



# All Hallows Catholic School

Information Pack

for

Learning Support Assistant  
(Specialist)



All Hallows Catholic School  
RECRUITMENT  
✉ [recruitment@allhallows.net](mailto:recruitment@allhallows.net)

# Welcome

Thank you for taking the time to visit us, we hope this pack provides you with the information you need, to join our **All Hallows Family**.

All Hallows is a Roman Catholic comprehensive school and Sixth Form College in the diocese of Portsmouth that serves the students and families of Surrey, Hampshire and Berkshire. We are a happy and high-achieving school, offering a wide range of activities outside the classroom to ensure each student experiences a wide range of opportunities to help them find their place in the world.

Staff at All Hallows share our Gospel values and we are committed to using our talents to serve our students, in both their academic and spiritual lives. We believe that working together we will ensure that our students will be happy and successful in all that they do.

We look forward to welcoming you to All Hallows in the future.

Yours sincerely



Mark Baines  
Headteacher



# The Ark

Our team of enthusiastic Learning Support Assistants work hard to ensure that all children with SEND are given the right level of support and attention to make excellent long-term progress. Opening in September 2020, we have a dedicated space for our SEND students known as 'The Ark' where small group and 1:1 interventions take place, as well as homework club and transition programmes such as 2by2, where older students mentor new SEND students.



## Working with us

The team is led by an experienced SENDCo, along with two Deputy SENDCo's and a SEND Officer.

All Hallows is committed to developing a confident and capable team and we have developed a supportive and targeted programme for those who join us, at any stage in their professional journey, to maximise their own potential.

Opportunities exist to become a specialist in your subject area, or to be a Literacy or Numeracy Lead. All Hallows also has training programmes available for individuals who wish to develop as an ELSA (Emotional Literacy Support Assistant) or a SALT (Speech and Language Therapist).



# Job Description

## LEARNING SUPPORT ASSISTANT

Post title:	Learning Support Assistant
Salary and grade:	AH5 £21,385 - £23,387 FTE (£19,744 – 21,055 pro rata, term-time only, based on working Monday to Friday)

### JOB PURPOSE

To assist learning and teaching within the Learning Support Department at All Hallows.

### RELATIONSHIPS

The post holder is primarily responsible to the SENDCO, but may also receive guidance and instruction from relevant Heads of Department, the Deputy Headteacher, and the Headteacher. The post holder will also receive guidance and support from the SEN Administrator.

*All staff of All Hallows Catholic School should endeavour to maintain the Catholic character of the school in accordance with the directions given by the Governors and subject thereto, the directions given by the Headteacher.*

### OVERALL RESPONSIBILITIES

The main responsibilities of the Post Holder are as follows:

- To assist students with specific learning needs in various subjects at All Hallows under the direction of the SENCO.
- To assist in providing support to individuals and small groups of students as required.
- To contribute towards creating learning experiences for the students in accordance with the published mission statement and aims of the school, maintaining departmental policies on methodology, homework, assessment and reporting which reflect these aims.
- To assist in the preparation of materials for teaching.
- To participate in appropriate departmental meetings.
- Such other duties as required by the SENCO as will benefit the school and the post holders' professional development.





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### ADDITIONAL RESPONSIBILITIES

The Post Holder may be requested to assist with other activities such as:

- Undertaking one-to-one tuition with targeted students.
- Attending on and off-site training activities as required.
- Assisting with non-class based activities such as trips, awaydays, sports activities etc.
- Assisting with form groups and liaising with parents / carers as required.

The Post holder may be required to carry out other tasks or duties as reasonably requested by the Head of Department or Headteacher from time to time.

### SAFEGUARDING

All Hallows Catholic School is committed to safeguarding and promoting the welfare of our pupils in school in accordance with the Children Acts 1989 and 2004, and the Education Act 2002. All staff and volunteers must share this commitment and will be expected to undertake training as and when appropriate.

### HEALTH AND SAFETY:

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LA's policies and procedures.

*All members of staff are expected to maintain an appropriate professional appearance in accordance with the agreed guidelines published in the Staff Handbook.*

### GENERAL

This job description is not necessarily a comprehensive description of the post, and may be reviewed and amended at any time in consultation with the post holder. The post holder will be expected to participate in appropriate staff training and development activities.

### NOTE

In the event of any disagreement concerning this job description, the matter should be raised with the Headteacher.

Contracts and Administration are organised through the Finance Department.



# Our Vision

Our vision at All Hallows is to form happy, successful students who reach their full potential and leave the school with integrity and moral purpose. We want a whole school experience that everyone would wish for their own children. We put our students at the heart of everything we do, guided by the truth and love of Christ.

# Our Core Values

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## Respect

**Respecting ourselves, others and our community**

We expect our students to **respect** God, themselves, others and the All Hallows Community;

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## Courage

**Never giving up and taking on new opportunities.**

We expect them to be **courageous**, to never give up and take on new opportunities;

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## Responsibility

**Taking ownership of our actions and who we are**

We want them to take ownership of their actions and take **responsibility** for themselves;

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## Consideration

**Being thoughtful and giving our time for others**

We want them to be **considerate**, by being thoughtful and giving up time for others;

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## Intellectual Curiosity

**Using new ideas and concepts, challenging our way of thinking**

We expect them to have **intellectual curiosity** by using new ideas and concepts and challenging themselves in how they think.



# High Expectations

## OFSTED 'OUTSTANDING'

By way of external credentials, we are rated an 'Outstanding' school both by Ofsted and by the Diocese of Portsmouth.

# Delivering Excellence

## Our Curriculum

All Hallows delivers a full, broad and balanced curriculum, which promotes lifelong learning as well as academic and personal achievement, alongside a spiritual education.

Students have opportunities to participate in extra-curricular activities and events to develop their interpersonal skills.

## Our Practice

Lessons are planned around 4 key phases of learning. These phases are a framework for staff to help support the delivery of the features of high-quality instruction.



# Staff Benefits

## The Small Things Matter

- Ongoing training for all staff
- Free staff parking
- Large staffroom with free tea & coffee
- O365 free remote access
- Staff library
- Use of the swimming pool before school, and use of the fitness suite both before and after school
- Cyclescheme & Techscheme salary sacrifices
- Regular staff socials throughout the year, including Friday 'Tea & Cakes'

