

LANGHAM OAKS SCHOOL

SENIOR LEARNING SUPPORT ASSISTANT

APPLICATION PACK



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

Senior Learning Support Assistant

Engagement for Learning Team

35 hours per week

39 working weeks per annum

Actual Salary: £15,903 to £16,440

Job Description & Person Specification

Job Title:	Senior LSA: Engagement for Learning
Grade:	Scale 4 (Points 6-7)
Based at:	Langham Oaks School
Reports to:	Headteacher, Deputy Headteacher, Engagement for Learning Lead
Responsible for:	Pupil Behaviour and Attitudes, Pupil Personal Development
Liaison with:	Leadership, Engagement for Learning Team, Tutor Teams, Outside Agencies
Job Purpose:	To work in partnership with the Senior Leadership Team, Engagement for Learning Lead, Class Teachers, class support staff and Tutor Teams to support effective behaviour management systems in order to promote learning in the classroom
Principal Accountabilities:	<ul style="list-style-type: none"> To assist the Class Teachers and other support staff to manage a positive culture of behaviour in lessons to enable learning and progress To support the Engagement for Learning Lead in the provision of a pastoral service which is core to enabling the Headteacher to deliver the vision, values and ethos of the school

Job Description: Senior LSA: Engagement for Learning

Working with the Class Teachers, Tutor Teams and Support Staff

- To support the Head of Pastoral Care in creating a positive behaviour culture in school where staff and pupils feel safe
- To support the SLT and Head Pastoral Care monitoring the safeguarding of ALL pupils on roll at the school
- To support teaching staff with challenging behaviour to ensure ALL pupils are included in learning and minimise disruption in lessons
- Be involved in planning, organising and implementing of individual Positive Handling Plans
- Monitor and record pupil responses and learning achievements, resolving all but the most complex problems independently
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- Write reports and records, as required

Working with Pupils

- To work effectively with pupils in crisis to keep them safe, understand the communication underlying their behaviour and ensure minimum disruption to the school routines and learning experience of all pupils.
- To ensure pupils are appropriately supervised and safeguarded whilst on the school site.
- To provide restrictive physical management support for pupils who have become unsafe.
- To promote positive attitudes to education and training.
- To support pupils to be responsible, respectful, active citizens who contribute positively to society
- To support staff in working with pupils to initially co-regulate and then develop the skills to self-regulate
- To support pupils to develop their social and emotional intelligence and to begin to self-regulate through the development of positive relationships and relevant interventions
- To contribute to the rewards system, assemblies and other opportunities to celebrate progress and success.
- To support pupils through reparation and restorative processes and ensure any inappropriate behaviours are managed in a just, fair and reasonable manner.
- Support the development of student voice throughout the school
- Promote the inclusion and acceptance of pupils, by supporting de-escalation and swift return to classroom based learning.
- Supervise pupils for limited and specific periods, including break-times and facilitate learning activities, games and play as appropriate
- Assist with escorting pupils on educational visits
- Attend to pupils' personal needs, including help with social, welfare and health matters, and minor first aid.

Working with Others

- Liaise with staff and other relevant professionals and provide information about pupils as appropriate, ensuring that confidentiality is always respected where necessary
- Liaise with teachers and other staff to ensure that communication between the school and parents is of a high quality, by reporting any incidents or significant achievements
- Actively contribute to reporting and recording on whole school electronic monitoring systems and databases.
- To support the Head of Pastoral Care and school colleagues in all agency meeting where required to do so.

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: Senior LSA: Engagement for Learning

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	Successful experience of working with pupils in a school environment at Primary or Secondary school level Educated to NQF Level 2 in learning support or equivalent qualification/experience Knowledge of, or qualification in, First Aid	✓	✓ ✓

Literacy	Good reading and writing skills	✓	
Numeracy	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	✓ ✓	
Negotiating	Able to negotiate effectively with pupils and their families and carers and other adults	✓	
Working with Children and Others			
Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy	✓	
SEN	Ability to understand and support pupils with social, emotional and mental health difficulties Successful completion of training to support SEN/SEMH	✓	✓
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing Ability to assess progress and performance of pupils and to recommend appropriate strategies to support development	✓ ✓	
Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children	✓ ✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with pupils, their families/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	✓ ✓	
Line Management	Ability to manage and support the work of others	✓	
Time Management	Ability to manage own time effectively	✓	
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 understand and effective implementation child protection and safeguarding procedures	✓	
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality Understand and implement 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:** Unfortunately, due to COVID-19 restrictions, we are not offering on-site visits at this time. Instead, please visit our website.
- Closing Date:** **12.00 noon on Wednesday 10th March 2021**
- Interview:** **Tuesday 16th March 2021**
- Salary and Band:** LGPCD Pay Scale: 4 Points 6-7
- Hours and Weeks:** 35 hours per week/39 working weeks per annum [Term-Time]
- Actual Salary:** £15,903 (Point 6) to £16,440 (Point 7)
- Paid Leave:** 5.5 to 6.1 weeks per annum, *depending on length of service*

Working Pattern:

Monday to Thursday 8.15am- 3.45 pm (including a 20 min break) 8 x 4 day per week	28 hours 40 mins
Friday 8.30 – 3.00 (1 x fortnight) including 20 min break 8.30 – 1.00 (1 x fortnight)	6 hours 10 mins 4 hours 30 mins
Planning, supervision and meetings	1 hour
TOTAL	35 hours

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