Mark', 'Active Marc Cymru' and International School . The school has a strong commitment to being community focused.

This is a great opportunity to be part of a school with a moral purpose of raising self-esteem. There is a real sense of excitement and confidence in what we can achieve together.

The school is a pioneer school both in terms of professional learning and curriculum development. Our aim is to develop Maesteg School as an innovative learning organisation.

As part of our professional development leadership programme, there are opportunities for all staff to participate in leadership opportunities that lead to whole school improvement

'Motivated to Strive'

H Jones
Headteacher



MAESTEG SCHOOL

"Motivated to Strive"
"Ysgogi i Ymdrechu"

Additional Learning Needs Faculty

We are a successful and supportive department of 18 staff, including the Additional Learning Needs Coordinator and a Specialist Teacher of ALN. We have established an excellent reputation with parents and local services for the support we provide pupils in Maesteg School. Estyn has recognised the care, support and guidance of pupils in the school as 'Good' or 'Excellent' over the last 12 years – an achievement of which we are exceptionally proud.



We support pupils throughout the school for many different additional learning needs with excellent resources, facilities and a commitment to achievement for all. We have strong links with parents and external agencies to ensure our pupils make the very best progress in all aspects of school life.

We are incredibly proud of our OASIS for learners with ASD and our innovative in-house Maesteg Alternative Curriculum Base (MAC). Our OASIS is a CARE provision base which is run by Bridgend County Borough Council. We also operate intervention 'hubs' for Literacy, Numeracy and Specific Learning Needs. We have recently developed a Nurture class in Year 7 and 8 who are taught English and Mathematics by the Specialist Teacher of ALN.

Facilities in the ALN Faculty are excellent: a range of ICT intervention programmes; 6 dedicated areas for support and intervention; a learning resource centre (OASIS) for ASD built around the principles of nurture and life-skills and an alternative curriculum base (MAC) that has established links with local businesses and provides pupils with opportunities outside of the mainstream curriculum. We have a School Intervention Dog called Sid who supports students with their wellbeing and often attends intervention sessions and lessons with pupils.



We are a hard-working and dynamic Faculty with a real 'can-do' attitude. We are proud of our achievements and the reputation that we have for supporting pupils of all abilities throughout their school life.



JOB DESCRIPTION – LEARNING SUPPORT ASSISTANT

DIRECTORATE: Education & Family Support

DEPARTMENT: Maesteg School

POST: **Learning Support Assistant**

GRADE: 3

RESPONSIBLE TO: Headteacher

JOB PURPOSE:

Under the direct management of teaching/relevant staff, support access to learning for pupils and general support to the teacher in the management of pupils in the learning environment.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

GENERAL DUTIES

- **Assist and support pupils during and between lessons providing specific care to those pupils with additional learning needs – ensuring access to learning activities**
 - **Assist in creating and maintaining structured and agreed learning activities, adapting or modifying to enable pupil access to learning**
 - **Observe and be aware of pupils' progress; report back to staff if requested**
 - **Assist in creating and maintain a purposeful, orderly and supportive environment**
 - **Assist in monitoring pupils' responses to learning and provide feedback to teachers on achievement, progress, problems etc.**
 - **Assist with supervision of pupils out of lesson times to include lunchtime and break time**
 - **Promote inclusion and acceptance of all pupils**
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Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the Health and Safety Policy HASAWA 1974

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Check

This post requires a criminal records check through the Disclosure and Barring Service (DBS)

PERSON SPECIFICATION

Learning Support Assistant

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (E)

Attributes	Requirements	Essential	Method of Evaluation/Testing
Qualifications, Education and Training	NVQ Level 2 for Teacher Assistant or Equivalent	E	Production of original Qualification Certificates and application form
	Basic first aid knowledge	D	
	EWC Registration Ability to deliver Emotional Literacy support (ELSA, Thrive etc.)	D	
Knowledge and Experience	Experience of working with or caring for children of relevant age in an additional needs environment	D	Interview, application form and selection process
	General understanding of the National Curriculum	D	
	Basic understanding of child development and learning	D	

Skills and Personal Qualities	Good numeracy and literacy skills	E	Interview, application form and selection process
	Demonstrates understanding of classroom roles and responsibilities	E	
	Ability to follow learning plans and monitor progress	E	
	Ability to relate well to children and adults	E	
	Ability to work constructively as part of a team	E	
	Courteous in dealing with staff, pupils, parents and carers	E	
	Manages time effectively	E	
	The ability to communicate through the medium of welsh	D	
