



Elemore Hall School

Elemore Hall School
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Headteacher: Richard Royle

Dear Potential Applicant

Learning Support Assistant/ Child Care Officer

Thank you for your interest in a Learning Support Assistant/ Child Care Officer post at Elemore Hall School. We have four vacancies that are initially temporary for one year however this will be reviewed during the year and may be extended or made permanent to meet the ongoing needs of the school. Three of the posts are on the Elemore Hall site and one post on the Windlestone site.

The school plays a vital part in the educational provision for pupils with Social, Emotional & Mental Health Difficulties within County Durham. The Governors and staff are committed to providing a high quality service for our pupils and their families, where appropriate in conjunction with other professional agencies. The quality of our work has been consistently recognised as GOOD or Outstanding by OfSTED and we remain determined to be at the forefront of provision in this sector of education.

At Elemore Hall, Child Care Officer/Learning Support Assistants are important members of the team. Whilst for much of their time they support teachers and pupils in the classrooms, most CCO/LSAs have additional responsibilities, some of which are school wide. CCO/LSAs are essential to the work that the school does. They provide high levels of support to pupils, other staff, and often to parents/carers through the Personal Tutor role. We require **real** commitment from staff and these vacancies provide an opportunity to be part of a dynamic and forward-looking provision in this area of education. This is not a job for the faint hearted, working in this field of education is extremely demanding, but can be very rewarding. **Hard work, flexibility, striving for high quality, resilience & determination, teamwork and a sense of humour** are key elements of being a successful member of staff at our school. Please find out as much as possible about the school to ensure that this is the right job for you and that you are able to rise to the challenges that it brings!

The real nature of the post is best described by talking with staff at the school and we encourage visits from any potential candidates, (this also allows you to get a feel for the atmosphere and ethos of the place), however a brief description of the requirements of the role is as follows:-

- LSAs work 42 hours per week for 38 weeks per year plus five training days. Holidays are taken within normal school holidays. (The 42 hours per week is based upon the equivalent of 37 hours per week over a normal working year).
- LSAs work from 8.30am until 4.00pm Monday to Thursday, 8.30am to 2.30pm on Friday, 4.00pm to 5.00pm Tuesday (staff meeting) plus additional hours in the

social day (usually after school to make up the 42 hours). The school has a morning and afternoon break and lunchtime, staff will work some of these sessions as part of their hours.

- During the day LSAs support teaching and learning in lessons alongside teachers. Most LSAs support several different lessons and pupil groups enabling them to work with a variety of staff and pupils but if an LSA has a particular strength or interest they may spend more time in that subject area.
- After school LSAs usually work one evening to 8.00 or 9.00pm (day and exact times are negotiable) and will be involved in the provision of evening activities to pupils
- LSAs will be Personal Tutor to a maximum of five pupils. This role includes maintaining regular contact with Parents/Carers, attendance at some meetings, taking a particular interest in your tutees progress and liaison with colleagues within the school.

As a school we aim to provide staff with a sense of purpose, a quality working environment and a commitment to career development. Many temporary staff go on to permanent positions within this school or other local schools. Unqualified permanent staff are supported in gaining appropriate qualifications such as NVQ3 if appropriate.

I would urge you to visit the school website www.elemorehallschool.com where you will find out more about the school.

Shortlisted candidates will be invited to visit the school prior to interview if they have not already done so.

Completed application forms, along with a covering letter of application outlining why you would like to work here and why you think that you would be a good candidate for the post, should be sent to the school for my attention by **11.00pm Tuesday 5th July 2022**. **We will accept posted applications or applications submitted by email to headteacher@elemorehallschool.com**

Please note: Applications without a covering letter, without the basic required qualifications or without two references (including your current employer) will not be considered. Interviews will be held on Tuesday 12th July 2022.

Yours sincerely

Richard Royle

Richard Royle
Headteacher