

THORPE HALL SCHOOL

Learning Support Assistant

Application deadline:	Friday 8th July (Midday)
Interview Date	Tuesday 12th July
Start date	September 2022
Term	Full-time – 37.5 hours per week during term-time
Salary range	TA2 – TA9 – £14,470 – £19,932

We are looking to appoint a Full-time Learning Support Assistant to assist the Key Stage 1 & Key Stage 2 class teachers to deliver learning in line with the national curriculum, codes of practice and school policies and procedures. The successful candidate must have GCSE Maths & English to at least C grade and ideally hold a Learning Support Assistant qualification.

Thorpe Hall is a non-selective co-educational day school of 440 pupils from pre-nursery to Year 11. The school is situated on a generous site on the outskirts of Southend-on-Sea and has an excellent reputation as one of the leading independent schools in the area. More information about the school and the school's prospectus can be found on our website:

<http://www.thorpehall.southend.sch.uk/about/video-prospectus/>

Job description

This is an outstanding opportunity to join our happy, developing and innovative school. The role would suit an enthusiastic, hard working and passionate individual who wishes to share their drive and motivation with children in the Prep School.

Tasks and Duties would include:

- Working with individuals or small groups of children under the direction of teaching staff
- Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.
- Support pupils with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Interact with, and support pupils, according to individual needs and skills
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Monitor and record pupil activities as appropriate writing records and reports as required
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- To assist with the preparation, maintenance and control of stocks of materials and resources.
- Assist with the development and implementation of IEP/EHCPss
- To assist with the display and presentation of pupils' work

- To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities
- To assist with escorting pupils on educational visits.
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required

Applications should include:

- Non-Teaching Staff Application Form – ([Download](#)) this must be completed in full going back to full-time education with any gaps in employment explained. Incomplete applications forms will not be accepted.
- An accompanying letter of no more than 500 words explaining your suitability for this post
- A current CV with 2 references.

*Closing date for applications: **Friday 8th July***

We reserve the right to interview and appoint earlier than the stated closing date should there be a good response to the advert.

Thorpe Hall School is committed to the safeguarding of children and successful candidates will be required to undertake pre-employment checks which include References, Health, Right to Work in UK, enhanced DBS and a Declaration that they are not a disqualified person under the Childcare (Disqualification) Regulations 2009.

THORPE HALL SCHOOL

Learning Support Assistant – Person Specification

Pay Scale/Grade:	TA2 – TA9 – £14,470 – £19,932
Reports to:	Co-heads of Prep School, Headteacher
Responsible for:	Supporting teaching and learning in the Prep School

When completing your covering letter, application form and person specification form, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

Qualifications:	<ul style="list-style-type: none"> • Ideally completion of a recognised Level 2 LSA qualification, or willingness to work towards one. • GCSE grade C or above in English & Maths • A positive approach to gaining further qualifications • Good numeracy and literacy skills
Skills, aptitude, knowledge and experience:	<ul style="list-style-type: none"> • Experience as an LSA in KS1/KS2. • Knowledge of the Read, Write, Inc. phonics programme • A positive approach to learning and gaining new skills through teamwork and training opportunities
Thorpe Hall School Ethos	<ul style="list-style-type: none"> • Capacity to work well with pupils across all age groups • Fully supportive of the aims & ethos of the School and Nursery including the Inclusion & Equal Opportunities Policy • Ability to ensure that the atmosphere is welcoming • Ability to support the vision for a high quality learning environment which promotes spiritual, moral, social and cultural development • Commitment to valuing the individuality of all of our children by giving them every opportunity to achieve the highest of standards.
Personal Attributes	<ul style="list-style-type: none"> • Energy and enthusiasm • Reliability and integrity • Sense of humour • A commitment to the ethos of the School and Nursery • Commitment to your continuing professional development • Vision and creativity • Adaptability to changing circumstances & ideas.
Safeguarding	<ul style="list-style-type: none"> • Commitment to the safeguarding and protection of children and to the personal development of our pupils • Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety