

# LANGHAM OAKS SCHOOL

## VOCATIONAL LEARNING SUPPORT

### ASSISTANT/TECHNICIAN



LANGHAM OAKS SCHOOL  
is part of SEAX Trust



## LETTER FROM THE HEADTEACHER

### Langham Oaks School

School Road, Langham, Colchester CO4 5PA

Headteacher: Mr Simon Dawson

Telephone: 01206 271571

Email: [admin@langhamoaks.co.uk](mailto:admin@langhamoaks.co.uk)

Dear Applicant

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

Langham Oaks School is a thriving special school, providing 70 places for boys, aged 10-16 with a "Good" (Ofsted, March 2020) residential provision for 28 pupils. It is located in the heart of the small village of Langham, in north-east Essex six miles from Colchester. The school used to reside in a 19<sup>th</sup> century house with extensions for classrooms, but in October last year we received the keys to a brand new and specially designed building in the grounds (see photo below) which will completely transform our provision. You therefore have a unique opportunity to join our team at a very exciting time as we begin a new chapter in our development.

Langham Oaks is more than a school; it is a community based on exceptionally strong and trusting relationships between children and adults. Pupils are capable of learning and achieving, but have experienced many complex issues preventing them from engaging in learning and making progress. Staff from both the day and residential teams work proactively and collaboratively to develop and deliver the best bespoke package for each individual pupil.

I hope, as you read further, you decide that Langham Oaks could be the place where you would like to continue your career and that we will receive your application in due course.

Yours sincerely

*Simon Dawson*

**Simon Dawson**  
Headteacher  
Langham Oaks School



# Langham Oaks School

## **Vocational Learning Support Assistant/Technician**

**35 hours per week**

**39 working weeks per annum**

**Actual Salary: £15,903 to £16,440**

## **Job Description & Person Specification**

<b>Job Title:</b>	<b>Vocational Learning Support Assistant/Technician (Engineering and Construction)</b>
<b>Grade:</b>	<b>Scale 4 (Points 6-7)</b>
<b>Based at:</b>	<b>Langham Oaks School</b>
<b>Reports to:</b>	<b>Headteacher, Class Teacher, SENCO, HLTA</b>
<b>Responsible for:</b>	<b>n/a</b>
<b>Liaison with:</b>	<b>Headteacher, Teaching staff, support staff, pupils</b>
<b>Job Purpose:</b>	<b>To aid in the effective delivery of learning within the department. Providing assistance and advice in meeting the practical needs of the BTEC curriculum, including liaising with teaching staff and support staff outside the department.</b>
<b>Principal Accountabilities:</b>	<b>Working with individuals or small groups of children under the direction of teaching staff</b>  <b>Provide skilled support to pupils with severe learning, behavioural, communication, social, sensory or physical difficulties</b>

## **Job Description: Vocational Learning Support Assistant/Technician**

### **Duties**

- To prepare equipment for lessons
- Support pupils in the workshop alongside a member of teaching staff
- To assist with the day to day servicing of the workshop
- To carry out routine equipment maintenance
- To assist with the preparation, organisation and storage of learning resources and equipment
- To keep up to date with Health and Safety regulations by attending courses, reading relevant literature etc.
- To carry out Health and Safety checks in workshops.
- To construct and modify apparatus as required.
- To improve on existing/design new projects and equipment needed as required.
- To contribute to the design, development and maintenance of specialist resources.
- Technicians will be required to unload and process material and other orders, which involve heavy lifting such a sheets of plywood, plastic or metal.
- During the normal working day they will be required to support lessons which may require them to be standing for long periods.

- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Establish positive relationships with pupils supported
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- 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
- Carry out specific additional care tasks for individual pupils only at the direction of a suitably qualified member of staff and once full training has been given
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
- Assist with the development and implementation of IEP/EHCPs
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- To support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- Take an active role in the preparation, maintenance and control of stocks of materials and resources
- To operate, and as appropriate maintain specialist equipment
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- 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

### General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.



### **Pupil-Facing Staff – Important Additional Information**

Langham Oaks School caters for male learners aged 10-16 years, some of which have a residential place at the school from Mondays to Thursdays. All learners have an Education Health & Care Plan and are classed as '**Social, Emotional & Mental Health**' ('SEMH') as their main category of need. In addition, they may have a diagnosis of Autistic Spectrum Disorder, Attention Deficit Hyperactive Disorder, Social Communication Difficulties, complex emotional and/or behavioural difficulties.

All of the boys have complex needs and many have experienced trauma, which can result in behaviour that is challenging and concerning. Every member of staff needs to accept and understand that behaviour is a form of communication and that it should be viewed with curiosity and empathy. All pupil facing staff are trained to use appropriate forms of physical intervention and will be expected to be involved in physical interventions when they are necessary, having first tried everything in their training to de-escalate situations.

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, eg 'Beach/Forest Schools', therapy farm, sporting activities and social events, if required.

In order to work safely with our learners, the following personal abilities are extremely important and must be exercised at all times:

- The ability to follow all **individual personal and social support strategies** including consistently applying guidance designed to minimise challenging behaviour that puts the pupils themselves, or others, at risk of physical harm
- The ability to undergo training in the use of **physical interventions** and to subsequently be able to use any recommended interventions appropriately
- The ability to follow **behaviour guidelines** including those relating to occasions when learners will use behaviours to communicate – hitting, kicking, biting, swearing, spitting
- The ability to **react quickly** to safeguard the well-being of learners – eg if a pupil were to attempt to run away, either from the site or whilst on a visit or when a physical intervention is required

All class groups include a range of needs and consequently the expectations and daily responsibilities are the same for **all pupil-facing staff**.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

*This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.*

## Person Specification: Senior Learning Support Assistant

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	Successful experience working with children in a school environment Educated to NQF Level 2, or equivalent Experience of working with SEND and/or a relevant qualification, eg Elklan	✓	✓  ✓
Knowledge of relevant Procedures	Basic knowledge of First Aid Understanding of School environment		✓ ✓
Literacy	Good reading and writing skills	✓	
Numeracy	Good numeracy skills	✓	
Technology	Knowledge of basic ICT to support learning	✓	
Communication			
Written	Ability to write basic reports		✓
Verbal	Ability to use clear language to communicate information effectively Ability to listen effectively	✓ ✓	
Languages	Able to overcome communication barriers with children and adults	✓	
Negotiating	Can consult with children and their families and carers and other adults	✓	

Working with Children & Others			
SEND	Ability to understand and support children with developmental difficulty or disability	✓	
Child Development	Good understanding of the general aspects of child development	✓	
	Ability to assess progress and performance	✓	
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	
Curriculum	Good understanding of the school curriculum	✓	
	Knowledge of literacy/numeracy strategies	✓	
Behaviour Management	Understand and implement the school's behaviour management policy	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Team work	Ability to work effectively with a range of other adults	✓	
Working with partners	Understand the role of others working in and with the school	✓	
	Understand and value the role of parents and carers in supporting children	✓	
Information	Know when, how and with whom to share information	✓	
	Ability to follow instructions accurately	✓	
Responsibilities			
Organisational skills	Good organisational skills	✓	
	Ability to remain calm under pressure	✓	
Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom	✓	
Time Management	Ability to manage own time effectively	✓	
	Demonstrate a flexible approach	✓	
Creativity	Demonstrate creativity and an ability to resolve routine problems independently	✓	
General			



Equalities	Awareness of and commitment to equality	✓	
Health & Safety	Basic understanding of Health & Safety	✓	
Child Protection & Safeguarding	Understand and implement child protection and safeguarding procedures	✓	
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality Understanding and implementation of the Trust's Data Protection Policies	✓ ✓	
CPD	Be prepared to develop and learn in the role	✓	

## APPLICATION AND RECRUITMENT PROCEDURE

Candidates should download and complete a SEAX Trust application form available from:  
[www.langhamoaks.co.uk](http://www.langhamoaks.co.uk)      [www.essexschoolsjobs.co.uk](http://www.essexschoolsjobs.co.uk)

<b>Required:</b>	As soon as possible
<b>Visits to the School:</b>	Please call the school office on 01206 271571 to arrange a visit or visit our website
<b>Closing Date:</b>	<b>6th January 2022</b>
<b>Interview:</b>	<b>13<sup>th</sup> January 2022</b>
<b>Salary and Band:</b>	LGPCD Pay Scale: 4 Points 6-7
<b>Hours and Weeks:</b>	35 hours per week/39 working weeks per annum [Term-Time]
<b>Actual Salary:</b>	£15,903 (Point 6) to £16,440 (Point 7)
<b>Paid Leave:</b>	5.5 to 6.1 weeks per annum, <i>depending on length of service</i>

**Working Pattern:**

<b>Monday to Thursday</b> 8.15am- 3.45 pm (including a 20 min break) 8 x 4 day per week	28 hours 40 mins
<b>Friday</b> 8.30 – 3.00 (1 x fortnight) including 20 min break 8.30 – 1.00 (1 x fortnight)	6 hours 10 mins 4 hours 30 mins
Planning, supervision and meetings	1 hour
<b>TOTAL</b>	<b>35 hours</b>

**To apply:** Candidates should download and complete a SEAX Trust application form available from: [www.langhamoaks.co.uk](http://www.langhamoaks.co.uk) and/or [www.essexschoolsjobs.co.uk](http://www.essexschoolsjobs.co.uk) and return to the School by the closing date above

**Queries:** Ms Nikki Dowling, Support Services Leader, Langham Oaks School  
Email: [nikki.dowling@langhamoaks.co.uk](mailto:nikki.dowling@langhamoaks.co.uk)  
Address: School Road, Langham, Colchester, Essex CO4 5PA  
Direct Line: 01206 271571

**The SEAX Trust**

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

We consider the main 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 ...

Should you have any general queries regarding staffing at **SEAX Trust**, Kate Stannard will be pleased to speak to you. Please contact: **Mrs Kate Stannard, Assoc CIPD, Director of HR for SEAX Trust**

**Email: [jobs@seaxtrust.com](mailto:jobs@seaxtrust.com) Telephone: 01245 963000**

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.

**We look forward to hearing from you soon**