



# Hulme Hall Grammar School

## Learning Support Assistant Job Description

### The School

Hulme Hall Grammar School is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Hulme Hall Grammar School is an independent school for boys and girls, based in Stockport. It was established in 1928 and has approximately 170 pupils on roll, from Pre-School to aged sixteen. The School prides itself on providing a caring, supportive environment where every pupil is treated as an individual. Small class sizes in combination with excellent teaching, lead to consistently good examination results.

The Governors are seeking to appoint a committed and enthusiastic Learning Support Assistant. The post-holder will join our existing Enrichment Team and work with children across the school but mainly in the Senior School at Key Stage 3 and Key Stage 4. The post is full time during term only plus INSET days.

**We would be prepared to consider applications from candidates who would prefer to work part-time.**

The successful candidate will be highly motivated and able to use effective strategies to promote positive attitudes to learning. You will be fully committed to supporting children and have the ability to enthuse and inspire. You will have high expectations of the children in your care, both in terms of attainment and behaviour and will always behave in a positive and professional manner. You will also be able to work within a team environment.

### Main purpose of the job:

- To support teaching and learning activities across the school
- To support pupil groups ensuring high expectations and progress with the curriculum including pupils with SEND and / or an EHCP
- To provide the necessary pastoral care to enable pupils to feel secure, happy, and able to learn
- To support individual pupils inside and outside the classroom to enable them to learn, interact with others and engage in activities led by the class teacher

## Major Duties and Responsibilities:

1. To promote safeguarding and the welfare of children
2. To support, assist & supervise the children under the direction of the class teacher
3. To participate in the planning process as directed by the class teacher
4. To aid in the development of learning resources within the school
5. To undertake first aid duties and attend to unwell children as necessary
6. To provide support for all professionals delivering teaching
7. To provide clerical assistance as necessary e.g., maintaining records

## Job Activities:

1. To assist in the planning, recording and implementation of the curriculum for pupils, including those with SEND and / or an EHCP
2. To work with the class teacher in lesson planning, and differentiating work as appropriate to support the delivery of the curriculum
3. To deliver directed task activities and provide written and oral feedback to children
4. To monitor and evaluate the child's learning and provide feedback to the teacher
5. To facilitate positive interactions between the child and peers
6. To prepare resources
7. To assist with supervision during educational visits
8. To provide support for children with special educational needs including assistance generally
9. To liaise sensitively with parents under the direction of the class teacher
10. To be an integral part of the school and work in partnership with all staff on a curriculum team, developing subject expertise
11. To implement the school behaviour policy
12. To undertake break time and lunch time activities as timetabled

**Please also see the Person Specification for this role, which is contained in a separate document.**

Applications are welcome from a diverse range of backgrounds and factors such as skin colour, gender, race, nationality, ethnic origin, religious faith, or any other protected characteristic will NOT be taken into account in the selection procedure.

### Conditions of service:

Salary will be £17,857 per annum (FTE) £12,500 (actual) per annum

### In return, we can offer:

- A school committed to safeguarding
- A welcoming, friendly, and inclusive school
- A committed staff team
- Well-motivated pupils who have a positive attitude to learning
- Opportunities for personal career development

### Application procedure:

A fully completed application form (which can be downloaded from the school website), to include details of two confidential referees should be addressed to: The Headmaster, Hulme Hall Grammar School, Beech Avenue, Stockport SK3 8HA, or e-mailed to The Headmaster's Secretary, Mrs Cooke, at: [d.cooke@hulmehallschool.org](mailto:d.cooke@hulmehallschool.org)

Closing date for applications: Thursday 27<sup>th</sup> January at 2.00pm.

Interviews are scheduled to take place during the week beginning Monday 31<sup>st</sup> January.