



Woodrush High School

An Academy for Students Aged 11-18

Associate staff job pack
Learning Support Assistant
32.5 hours per week
Term time only



Excellence Through Endeavour



Proudly part of the Black Pear Trust

Welcome to Woodrush High School

Woodrush High School is a thriving, over-subscribed 11-18 academy and teacher training provider that has forged strong educational and community partnership. Woodrush has established a reputation as a vibrant community for learning, enrichment and teaching.

Woodrush is a caring, supportive and positive place for all; committed to forging strong proactive links within the community which contributes to the success of the school and the sense of belonging that students, families and staff feel.

We are committed to ensuring that all our students receive their entitlement to an excellent education. Every student at Woodrush is supported through our comprehensive pastoral support. We are proud of our students' excellent behaviour and we support all our students to grow into polite, kind and considerate individuals through a purposeful ethos framed through tutoring, assemblies, our personal and social development and character education programmes.



By joining Woodrush, and as part of Black Pear Trust, you will be joining a committed, supporting and well-qualified team of staff who are dedicated to delivering a challenging and vibrant curriculum that is ambitious, engaging, and exciting for our learners. We are proactive in our commitment to community and educational links across the region and have strong and strengthening partnerships through the Black Pear Trust but also with our local primary schools, businesses, the parish council, community groups, universities, educational hubs.

Woodrush are as proud of our staff's endeavours as we are the academic and extra-curricular achievements of our students. Students and staff alike are nurtured to do their very best and are encouraged to be proud of their successes; continuing to develop their skills, harness their talents, and so fulfil their potential at Woodrush.

All leaders, managers, and governors are relentless in their pursuit of excellence in all aspects of teaching, provision and care; supporting colleagues to deliver this standard every day. And so, by choosing Woodrush as a place to work, you are choosing a workplace that will work hard to support you to grow professionally in your specific role and wider contribution to the ethos of Woodrush, our local context, and the Trust at large.

If you have not had the opportunity to, I encourage you to visit our wonderful school and meet our brilliant students and staff.

I wish you the very best of luck if you decide to apply to join our team at Woodrush.

More information about learning and teaching at Woodrush

Teaching and learning practice is creative, ambitious and evidence-informed which promotes a place of learning that challenges and supports all students to be inspired, achieve and be

Inspiring, achieving, and celebrating excellence through endeavour

celebrated for their attitudes and achievements. Our recent Ofsted inspection, April 2024, categorised Woodrush as a 'Good' school. The inspection acknowledged how:

- 'Woodrush is 'a **harmonious community** where difference is celebrated'
- 'Adults at Woodrush High **go the extra mile** for [learners]'
- 'The arrangements for **safeguarding** are effective'
- '...pupils understand how the school expects them to behave, and pupils are **polite, respectful and courteous.**'
- 'Pupils appreciate the leadership positions which exist in the school, and that **their voices are heard** by leaders.'
- 'The school has put in place an **ambitious curriculum** for all pupils'
- '**Pupils respond well to the school's expectations** of them academically'
- 'Pupils receive regular information about **careers and future** destinations throughout their time at the school.'
- '**Engagement with staff at all levels** drives key decisions...'
- '...staff report that they appreciate developments that leaders have put in place to manage **workload and support** them in their roles.'
- '**Governors are highly supportive** of the school and **hold leaders to account effectively**'

Of all our achievements, we are most proud of our students: their enthusiasm, inquiring minds, eagerness to learn and willingness to contribute to the various opportunities that life at Woodrush offers. And we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents. We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at Woodrush. Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Mr Jay Barber, Headteacher, NPQH



About Black Pear Trust

Rooted in the heart of Worcestershire, we are a dynamic and forward-thinking multi-academy trust where collaboration and innovation thrive. Since our establishment in 2014, we have been on a mission to transform education by fostering inclusive, high-quality learning environments where every child can excel.

Guided by our inspiring vision, "In unity; we broaden horizons, raise aspirations and impact generations," we work alongside a vibrant community of schools, educators, parents, and partners to create exciting opportunities for students. From nurturing curiosity to driving ambition, we ensure that every learner is empowered to reach their full potential.

With our growing family of schools, we cater for children aged 2 - 18, each sharing a passion for excellence. We are shaping a brighter future for generations to come—right here in Worcestershire. Together, we're not just educating; we're inspiring!

Trust Vision & Values

As a Trust we have 4 core values:

Pride
Excellence
Achievement
Respect



Which for our children translate to:

Proud to be me
Enjoy Learning
Achieve Success
Respect for the World

Our mission is to grow excellent learning communities together. In order to achieve it we are guided by our overarching Trust vision:

In unity; we broaden horizons, raise aspirations and impact generations.

By working at Woodrush, all staff can benefit from:

- Local Government Pension Scheme
- Staff Community Forums for wellbeing and diversity
- Adult Mental Health First Aiders
- Training Consortium opportunities for professional qualifications inc. NPQs
- Employee Assistance Programme (EAP)
- DfE Disabilities Confident Employee
- Free Parking Available
- Access to Nationally Recognised Discounts (Blue Light Card *£5 payable per 24 months)
- Onsite canteen, commercial café and gym
- Supplemented gym membership

Job Description

- JOB TITLE:** Learning Support Assistant – Level 2
- GRADE:** SCP 5 to 6 – £25,583 to £25,988 per annum
- RESPONSIBLE TO:** SENCO
- Contract :** 32.5 Hours per week (8:15am to 3:15pm) 5 Days a week.
Term Time Only + plus 5 INSET days

Job Purpose:

To support SEN students with their development and education by providing care, supervision skills and academic support by utilising a good standard of practical knowledge and skills whilst always promoting student independence.

Main Duties and Responsibilities:

- To assist in the support of students with additional needs, to enable them to access the curriculum as much as possible
- Implement agreed learning activities adjusting approach to accommodate the students' needs
- To complement the Teacher's delivery of the curriculum
- To work collaboratively with teaching staff and assist teachers in the planning cycle and the management/preparation of resources
- To be proactive in the ascertaining any necessary preparation that needs to be made in advance and action this where time is allocated
- Receive specific instructions from the SENCO and other professionals, putting their recommendations in to place to benefit our students, including the maintenance of a learning profile folder for all students
- Supervise the activities of individuals or groups of children, to ensure their safety and facilitate their physical and emotional development
- To monitor individual pupil's problems, progress, achievements and condition and report these to the designated supervisor as appropriate
- To assist students to learn as effectively as possible in class, whole school, group, and individual situations
- Assist students to access the normal routines of the classroom
- To establish a supportive relationship with allocated students
- To use advice and implement recommendations from a range of professionals including SENCO and outside agencies
- To encourage the integration of all students into the class
- To help promote and reinforce student confidence and self-esteem
- To help keep students on task and build motivation
- To always promote student independence
- To contribute to SEN reviews and attend any other meeting relevant to the service/student needs
- Assistance with the physical needs of students as required

- Supporting the use of ICT in learning activities and develop student competence and independence in its use
- Act as a Reader or Scribe during routine tests or examinations

Specific roles:

- Provide 1-1 support for specific named students with a recognised high need
- Develop and maintain a detailed understanding of the subjects and specifically those areas being taught in lessons

Other Duties:

To understand and be prepared to support the ethos of the school by:

- Promoting good relationships with students, parents, colleagues, governors, LA and agency staff and visitors to the school;
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.
- Completing training in the relevant areas to meet all safeguarding and health and safety standards as advised by Woodrush High School policy.
- Promoting high standards of personal presentation and conduct, including being punctual and using social network media appropriately;
- Being aware of all matters of health and safety related to the working
- A commitment to safeguarding all children
- Confidentiality, respect and understanding
- To supervise whole classes occasionally during the short term absence of teachers as instructed

CPD

- Undertake training where necessary to remain compliant and to ensure ongoing professional development to meet the changing demands of Academy growth.
- Sustain an impressive knowledge of developments in strategy, thinking and practice in their key areas.
- Take responsibility for his/her own professional development by actively engaging with and seeking opportunities for learning and development.
- To update yourself with the latest trends of available software solutions and trends in national expectations of data management.

Notes:

The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy.

Person Specification

Learning Support Assistant Person Specification		Essential	Desirable
QUALIFICATIONS AND TRAINING			
1	GCSE standard Grade C or above in English and Maths	√	
2	NVQ Level 3 or equivalent specific to the post		√
3	Evidence of further professional development and training and how it has been applied	√	
Experience			
4	Experience of working with young people	√	
5	Experience of working in a Secondary School		√
6	Experience of working as a Teaching Assistant or Learning Support Assistant		√
7	Experience of working in Education		√
8	Experience of working with vulnerable students		√
Knowledge and understanding			
9	Excellent IT Skills	√	
10	Understanding the national curriculum	√	
11	Knowledge of Ofsted Guidance	√	
12	Understanding of the SEND Codes of Practice	√	
13	Understanding of principles of child development and learning processes	√	
14	Understanding of classroom roles and responsibilities and your own position within these	√	
15	Excellent communication and interpersonal skills	√	
Skills, Abilities and Attributes			
16	Desire to see young people succeed	√	
17	Ability to work as a team	√	
18	Sensitivity in collaborative work with colleagues within and outside of school	√	
19	Expectations of high standards	√	
20	Able to plan, priorities and manage own time effectively	√	
21	High Level of communication skills.	√	
22	Excellent personal organisation and self-motivation	√	
23	Ability to relate well to children, young people and adults.	√	
24	Identifies and overcomes barriers and manage risks.	√	
25	Ability to build supportive relationship with students in line with their needs	√	
26	Flexibility and adaptability with a 'can do' attitude.	√	
Other Factors			

27	Identifies and promotes best practice and encourage the sharing of ideas.	√	
28	Proactively seek opportunities to increase job knowledge and understanding.	√	
29	Evidence of a commitment to promoting the welfare and safeguarding of children and young people.	√	

Application Process

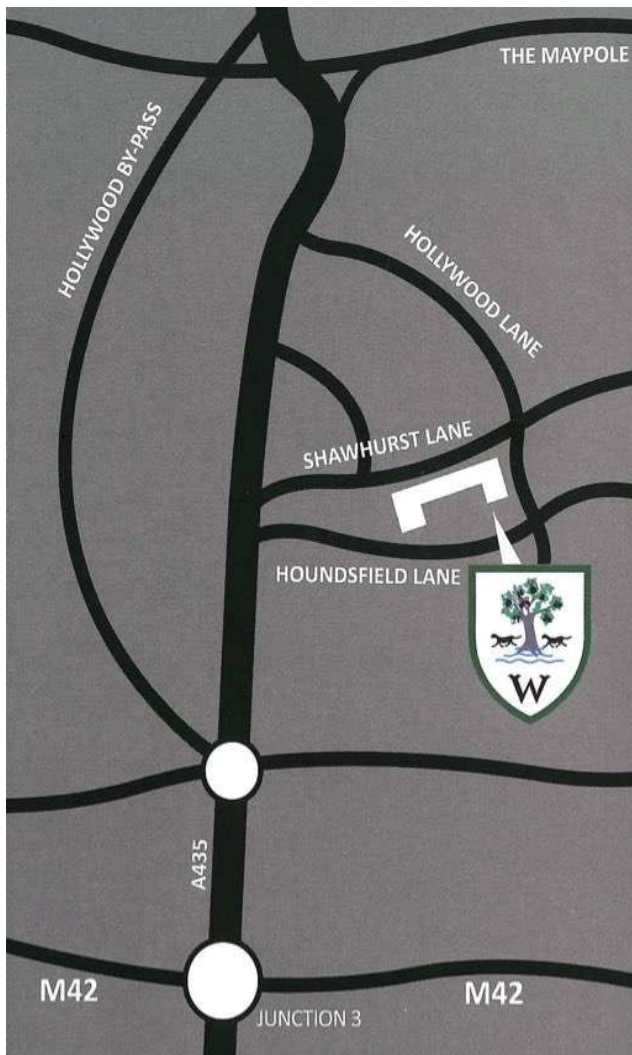
Please thoroughly read this information pack including the job description. If you think you would be a great fit for Black Pear Trust, complete your application via MyNewTerm.

We shortlist our applicants using a standard matrix for clarity and equity. The top candidates will be invited to interview. Please monitor your emails as all communication will be via MyNewTerm.

Successful candidates will receive a conditional offer of employment pending receipt of positive references, successful Right to Work checks and return of an acceptable DBS check and Child Barred List Check.

Once all pre-employment checks have been completed and are compliant with our Safeguarding Policy, you will then receive an Employment Contract via email for signature. At Black Pear Trust, we place paramount importance on safeguarding the children in our care. For further information on our safeguarding policy including Right to Work and DBS/Barred list checks, please contact HR@blackpeartrust.org.

Applicants are welcome to reach out to Woodrush High School Headteacher, Jay Barber, for any further information on the position or for a visit to the school using 01564 823777 / hr@woodrush.org / head@woodrush.org.



By Rail

A train from Birmingham Moor Street to Whitlocks End will take around 20 minutes. A taxi from Whitlocks End Station to Woodrush High School will cost about £6.00.

A train from Birmingham Moor Street to Wythall Station will take about 20-25 minutes. This service is less regular than the service to Whitlocks End. A taxi from Wythall Station to Woodrush High School will cost about £6.00.

A2B Taxis - 0121 733 3000

By Car

From junction 3 of the M42 take **A435** exit to Birmingham. At the next roundabout take the third exit signposted Wythall/Hollywood. Follow this road until you pass a group of shops on the right (including Spar). Turn right onto Shawhurst Lane. Woodrush High School is on the right. (Postcode for Sat Nav. is B47 5JW)

There is limited parking at the front of school or alternatively please use the Sports centre