**KEY INFORMATION SHEET: SENIOR LEARNING SUPPORT ASSISTANT ENGAGEMENT FOR LEARNING TEAM at LANGHAM OAKS SCHOOL**

This sheet sets out the key information for candidates applying for the above post. Please read this information carefully and retain this sheet for reference during the application process.

**Application process**

Applicants must complete the SEAX Trust Application Form and submit it to the return address no later than **12.00 noon on Wednesday 10th March 2021.** All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

**Selection process**

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to a face to face interview\* with the selection panel.

There may also be a skills test or practical assessment.

Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

*[\*Please Note: ‘Face-to-face’ interviews will be subject to COVID-19 regulations which are current at the time and candidates are likely to be asked to adhere to safe social distancing regulations and other H&S measures whilst on site. If face-to-face interviews are not considered possible at the time, interviews will be arranged via video meetings.]*

**Shortlisted candidates**

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

**References**

References are required at interview, as they form an important part of the selection process. Referees will therefore be contacted **prior to the interview date** in relation to all shortlisted candidates. Please ensure that you have given consent to your referees so that provision can be made without delay.

The school may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school.

**Interview date**

Interviews will be held at Langham Oaks School, School Road, Langham, Colchester CO4 5PA\* on **Tuesday 16th March 2021.** Please note the school does not reimburse candidates for interview expenses. *[\*Please see note above]*

**Further information and school visits**

Unfortunately, the school is not offering on-site visits at the current time, due to COVID-19 restrictions. However, candidates are encouraged to visit the school website for further information at www.langhamoaks.com

**Hours per week:** 35 hours

**Initial working pattern:**

|  |  |
| --- | --- |
| **LSA / Support Staff** | **Hours** |
| Monday to Thursday  8.15am- 3.45 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) | 28 hours 40 mins  6 hours 10 mins  4 hours 30 mins |
| Planning, supervision and meetings | 1 hour |
| **TOTAL** | **35 hours** |

**Working weeks per year:** 39 working weeks (Term-Time)

**Part time posts**

Pro-rated holiday entitlement for this post is: 5.5 weeks per annum, rising to 6.1 weeks per annum for those with over five years’ continuous service.

The successful candidate 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 Pay Scale 4 (Points 6-7). The full time pay range for this Scale is £22,183 to £24,491 and so the actual salary range for this part-time post will be **£15,903 to £16,440 per annum.** These figures include the holiday pay entitlement for someone with less than five years’ continuous service, as specified by the Essex County Council Modification Order.

Employees are paid in twelve equal monthly payments per year.

**Probation**

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