APPLICATION PACK:

LEARNING SUPPORT ASSISTANT

Learning Support Assistant

Salary: Grade B (equates to £10124 - £10385 per annum)

Hours: 27¼ hours per week (8.30am to 2.30pm, Monday to Friday, plus additional hours)

Start date: October/November 2017

We require a Learning Support Assistant on a permanent contract starting October/November 2017, to work for 27¼ hours per week, (8.30am to 2.30pm, Monday to Friday, plus additional hours), to assist in the support and inclusion of children with special educational needs within a mainstream school. The role offers a wide variety of experiences.

We welcome applications from recent graduates or those with experience of working within education, as well as those looking to return to work following a break.

If you have a commitment to helping young people to learn and have a minimum GCSE Grade C in Maths and English, please apply for further details from Amanda Simmons, Support Staff Manager.

If you would like to arrange a visit and meet with Lindsey Everritt, SENCO, before applying please contact Amanda Simmons via amandas@cowplainschool.co.uk

To request an application pack please email Mrs Amanda Simmons via amandas@cowplainschool.co.uk or access via www.cowplainschool.co.uk. If you wish to apply for this post you will need to return a fully completed 'The Cowplain School' application form to Mrs Amanda Simmons, PA to the Headteacher, via email or post to The Cowplain School, Hart Plain Avenue, Cowplain, Waterlooville, Hants, PO8 8RY.

The closing date for receipt of applications is Thursday 5th October at midday.

The Academy reserves the right to interview earlier should suitable candidates apply.

Join us on our journey to outstanding!

Thank you for your interest in the post of **Learning Support Assistant** at The Cowplain School. I sincerely hope that you will continue your application and wanted to share with you a few words that I hope will convince you to apply.

In applying for this post you will be in the same position I was in three years ago, so I thought it would be useful to explain why I joined the school as Headteacher;

Firstly, the school is part of a community that values it and parents and students enjoy attending Cowplain and are very proud of it.

Secondly, the school provides a caring and inclusive environment that values each child. Staff are committed to ensuring the best outcomes for those that they teach and work with and there is a very positive feeling and ethos in the school which I am determined to maintain.

Thirdly, we have an exciting challenge ahead of us to raise the standards of attainment, achievement and behaviour in the school. Results have already improved dramatically but they need to improve further and I am looking for staff who can help raise standards. I am extremely ambitious for the school and its students and require colleagues who share this ambition.

The desire to accept the challenge should, I trust, be one that inspires and motivates you to apply; if you are successful I can offer you the opportunity to play a big part in the continued and future success of The Cowplain School through the chance to enhance the whole school experience for each child.

For more information about the school, please consult our website www.cowplainschool.co.uk. To receive more information or ask any questions that may inform your application, please contact Mrs Amanda Simmons, PA to the Headteacher:

amandas@cowplainschool.co.uk

Once again, thank you for your interest in the post.

Ian Gates
Headteacher

Information for applicants

Pay scale – Grade B (equates to £10124 - £10385 per annum)

27¼ hours per week (8.30am to 2.30pm, Monday to Friday, plus additional hours)

If you wish to apply for this post you will need to return a fully completed The Cowplain School application form to Mrs Amanda Simmons, PA to the Headteacher, via email on amandas@cowplainschool.co.uk or post to:

Mrs A Simmons
PA to the Headteacher
The Cowplain School
Hart Plain Avenue
Cowplain
Waterlooville
Hants
PO8 8RY

The closing date for receipt of applications is Thursday 5th October at midday.

If you are shortlisted, interviews will take place week beginning 9th October 2017.

The Academy reserves the right to interview earlier should suitable candidates apply.

The Cowplain School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

JOB DESCRIPTION

Post Title: Learning Support Assistant (Grade B – 27.25 hours pw)

Responsible to: Headteacher, SENCO, Senior LSA, Class teacher

Purpose of the job: To assist in the support and inclusion of children with special educational needs within a mainstream school.

Principal Responsibilities/Duties:

1. **Successfully fostering the participation of students in the social and academic practices of the school**
   - Supervising and assisting small groups of students in activities set by teachers in the classroom
   - Consistently and fairly implementing behaviour management policies
   - Spotting early signs related to child protection or bullying and supporting children to
   - Raise their self-esteem
   - Helping the inclusion of all children
   - Keeping children on task

2. **Enabling students to become more independent learners**
   - Assisting students in educational tasks
   - Freeing up the teacher by working with small groups with plans produced by the teacher
   - Assisting students with physical needs (including medical and welfare requirements)

3. **Helping to raise standards of achievement for all students**
   - Assisting the teacher to help children to understand the aims, content, strategies and intended outcomes of a lesson
   - Assisting the teacher in testing and assessment activities
   - Recording observations on child behaviour and progress as directed by the teacher
   - Providing support for different groups of children during the delivery of the curriculum (e.g. Literacy and Numeracy strategies)
   - Enabling the teacher to undertake a more advanced range of learning activities (e.g. teacher working with practical group whilst LSA works with class)
   - Allowing children to work independently and without interruption
   - Making and displaying simple teaching aids
   - Preparing classroom materials (e.g. preparing work, books, setting up equipment, routine administrative tasks) under the guidance of the teacher but not to the detriment of children's independence
   - Accurately collating results and marking simple assessments
   - Confidently reviewing progress of students against specific learning or behaviour programmes and providing written reports and feedback to teachers when required

Such other duties as may reasonably be allocated by the Headteacher within the purview of the post.

THE BASIC SKILLS / COMPETENCIES OF A LEARNING SUPPORT ASSISTANT

- Empathy with students and sympathetic to their needs

- Proven literacy and numeracy skills (equivalent to O' Level or GCSE pass)

- Good communication skills and able to clarify and explain instructions clearly to adults and children

- Firm, sensitive and effective approach towards student discipline in accordance with the School's Behaviour Code

- Good organisational ability

- Ability to work with the teacher in the delivery of teaching activities

- Ability to apply knowledge and skills from training (e.g. in behaviour management, ICT) in a practical classroom context and, where necessary, spread techniques and expertise to other staff)

- Flexible and positive in relation to tasks undertaken and groups / children allocated.

- Ability to establish and maintain good relationships and rapport with other colleagues in the school and external contacts with the school (e.g. parents, Governors, education psychologist, speech therapist).

- Ability to motivate and encourage children appropriately

- Ability to work independently and with initiative

- Professionally discrete and able to respect confidentiality at all time