

THE CROSSLEY HEATH SCHOOL



**Learning Support Assistant/ SEND Key Worker
CANDIDATE PACK**



KINDNESS



COURAGE



EXCELLENCE

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WELCOME FROM THE HEAD TEACHER

Welcome! My name is Dean Jones and I am the Headteacher here at The Crossley Heath School. It's a privilege to lead this remarkable school. Crossley Heath is steeped in rich history that dates back to 1585 with education taking place on this site since 1864 when the building was founded as an orphanage and school. This heritage provides the basis of inclusivity and social mobility that we still have at the heart of our ethos. We are an inclusive school family, building on our proud heritage to achieve our vision to be **"The leading school for educational excellence, where we nurture happy students with strong values so they all contribute positively to society"**. We believe in realising every student's potential to change the world for the better. Promoting values of kindness, courage and excellence from our students.

One of the most wonderful features of Crossley Heath is our warm, vibrant school culture, with a rich diversity of students from all backgrounds. We have aspirational classroom environments, a house system allowing all students of all ages to collaborate and compete, as well as commitment to a vast range of extra-curricular opportunities through clubs, sports and trips across the country and the world. This sense of care and community extends to our dedicated staff, who are passionate educators committed to the students and school we serve.

We are delighted that you are interested in applying for our Learning Support Assistant/SEND Key Worker. This culture of inclusion is particularly evident in the care and support we provide for those students who require additional or specialist support. A small number of our high ability students find mainstream education a challenge at times and need that additional personal support from an adult they trust to nurture, advise, calm any anxieties or simply just be there. Our Learning Support Assistants play a crucial role in helping to keep our students on track with their academic studies and preparing them effectively for a world post Crossley Heath.

Details of the application process can be found on page 10 of these documents. Please visit our website (www.crossleyheath.org.uk) to explore the school further. Please do not hesitate to get in touch with the Chief Operating Officer, Mrs Debbie Gallimore (D.Gallimore@crossleyheath.org.uk) if you require any further information in the first instance.

I hope you will take the opportunity to explore further and decide that this role is the right one for you and we look forward to receiving your application.

Dean Jones M.A.
Head Teacher, The Crossley Heath School



INFORMATION ABOUT THE SCHOOL

WHO WE ARE AND WHAT WE STAND FOR

At Crossley Heath we see ourselves as a school family. Our school building was founded as an orphanage and school 160 years ago and the spirit of inclusivity and social mobility on which we were founded lives strong today. The school evolved into an amalgamation of Crossley and Porter and Heath Grammar Schools allowing us to trace our heritage back to 1585 and the origin of the school motto 'Omne bonum ab Alto' meaning "all good things come from above" which can both have a spiritual dimension and remind us to be thankful to the generations before.

We are a grammar school for entry into Year 7 which means students of all backgrounds are welcome at our school, they just have to show the aptitude to excel on the entrance examinations. We are proud of our diverse student body and much higher proportion of students accessing Free School Meals than other grammar schools as inclusion is at the heart of our ethos. We have a thriving sixth form which is integral to the life of the school. We embrace and celebrate our wide ethnic and geographic diversity and endeavour to be a genuinely warm, inclusive and vibrant school community.

OUR VISION: We truly look forward to welcoming students to The Crossley Heath School and championing their success throughout every moment of their time with us. We are **a school with a heart** and consider our staff, students and their families to be a school family. Our vision is to be **the leading school for educational excellence, where we nurture happy students with strong values, so they all contribute positively to society.** The happiness of our students really matters to us. We know that academic achievement will give them the brightest choice of future careers which will allow them to be happiest. Our aspiration is for our students to spread happiness too as positive role models for our values of kindness, courage and excellence. Our students will influence society for the better, leaving our school committed to making the world a better place.

OUR VALUES: **Our values are kindness, courage and excellence.** Crossley Heath students have the kindest manners, support others in a spirit of philanthropy and are inclusive in welcoming all people into our school family. We stand up courageously for what is right, celebrate the diversity of people from all backgrounds, recognise that the resilience to bounce back from failure is central to success in life and we develop the confidence to help influence the world to become a better place. Excellence is our goal, excelling academically through hard work, giving our all to sports and the arts, seizing every opportunity to shine.

OUR PURPOSE: **Unlocking potential; building leaders of the future.** We are a grammar school with the purpose of promoting the highest achievement and most aspirational future destinations for our students. In this way we are an engine for social mobility as we unlock the potential of the most academically able students, regardless of their background, to achieve the highest of goals. Our heritage has blessed us with a truly unique building and a spirit of philanthropy, such that we have a desire to promote the welfare of others through giving our time to support and fundraise for charities helping the most vulnerable in our local community. We are here to develop students with the strength of character, aptitude and positive commitment to sharing happiness as leaders of the future.

We have a vibrant House system which adds a strong sense of positive competition and affords students an opportunity to express themselves, demonstrate their talents, make lifelong friends and have fun. Indeed, many former students comment that some of their fondest memories are of taking part in activities for their House. Student leadership is a strength at Crossley Heath with all students, led by 6th form leaders, taking part in fundraising, Eco Schools, health and well-being initiatives. Extra-curricular activities, especially a wide variety of sports, are also a strength of the school as we have teams competing in rugby, football, netball, cricket and athletics throughout the year. Our school trips are many and varied across all subjects and with overseas trips ranging from Belgium to Berlin and Canada to China.

Partnership building is a Crossley Heath characteristic as we are a school family with highly supportive parents, carers and families, a vibrant local community and alumni who stay connected to our school for life. We care deeply about wellbeing and believe in being the friendliest and happiest school possible. Our staff are supported with a culture of listening, collaboration, commitment to professional development and an additional weekly free period on top of that typical in schools by way of a thank you for all that teachers do to support our wonderful students. Our students are the warmest and most welcoming people, they make being part of the Crossley Heath school family an absolute pleasure. Come along and see for yourself!



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THE CROSSLEY HEATH SCHOOL

 Savile Park, Halifax, HX3 0HG

 (01422) 360272

 admin@crossleyheath.org.uk

 www.crossleyheath.org.uk

Head Teacher: Mr. Dean Jones M.A

Learning Support Assistant/SEND - Key Worker - Term time only plus 5 days

Salary: Scale 3 FTE point 5 - £25,583 - Term Time + 5 days – (£22,436.29 actual)

Required from: September 2026

Are you passionate about making a difference to the lives of young learners? At Crossley Heath we are committed to providing an exceptional and inclusive education for all our students. We are seeking a dedicated and proactive Level 3 Learning Support Assistant/SEND Key Worker to join our dynamic support team. You will work closely with our teaching staff and Special Educational Needs (SEN) team to deliver targeted interventions, support students with diverse learning needs, and foster a positive, engaging learning environment. A background in supporting students with autism in a secondary school setting is essential.

You must have a genuine liking for young people and must be able to establish good relationships with the young people in your care. You will be working with a small number of high needs students in the school who can find the mainstream environment challenging. Patience, understanding and good communication skills are essential along with confidence in speaking with students, staff, parents and external agencies. Building positive and trusting relationships with parents and carers is also a key part of the role.

This is a perfect opportunity to work within an extremely successful school and make a significant contribution to supporting young people to achieve their dreams and aspirations. Crossley Heath is a very popular school which achieves excellent outcomes for our young people. We are proud of the dedicated support we provide to young people with AEN/SEN and hope you will be able to help us develop our expertise even further.

Information about the school is available on our website together with further details about the post and an application pack. We are a very friendly, down to earth school with a diverse student population. We welcome applications from all sections of the community.

All completed applications should be returned to Mrs Gaynor Fisher, Office Manager, by emailing recruitment@crossleyheath.org.uk by 8.00 am on Monday 22 June 2026. Interviews to be held on Monday 29 June 2026.

We are committed to safeguarding children in all aspects of recruitment and selection. The appointment will be subject to pre-employment checks, including an enhanced DBS check.

We believe our staff are the school's greatest asset. We have signed up to the Education Staff Wellbeing Charter with the aim of supporting the wellbeing and mental health of all staff.



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JOB DESCRIPTION

Job Title: **Learning Support Assistant/SEND Key Worker**
Grade: **Scale 3**
Line Manager: **SENCO**

Strategic Purpose:

To support students with special or additional needs to enable them to access the academic and wider curriculum as fully as possible.

Operational Responsibilities:

Supporting Students

Be a key point of contact for both staff and parents of students with SEN and AEN.

Supervise B18 and support students as required.

To conduct 1:1 support meeting with students.

To assist students to learn as effectively as possible in class, group and individual situations.

To support students to access the curriculum by helping to plan for appropriate levels of differentiation (this will include acting as a scribe for some students in lessons and for exams if necessary) or practical assistance if required.

To provide students with support during important transitions.

To help promote and reinforce the students' confidence, self-esteem and long-term aspirations.

Supporting the SENCo/Subject Teacher

To assist in the development, implementation and review of student ILP's.

To monitor students' progress.

To support the teacher in delivering appropriately differentiated learning resources.

To help the Senior Learning Support Assistant/SEN Exams Access Manager in managing the Assess, Plan, Do, Review cycle for the students they support.

To undertake general administration duties that support the teaching and learning of SEND students and support the work of the SENCo. This includes maintaining data systems, produce and distribute resources, templates, etc as and when required.



JOB DESCRIPTION

Supporting the School

To follow the school's safeguarding procedures fully and effectively.

To liaise, advise and consult with other members of the team supporting the students when asked to do so.

Support students with particular duties relating to their physical needs if required.

To attend relevant INSET.

To be aware of school policies and procedures, including those relating to confidentiality.

To be responsible for the care and security of school equipment and resources used in carrying out duties.

To have access to confidential files, reports and letters etc.

To have contact with staff at all levels; school trustees, students, parents/carers, visitors, contractors.

Any other duties as reasonably requested by the Head Teacher and consistent with the overall level, nature and grading of the post.

This Job Description and the allocation of the particular responsibilities defined within it may be amended from time to time.

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

All staff are in a position of trust and therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post

NOTES

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification at any time after consultation with the holder of the post.
4. All staff participate in the school's appraisalscheme.
5. All teaching staff are required to fulfil those duties described in the "core job description for all teaching staff".



PERSON SPECIFICATION

JOB ROLE: Learning Support Assistant/SEND Key Worker

Qualities	Essential	Desirable	How Identified
QUALIFICATIONS	Sound literacy, numeracy and ICT skills	Scribing for students both in the classroom and for exams	Application form
BACKGROUND AND EXPERIENCE	Working with young people in a support capacity	Working in a secondary school	Application/Interview
	Strategies to assist students to learn effectively	Use of a range of strategies to address the needs of identified students	Application/Interview
	Working with students of high ability on the autistic spectrum	Ability to differentiate learning tasks for students on the autistic spectrum	Application/Interview
	Effective development and establishment of supportive relationships with students and parents/carers	Contribution to assess, plan, do, review meetings	Application/Interview
	Ability to get the best out of students and to provide effective feedback to ensure continued progress		Application/Interview
TRAINING & DEVELOPMENT	A commitment to ongoing training and development that helps to meet the specific needs of our SEN cohort		Application/Interview



PERSONAL QUALITIES & SKILLS OTHER	A strong team player who wants to contribute to the team and participate in the life of the school		Application/Interview
	A positive, proactive and resilient person who has the ability to manage and prioritise their workload and their own time effectively		Application/Interview
	Empathy for young people and understanding of issues which may impact on their learning		Application/Interview
	Ability to set high standards and act as a role model for students		Application/Interview
	Ability to work flexibly		Application/Interview
	Ability to respond positively to students' pastoral care issues		Application/Interview
	Patience and willingness to adapt strategies to the needs of young people		Application/Interview
	High standards of communication and interpersonal skills		Application/Interview
	Ability to self-evaluate and reflect so as to improve own practice		Application/Interview
	Commitment to implementation of school safeguarding practices and procedures		Application/Interview
	Knowledge of basic equal opportunities issues and the principles of the need to treat all students to an equal standard of care		Application/Interview

WHY APPLY TO CROSSLEY HEATH?

You will be joining a school which is all about putting staff and students first. There are numerous wellbeing initiatives and social events to enjoy each term.

We believe our staff are the school's greatest asset. We have signed up to the Education Staff Wellbeing Charter with the aim of supporting the wellbeing and mental health of all staff

Other benefits include:

- ✦ Free parking
- ✦ Free access to onsite Fitness Suite
- ✦ Automatic enrolment to the Local Government Pension Fund
- ✦ Excellent CPD programme

HOW TO APPLY

Applications must be made using the school's application form. The application form requires the names of two referees, one of which must be your current or most recent employer. If you currently work in a school, this should be from the Head teacher.

Closing date: 8.00 am on **Monday 22 June 2026**. Interviews will be held on **Monday 29 June 2026**. Applications should be submitted by the deadline via email to recruitment@crossleyheath.org.uk

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff are in a position of trust and therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post. The appointment will be subject to pre-employment checks, including an enhanced DBS check.



The leading school for educational **excellence**, where we nurture **happy** students with strong values so they all contribute **positively** to society.



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