

LANGHAM OAKS SCHOOL

APPLICATION PACK

Higher Level Teaching Assistant: Outdoor Learning



LANGHAM OAKS SCHOOL
is part of SEAX Trust



LETTER FROM THE HEADTEACHER

Langham Oaks School

School Road, Langham, Colchester CO4 5PA

Headteacher: Mr Simon Dawson

Telephone: 01206 271571

Email: admin@langhamoaks.co.uk

Dear Applicant

Thank you for your interest in Langham Oaks School. I would like to take this opportunity to tell you a little more about us.

Langham Oaks School is a thriving special school, providing 70 places for boys, aged 10-16 with a "Good" (Ofsted, March 2020) residential provision for 28 pupils. It is located in the heart of the small village of Langham, in north-east Essex six miles from Colchester. The school used to reside in a 19th century house with extensions for classrooms, but in October last year we received the keys to a brand new and specially designed building in the grounds (see photo below) which will completely transform our provision. You therefore have a unique opportunity to join our team at a very exciting time as we begin a new chapter in our development.

Langham Oaks is more than a school; it is a community based on exceptionally strong and trusting relationships between children and adults. Pupils are capable of learning and achieving, but have experienced many complex issues preventing them from engaging in learning and making progress. Staff from both the day and residential teams work proactively and collaboratively to develop and deliver the best bespoke package for each individual pupil.

I hope, as you read further, you decide that Langham Oaks could be the place where you would like to continue your career and that we will receive your application in due course.

Yours sincerely

Simon Dawson

Simon Dawson
Headteacher
Langham Oaks School



Langham Oaks School

Job Description & Person Specification

Job Title:	Higher Level Teaching Assistant: Outdoor Learning
Grade:	Scale 5 (Points 8-11) [2019 Band 3 to mid-point]
Based at:	Langham Oaks School
Reports to:	Headteacher, Class Teacher, SENCO
Responsible for:	Other learning assistants
Liaison with:	Teaching staff, support staff, Headteacher, pupils
Job Purpose:	<ul style="list-style-type: none"> To work with teachers as part of a professional Teaching & Learning Team, to support learning activities for classes, groups and/or support pupils undertaking lessons delivered via distance learning or computer aided techniques. To cover classes as required in the absence of the teacher. HLTAs will be expected to deliver pre-prepared lesson plans, to progress pupils' learning and to assess, record and report on development, progress and attainment as agreed with the teacher. HLTAs work under the professional direction of a teacher and within an agreed system of supervision.
Principal Accountabilities:	<ul style="list-style-type: none"> Use detailed knowledge and specialist skills to support and progress pupils' learning Deliver agreed learning activities to pupils, adjusting activities according to pupil responses/needs Develop and deliver the school's Outdoor Learning facility.

Job Description:

Higher Level Teaching Assistant: Outdoor Learning

Duties

Support for the Teacher

- Organise an appropriate learning environment
- Monitor and record pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports to teachers

- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
- Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self-control and independence
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc
- Work in collaboration with other learning support assistants.

Support for Pupils

- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the lesson
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

Support for the Curriculum

- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to deliver learning activities, taking account of pupils' interests and language and cultural backgrounds

Support for Outdoor Learning

- Deliver a range of Outdoor Learning lessons to selected groups of pupils, as required
- Collect, organise and prepare materials in readiness for the lesson
- Ensure pupils are fully prepared with the correct outdoor clothing
- Support the preparation of the site
- Support the ethos of Outdoor Learning throughout the school
- Support and deliver aspects of the Duke of Edinburgh Award to selected groups of pupils
- Give subject-specific advice and guidance to pupils, teaching specific skills
- Ensure Health & Safety guidance is understood by self and that pupils adhere to it at all times
- Assist in completion of Risk Assessments where necessary
- Be prepared to lead Outdoor Learning groups, as required
- Understand and respond to individual pupil learning styles

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times

- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

Pupil-Facing Staff – Important Additional Information

Langham Oaks School caters for male learners aged 10-16 years, some of which have a residential place at the school from Mondays to Thursdays. All learners have an Education Health & Care Plan and are classed as '**Social, Emotional & Mental Health**' ('**SEMH**') as their main category of need. In addition, they may have a diagnosis of Autistic Spectrum Disorder, Attention Deficit Hyperactive Disorder, Social Communication Difficulties, complex emotional and/or behavioural difficulties.

All of the boys have complex needs and many have experienced trauma, which can result in behaviour that is challenging and concerning. Every member of staff needs to accept and understand that behaviour is a form of communication and that it should be viewed with curiosity and empathy. All pupil facing staff are trained to use appropriate forms of physical intervention and will be expected to be involved in physical interventions when they are necessary, having first tried everything in their training to de-escalate situations.

All learners undertake part of their learning in a community setting and staff are expected to accompany the learners and take part in any off site activity, eg 'Beach/Forest Schools', therapy farm, sporting activities and social events, if required.

In order to work safely with our learners, the following personal abilities are extremely important and must be exercised at all times:

- The ability to follow all **individual personal and social support strategies** including consistently applying guidance designed to minimise challenging behaviour that puts the pupils themselves, or others, at risk of physical harm
- The ability to undergo training in the use of **physical interventions** and to subsequently be able to use any recommended interventions appropriately
- The ability to follow **behaviour guidelines** including those relating to occasions when learners will use behaviours to communicate – hitting, kicking, biting, swearing, spitting
- The ability to **react quickly** to safeguard the well-being of learners – eg if a pupil were to attempt to run away, either from the site or whilst on a visit or when a physical intervention is required

All class groups include a range of needs and consequently the expectations and daily responsibilities are the same for **all pupil-facing staff**.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification:
Higher Level Teaching Assistant: Outdoor Learning

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	Successful experience working with children in a school/early years environment Educated to Level 2 (3) Qualification in, or evidence of, working to HLTA standards Experience of working with SEND or a specialism	✓ ✓ ✓ ✓	(✓)
Knowledge of relevant Procedures	Knowledge of First Aid Understand classroom roles and responsibilities and your own position within these	✓ ✓	
Literacy	Very good reading and writing skills	✓	
Numeracy	Very good numeracy skills	✓	
Technology	Full working knowledge of ICT to support learning	✓	
Communication			
Written	Ability to write detailed reports, letters etc	✓	
Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively	✓ ✓	

Languages	Specialist language/communication skills if appropriate	✓ ✓	
Negotiating	Ability to negotiate effectively with adults and children	✓	
Working with Children & Others			
Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment	✓	
SEN	Successful completion of training to support SEN if appropriate	✓	
Curriculum	Working knowledge and experience of implementing national curriculum and other relevant learning programmes	✓	
Child Development	Good working knowledge of specialist curriculum area(s) if appropriate	✓	
Health & Wellbeing	Understanding of statutory frameworks relating to teaching	✓	
Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers through thinking, planning etc	✓	
	Ability to work with parents and carers to improve support for children	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓ ✓	
Team work	Ability to work effectively with a range of adults	✓	
Information	Contribute to the development and implementation of effective systems to share information	✓	
Responsibilities			

Organisational skills	Good organisational skills Ability to remain calm under pressure Ability to be flexible Follow instructions accurately Use own initiative and work independently	✓ ✓ ✓ ✓ ✓	
Line Management	Ability to manage and support the work of others	✓	
Time Management	Ability to manage own time effectively Ability to adapt quickly and effectively to changing circumstances, situations	✓ ✓	
Creativity	Demonstrate creativity and an ability to resolve problems independently	✓	
General			
Equalities	Awareness of and promotion of equality	✓	
Health & Safety	Good understanding of Health & Safety	✓	
Child Protection & Safeguarding	Good understanding and effective implementation of child protection and safeguarding procedures	✓	
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality Understanding and implementation of the Trust's Data Protection Policies	✓ ✓	
CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others	✓ ✓	

APPLICATION AND RECRUITMENT PROCEDURE

Candidates should download and complete a SEAX Trust application form available from:
www.langhamoaks.co.uk www.essexschoolsjobs.co.uk

Required:	As soon as possible
Visits to the School:	Please contact the school to arrange
Closing Date:	7th January 2022
Interview:	19th January 2022
Salary and Band:	LGPCD Pay Scale: 5 Points 8 - 11
Hours and Weeks:	37 hours per week/39 working weeks per annum [Term-Time]
Actual Salary:	Ranging from £17,490 to £18,561
Paid Leave:	5.5 to 6.1 weeks per annum, <i>depending on length of service</i>

Working Pattern:

Monday to Thursday

8.00am- 4.15 pm (including a 20 min break) 8 x 4 day per week

Friday

8.30 – 3.00 (1 x fortnight) including 20 min break

8.30 – 1.00 (1 x fortnight)

Planning, supervision and meetings 1 hour per week

To apply: Candidates should download and complete a SEAX Trust application form available from: www.langhamoaks.co.uk and/or www.essexschoolsjobs.co.uk and return to the School by the closing date above

Queries: Ms Nikki Dowling, Support Services Leader, Langham Oaks School
 Email: nikki.dowling@langhamoaks.co.uk

Address: School Road, Langham, Colchester, Essex CO4 5PA
Direct Line: 01206



The SEAX Trust

Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

- **Provide outstanding educational experiences for children and young people with special educational needs**
- **Put the well-being and achievement of pupils at the heart of all decision making**

We consider the main asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

Be rewarded by us ...

- We offer a clear and competitive **pay policy** and **progression route**
- **Holiday pay** and **salary** which is paid *evenly* across the year for our support staff
- Teachers and Local Government **Pension Scheme** facilities

Progress with us ...

- A focus to provide high quality **professional development** opportunities for all staff
- An extensive range of **in-house training** opportunities
- Experienced and **dedicated practitioners** who are keen to help you learn
- A range of exciting internal **career opportunities**

Be inspired by us ...

- **Challenging** roles and **recognition** of achievement
- A **motivational** strategy towards both education and business
- Staff **involvement** in wider decision-making

Be reassured by us ...

- A strategic aim to ensure a **fair work/life balance**
- A **highly supportive** organisational culture
- A firm commitment to the strengths of **equality and diversity**
- A sense of **cohesion and belonging**
- A policy to raise **matters of concern**

Ask us ...

Should you have any general queries regarding staffing at **SEAX Trust**, Kate Stannard will be pleased to speak to you. Please contact: **Mrs Kate Stannard, Assoc CIPD, Director of HR for SEAX Trust**

Email: jobs@seaxtrust.com Telephone: 01245 963000



The **SEAX Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We look forward to hearing from you soon