



Tiptree St. Luke's Church of England VC Primary School

Appointment of Learning Support Assistant (Task Related – Child with Autism)

Information for candidates



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POST OF LEARNING SUPPORT ASSISTANT (TASK RELATED)

School: Tiptree St. Luke's Church of England VC Primary School

Telephone: 01621-815456

School Group 2

NOR: 289

Salary Range: Scale 3 Point 4-5

SELECTION ARRANGEMENTS – THE PROCESS

Thank you for your interest in the Tiptree St. Luke's Church of England VC Primary Learning Support Assistant (Task Related) post.

We would recommend that you apply for this post online. You can access the website, complete and save your application in full confidence that it cannot be seen or accessed until you finish your application form and press the 'Apply' button. When you apply online we will be sent an email automatically, and you will receive an email via the system confirming that your application has been received.

The recruitment pack and links to further details about the school and surrounding area are included in this document.

Applying online is straightforward and the first step is to create your own profile; please follow the instructions below to apply for this post:

- Click [here](#) to register and create a profile.
- When you have created your profile, please click the Apply button at the foot of the online advertisement and complete your details.
- A self-disclosure form (SD2) is on the website.

To complete the form, please read the notes of guidance on pages 1 and 2 and type your responses in the blue boxes on page 3. All fields are compulsory; if you have no convictions, cautions or pending prosecutions, please enter 'None' in the appropriate boxes. The *Name*, *Signature*, *Date* and *Post applied for* fields must all be completed in full; it is not possible to upload an electronic signature to this version of the form so please type your name into the *Signature box*.

Once you have completed the form, save and submit it as an attachment to your online application form.

Please do not complete the form on an Apple Mac as the saved form will not be compatible with our software.

If you are shortlisted, you will be sent an occupational health questionnaire which you will need to complete and return to this office prior to interview.

We look forward to receiving your application; please do not hesitate to contact:

Clare Walker, Inclusion Manager, on 01621 815456 clare.walker@stlukesschool.co.uk if you have any queries.

Closing date: Tuesday 21st September 2021

Interview date(s): Week beginning 27th September 2021

Please be aware that as the applicant you are responsible for ensuring that your application reaches us before the stated closing date, as late applications may not be accepted.

Referees

In order to comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

- One reference from your current employer or previous employer (if not currently employed) and one other.



Tiptree St. Luke's Church of England VC Primary School

Church Road
Tiptree
Essex CO5 0SU

www.stlukeschurch-cp.essex.sch.uk

Dear Sir/Madam,

Thank you for your interest in the post of Learning Support Assistant (Task Related – Child with Autism) at Tiptree St. Luke's Church of England VC Primary School.

Monday- Friday, term time only, 8.50am- 12.30pm.

Scale 3 Points 4-5 (£9.81-£10.01ph) negotiable based on experience/qualifications.

The most recent Ofsted report (January 2019) highlights some important strengths and qualities in our school, including the following:

- All pupils are committed to pupils reaching the highest levels of success.
- Pupils live up to the school's highest expectations of behaviour and they are well mannered and considerate of the needs of others.
- Parents rightly speak about the school's success in nurturing the whole child.
- The school takes the time to value all pupils' talents beyond only the academic.

Our most recent Statutory Inspection of Anglican and Methodist Schools (SIAMS) in June 2018 states:

'As a positive expression of its Christian foundation, very good relationships lie at the heart of the school, making sure that the pupils' individual needs are met and that their families are well supported. This is especially apparent in the case of those pupils who have high levels of special educational needs.'

We encourage you to visit our school to discover first-hand the surroundings and enthusiastic learning environment that we can offer you.

Yours faithfully,

Martin Moriarty
Headteacher



Tiptree St. Luke's Church of England VC Primary School

Job Description

Post title:	Learning Support Assistant
Band:	Scale 3 (Band 4-5)
Responsible to:	Headteacher, Class Teacher, Inclusion Manager
Purpose of job:	To work in partnership with class teachers to support a child with autism to access learning in line with the national curriculum, codes of practice and school policies and procedures.
Duties and responsibilities:	<ul style="list-style-type: none"> • Working with an individual child and within small groups under the direction of teaching staff • Supporting the development of communication using PECs. • Developing boundaries, routines and following adult agenda tasks • Establish positive relationships with pupils supported • 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 English and Mathematics skills • Support the use of ICT in the classroom and develop pupil's 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 • Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources • 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 • Assist with the development and implementation of PPP's and One Plans • Liaise with other staff and provide information about pupils as appropriate • To assist with the display and presentation of pupils' work • To assist with escorting pupils on educational visits • To understand and apply school policies in relation to health, safety and welfare • Attend relevant training and take responsibility for own development • Attend relevant school meetings as required • To respect confidentiality at all times

The Governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Person Specification

Learning Support Assistant

Experience	<ul style="list-style-type: none"> • Successful recent experience working with primary/early years children • Working effectively as part of a team • Successful experience of working with a child with autism 	E E E
Qualifications	<ul style="list-style-type: none"> • Literate – at least GCSE grade C or equivalent • Numerate – at least GCSE grade C or equivalent • NVQ Level 2 in learning support/early years, NNEB or other equivalent qualification • Good general standard of education • Training in English and Mathematics strategies • Induction training for teaching assistants • Include me In or equivalent training in working with children with autism 	E E E E D D D
Knowledge & Skills	<ul style="list-style-type: none"> • Basic knowledge of first aid • Knowledge of general aspects of child development • Understanding of child protection policies and procedures • Knowledge of relevant codes of practice and school policies • Knowledge of basic ICT to support learning 	D E E D D
Aptitudes	<ul style="list-style-type: none"> • Work effectively as part of a team and contribute to group thinking, planning etc. • Effective time management • Build rapport with adults and children • To be flexible • Follow instructions accurately • Use own initiative and work independently • Communicate effectively with adults and children, verbally and in writing • Motivate, inspire and have high expectations of pupils • Creative approach to problem solving • Work calmly under pressure • Committed to personal and professional development • Awareness of, and commitment to, equalities issues • Ability to record and assess pupil progress/performance etc. 	E E E E E E E E E E D

(D) – Desirable

(E) – Essential

Recruitment and Selection Policy Statement

1. The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in the school to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.
3. The school will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
4. The school will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to the school.
5. The following pre-employment checks will be required:
 - receipt of at least two satisfactory references*
 - verification of the candidate's identity
 - a satisfactory Disclosure and Barring Service (DBS) disclosure
 - verification of the candidate's medical fitness
 - verification of qualifications
 - verification of professional status where required e.g. QTS status (unless properly exempted)
 - the production of evidence of the right to work in the UK.

NB It is illegal for anyone who is barred from working with children to apply for, or work in a school in any voluntary or paid capacity.

6. The school will keep and maintain a single central record of recruitment and vetting checks, in line with the DCSF requirements.
7. The school requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.
8. All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. A previously issued Disclosure and Barring Service Disclosure Certificate will only be accepted in certain restricted circumstances.

The School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The School's Recruitment (Pre-employment checks) Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This School is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

A copy of the School's Recruitment Procedure is available from the school upon request.



Tiptree St. Luke's Church of England VC Primary School

Additional Information

History

St Luke's Church Primary School was founded in 1863 to provide education according to the principles and practices of the Church of England.

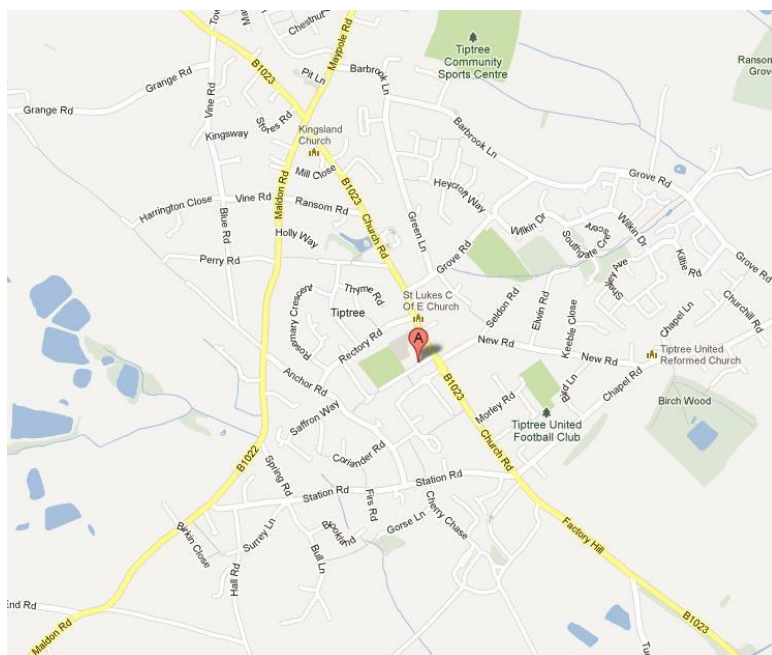
Following the reorganisation of many Church of England schools in the 1950's, St Luke's became a controlled school. This means that some of the governing body is drawn from the foundation, representing the Church of England, and the rest is made up of County nominated and other lay people, giving a total of 14 governors.

The school occupies the site immediately adjacent to St Luke's Church, and this reinforces the feeling of community that we share.

Further information about Tiptree St. Luke's Church of England Controlled School can be found on our website: <http://www.stlukesschool.co.uk>

Our Location - Church Road, Tiptree, Essex CO5 0SU

Tel: 01621-815456



Our school can be found in the heart of Tiptree with the closest parking available across the road in The Centre (shops include Boots, Don Tyler Opticians & the bakery) or at Tesco's. Access to the school is from the side entrance on The Chase (opposite the fire station and between the mini roundabouts and zebra crossing).