

LEARNING SUPPORT ASSISTANT OPPORTUNITIES

at
SCHOOL



Hours per week:	30.58 hours per week
Initial working pattern:	Monday-Friday (0845 - 3.10 Mon, Wed, Thur, Fri / 0845 - 3.45 Tue) (with 25 mins for lunch break)
Working weeks per year:	40 weeks per year
Post:	LGS Scale 4 (Range 6-7) 2x Permanent Contracts

Part time posts

Pro- rated holiday entitlement for this post is: 5.4 weeks per annum.

The successful candidates will work during each week of term time including non-pupil days.

Holiday will be deemed to be taken during school closure periods. There is no entitlement to take holiday during term time.

Pay

This post is paid on **Scale 4, Point 6**. The full time pay range for this Band is £19,171.00 to £19,554.00 per year **and so the actual salary range for this part-time post will be £13,796.37 to £14,072.00 per year**. These figures include the holiday pay entitlement for someone with less than 5 years' continuous service, as specified by the Essex County Council Modification Order.

Employees are paid monthly in twelve equal months per year.

Probation

All support staff new to employment with the SEAX Trust will be required to satisfactorily complete a six month probationary period.

Closing date: Tuesday 16th June 2020 (midday)

Interview date: Wednesday 24th June 2020*

Start date: Tuesday 1st September 2020

A SEAX Trust application form **MUST BE COMPLETED** - available on the School website at www.thriftwoodschool.com/school/vacancies with additional information, Essex Job Scene website or on request from the School office on 01245 266880 / email: traceyimhof@thriftwoodschool.com

***Social distancing of a minimum of 2 metres will be observed during interview.**

Job Description

LEARNING SUPPORT ASSISTANT

REPORTS TO:	<i>Headteacher, Deputy Headteacher, Class Teacher</i>
LIAISON WITH:	<i>Headteacher, Deputy Headteacher, Class Teachers, Support Staff, Pupils</i>
JOB PURPOSE:	<i>To work in partnership with class teachers to assist pupils with moderate learning difficulties and additional complex needs, in line with the curriculum , codes of practice and school policies & procedures.</i>

School caters for young people aged between 5-13 years. All learners have a learning disability and additional complex difficulties – Autistic Spectrum Disorder, Attention Deficit Hyperactive Disorder, Social Communication Difficulties, Emotional and Behavioural difficulties.

Some pupils require the administration of daily medication and, on occasion, emergency medical support.

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, e.g. swimming, horse riding, games, sporting activities and social events.

The Learning Support Assistant will be working in partnership with class teachers and higher level teaching assistants to assist pupils' with moderate learning difficulties and additional complex needs, in line with the curriculum, codes of practice and school policies and procedures. The role of the Learning Support Assistant at Thriftwood requires a level of physical fitness and mental agility that may far exceed the demands found in mainstream schools.

Qualities of a Learning Support Assistant

- To interact with and support pupils according to individual needs and skills.
- Participate in the planning and implementation of learning programmes as agreed with the teacher, adjusting activities according to pupils' responses.
- Establish positive relationships with pupils and colleagues, working as part of a close team.
- To assist with the display and presentation of pupils' work.
- The ability to supervise pupils for limited and specified periods including break times by facilitating games and activities.
- Willingness to support the teacher and other staff in the implementation of individual care plans, pupils' personal needs, social, welfare and health matters.
- Promotion of positive pupil behaviour in line with school policies and help keep pupils on task.
- To treat our pupils with positive regard.

Person Specification - Learning Support Assistant



Person Specification

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Have energy, commitment and a sense of humour • Commitment to meeting the needs of learners with a learning disability and complex needs • Be able to support the learning of all including those with challenging needs • Be able to work as part of a team • Be able to follow both written and verbal directions from tutors • Be committed to implementing school policies and practices • Have good communication skills both verbal and written • Have an ability to relate effectively to learners, parents/carers and professional • Be willing to learn and take on new skills 	<ul style="list-style-type: none"> • Relevant qualifications • An understanding of the curriculum • Previous experience in either mainstream or special school • An understanding of the educational and developmental needs of children with learning difficulties • Self-confidence and initiative • Have the ability to support students' use of ICT

Completed application forms should be returned to:-

Mrs Tracey Imhof
PA to Headteacher
Thriftwood School
Slades Lane
Galleywood
Chelmsford
Essex CM2 8RW

Applications may be returned via email to: traceyimhof@thriftwoodschool.com

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. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

Thriftwood School and College is part of the SEAX multi-academy trust.
SEAX Trust company number 07747149