



THRIFTWOOD SCHOOL AND COLLEGE

LEARNING SUPPORT ASSISTANTS

To support the development of a new class base

SCHOOL ROLE - APPLICATION PACK



Thriftwood School and College is part of the SEAX Trust



Headteacher's Letter



Thriftwood School

Slades Lane, Galleywood

Chelmsford, Essex , CM2 8RW

Headteacher: *Mrs Georgina Pryke*

Tel: *01245 266880*

Email: *traceyimhof@thriftwoodschool.com*

Dear Applicant

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

Thriftwood offers high quality provision to learners with a range of learning needs from 5-19. The School (5-13 years) and College (14-19 years) are situated on two distinct sites in Galleywood and Chelmsford. We aim to offer our students a continuing education which is individualised and appropriately matched to their learning needs. We wish to enable young people to develop the confidence and skills they need to move on to the next phase of their lives, whether it is to further education and training, employment or to work towards a happy, healthy life, with as much independence as possible. Thriftwood has recently achieved an **Outstanding** Ofsted Inspection outcome and recognise the importance of attracting the right people into all roles to sustain excellence.

Due to the expansion of our provision, we are looking to appoint enthusiastic and motivated people to support a full range of our learners.

We are keen to hear from applicants who share our ethos and values with regard to our learners. We offer training and support and would be interested to receive applications from all those with interest and commitment.

Thriftwood is proud to be an equal opportunities employer.

We look forward to hearing from you in the near future.

Georgina Pryke
Headteacher

If you would like to speak to someone about this vacancy, please contact:

Tracey Imhof on 01245 266882 / email: traceyimhof@thriftwoodschool.com

LEARNING SUPPORT ASSISTANT OPPORTUNITIES

at

THRIFTWOOD 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 Band 2, (range 3-5) 2 Year Fixed Term Contract to 31st August 2021

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 **Pay Band 2, Point 3**. The full time pay range for this Band is £18,065.00 to £18,795.00 per year **and so the actual salary range for this part-time post will be £13,000.45 to £13,525.79 per year** (£9.36 to £9.68 per hour). 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: Friday 21st June 2019 (midday)

Interview date: Friday 28th June 2019

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

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. All posts are 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

Key Information



This sheet sets out further key information for any candidates applying for the post of Learning Support Assistant (to be based at Thriftwood School).

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 School no later than **12 noon** on the closing date of **Friday 21st June 2019**.

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.

Shortlisted candidates

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

The school will only contact shortlisted applicants and therefore if you have not received any communication from the school by this date your application has not been successful on this occasion.

Referees

Referees will be contacted **prior to the interview date** to request references on all shortlisted candidates.

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 **Thriftwood School during the morning of Friday 28th June 2019**. Please note the school does not reimburse candidates for interview expenses.

Further information and school visits

Applicants who require further information or would like to visit the school or college should contact Tracey Imhof 01245 266880 or email: traceyimhof@thriftwoodschool.com

Job Description



LEARNING SUPPORT ASSISTANT

REPORTS TO: *Headteacher, Deputy Headteacher, Class Teacher*

LIAISON WITH: *Headteacher, Deputy Headteacher, Class Teachers, Support Staff, Pupils*

JOB PURPOSE: *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.*

Thriftwood 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.

If you would like to speak to someone about this vacancy, please contact:

Tracey Imhof on 01245 266880 / email: traceyimhof@thriftwoodschool.com

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

Thriftwood 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.

Please note that applicants should write their letter of application with specific reference to how they meet the above criteria.

If you would like to speak to someone about this vacancy, please contact:

Tracey Imhof on 01245 266880 / email: traceyimhof@thriftwoodschool.com

Thriftwood School and College—part of the SEAX



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 and to

Put the well-being and achievement of pupils at the heart of all decision making

Our greatest 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 ...

If you would like the opportunity to progress your career within the **SEAX Trust**, we would be delighted to hear from you. You can register your details and area of interest by contacting:

Mrs Kate Stannard Assoc. CIPD, Director of HR for SEAX Trust

Email: jobs@seaxtrust.com Telephone: 01245 262779

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. All posts are subject to satisfactory medical checks, enhanced DBS clearance and references.

We look forward to hearing from you soon