



Learning Support Assistant

33.75 hours per week term time only plus 5 INSET training days

NJC Level 2a points 3 – 4

£14,623 – £14,915 per annum, actual salary
(£18,562 – £18,933 pro rata)

8.00am – 9.00am Breakfast club, 9.00am to 3.15pm LSA (30 minutes Lunch)

Required for September 2021

June 2021

SUPPORT STAFF VACANCY

Welcome from our Executive Principal

Moggerhanger Primary School was graded "Good" in our most recent OFSTED inspection.

We are 'a little school with big ideas' located in a beautiful rural village near Sandy. We provide children with a rich and exciting education which is relevant to them and which develops their skills and abilities. Our size means children are treated as individuals. We put the children at the heart of everything we do.

The environment we provide is nurturing and caring. We ensure there are no barriers to learning. We believe children need to be nurtured and developed as individuals to enable them to become lifelong learners and good citizens.

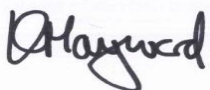
We are a highly successful school built on the partnership between pupils, parents/guardians, staff and the local community, due to our shared vision of high expectations. We, as a school, pride ourselves in ensuring that we achieve quality in all that we do. Our purpose is to work together to create a positive learning environment in which all pupils can realise their full potential. We encourage and support all our pupils and in return we expect high standards of work, conduct and appearance.

Moggerhanger Primary is a Values school and we believe this moral education underpins good behaviour and is a foundation stone of our school. The school is a fantastic learning environment that we continually improve and enhance. The staff, governors and children take great pride in working together to do this.

We are a forest school and make the most of the outside environment for lessons as much as possible.

May I take this opportunity to thank all applicants for their interest in this post and in Moggerhanger Primary School.

With best wishes



Miss Karen Hayward
Executive Principal

How to apply for the role:

Application is by completed application form. Completed application forms should be emailed to vacancies@sandysecondaryschool.com

Closing Date – Tuesday 29th June 2021

Safeguarding

Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records, the successful applicant will be required to undertake an enhanced DBS check.

SUPPORT STAFF VACANCY

Learning Support Assistant: Job Description

THE ROLE:

Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety

To undertake the role of breakfast club assistant and midday supervisor daily.

MAIN DUTIES AND RESPONSIBILITIES:

Support for Pupils

1. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
2. Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. Whilst there may be a specific requirement to support a named pupil or pupils with a Statement of Special Educational Needs, support to other pupils may also be required, at the direction of the Headteacher.
5. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator

Support for Teachers

1. Within the overall plan set by the class teacher to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of Individual Education Plans (IEPs) and Personal and Pastoral Support Plans.
2. To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.
3. To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc).

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4. To assist in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

Support for the Curriculum

1. To support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the Headteacher.

Support for the School

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENCO) and other teaching assistants; working at all times within the school's policies and procedures
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher.
3. To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Head of School/Manager.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Health and Safety:

To have an up to date knowledge and demonstrate a good understanding and knowledge of equalities legislation and the Equality and Diversity policies as applicable to the role.

Safeguarding:

Maintain and demonstrate a good understanding and knowledge of the School's Safeguarding policies and procedures as applicable to the role.

The School will endeavour to make any necessary reasonable adjustments to the Job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

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This Job Description is current at the date shown but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

'We believe in the welfare and safeguarding of all children and expect ALL staff to share the same view'

Signed by Job Holder: Date:

Signed by Line Manager: Date:

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Learning Support Assistant: Person Specification

Essential	Desirable
Education & Qualifications	
GCSE 'C' or above in Maths & English	
Skills and Abilities	
Good degree of empathy when dealing with children Good verbal communicator Good customer service Good organisational skills Suitable to work with children	Good written communicator Able to plan and provide age-appropriate activities Able to observe and assess children's learning & development
Experience	
Some relevant childcare experience	Previous experience of working within a school/club/early years setting
Knowledge	
Knowledge of current legislation and guidance of good childcare practice Basic child development	Awareness of current legislation and guidance of good childcare practice Basic child development Key operational policies and procedures e.g. health & safety, child protection, behaviour management and administering of medication Health & Safety, First Aid
Disposition	
Warm, friendly and responsive Honest, trustworthy and reliable Flexible approach Team player	Reflective Creative Commitment to Continuous Improvement
Other	
Must be fluent in the English language in accordance with the Immigration Act 2016	Willingness to undertake first aid training