St. George's Church of England Primary School

Learning for Life

1:1 Learning Support Assistant (part-time, 18.75 hrs)

RECRUITMENT PACK

SEPTEMBER 2022

1:1 Learning Support Assistant Recruitment Pack

Contents

Letter from the Headteacher	2
Job Description	3
Person Specification	5

St. George's Church of England Primary School

Learning for Life

Headteacher – Mrs R Keitch

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Dear Applicant,

Thank you for your expression of interest in the post of 1:1 Learning Support Assistant. I am delighted to have this opportunity to provide you with some details about our school and to describe the kind of person we hope to appoint to this position.

I am very proud to be Headteacher of St George's C of E Primary. Our children are hardworking, enthusiastic and friendly and the staff are dedicated to doing the very best for every child. We aim to provide an environment which is both nurturing and challenging, encouraging all members of the school community to be the best they can be. We know that each child is an individual. We take the time to listen and get to know every pupil so that we can support them in the best possible way.

This is a fixed-term post which will end when the pupil leaves the school. You will initially be working as part of our mixed Reception / Year One team, working 1:1 with a lovely Reception pupil requiring additional support as part of a jobshare. The role will also involve supporting the pupil during the lunch break and working with small groups of pupils and with the whole class under the direction of the teacher. The pupil is determined, resilient and very capable and needs academic challenge as well as physical support.

We welcome applications from candidates with experience of working with children with additional needs. We are looking for someone confident and adaptable who enjoys variety and challenge in their work and who is keen to be an active part of our team. A therapeutic, nurturing approach is vital, as is a commitment to forming productive relationships. You will require a sound level of literacy and numeracy, as well as confidence in using ICT to support the child's communication needs.

We would love to show you around our school and share more information about this opportunity – please come and meet us! Please phone or email to arrange an appointment.

I hope that you find the information in this pack helpful. I very much look forward to meeting you to tell you more about our school and the role. Thank you very much for your interest in our vacancy and for taking the time to read this letter.

Yours sincerely

Mrs R Keitch

Headteacher

1:1 Learning Support Assistant

Job Title:	1:1 Learning Support Assistant, part-time (Fixed term)	**Reporting to:**	Headteacher Clasteacher SENDCO
Salary:	Local Government Pay Scale 3 point 4-5 See advert for details	**Responsible for:**	Key worker for a designated pupil
Hours:	Mon-Fri 11.45am - 3.30pm	**Starting Date:**	September 2022
Closing Date:	Friday 1st July	**Interview Date:**	w/b 4th July

Job Description

Job Purpose	To be the key worker for a pupil with physical and communication needs. To help facilitate the pupil's successful inclusion into school life. To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.
Duties	Establish positive relationships with pupil supported. Interact with, and support pupils, according to individual needs and skills. To support the child during the lunch break. 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. Support access and involvement of all children throughout the school, modelling effective communication and positive interactions. To encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting by using therapeutic and relational behaviour management techniques. To make a practical contribution to the implementation of an agreed school plan, designed to support a pupil's individual needs. To model, within class, support strategies designed to encourage and develop appropriate behaviour in a variety of settings, i.e, with individuals and group/whole class settings. To model and lead group based activities designed to develop pupils' problem-solving, listening and social skills.

	To produce a variety of resources to support an individual's EHCP / One Plan targets. To support whole school positive behaviour systems. To participate in the evaluation and review of the agreed support in conjunction with other staff i.e. class teacher, SENDCO. To attend relevant meetings. To supervise the pupil at lunchtime, including using feeding technology and intimate care. To liaise with parents, according to agreed protocols, as and when required. To implement the School's policies relating to Child Protection and physical contact with pupils. To attend ongoing professional development, sharing relevant training with other 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.
General	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. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	NVQ Level 2 or equivalent in Learning Support Experience in supporting children with additional needs Professional training in Behaviour Management Experience of working with children in a professional setting
	Knowledge of relevant policies and procedures	Being aware of and working with the School's policies in relation to inclusion, Child Protection and physical contact with pupils.
	Literacy	At least NVQ 2 or equivalent in English
	Numeracy	At least NVQ 2 or equivalent in Maths.
	Technology	Good working knowledge of ICT to support learning.
Communication	Written	Ability to write reports, letters etc.
	Verbal	Ability to use clear language to communicate information unambiguously. Ability to listen effectively.
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively with adults and children.
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy, as required.
	SEN	Encourage the inclusion of pupils with additional needs in a mainstream setting.

	Curriculum	Good understanding of the school curriculum. Knowledge of specialist curriculum area(s), if appropriate.
	Child Development	Good understanding of child development. Ability to assess progress and performance and recommend appropriate strategies to support development relevant to the role
	Health & Well being	Understand and support the importance of physical and emotional wellbeing.
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers. Ability to work with parents and carers to improve support for children.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults.
	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share and safeguard information.
Responsibilities	Organisational skills	Good organisational skills. Ability to remain calm under pressure.
	Line Management	N/A
	Time Management	Ability to manage own time effectively.
	Creativity	Demonstrate creativity and an ability to resolve problems independently.
General	Equalities	Awareness of and promotion of equality.
	Health & Safety	Good understanding of Health & Safety.

	Child Protection	Good understanding and effective implementation of child protection procedures.
	Confidentiality/Data Protection	Understand and comply procedures and legislation relating to confidentiality.
	CPD	Demonstrate a clear commitment to develop and learn in the role.

The duties above are neither exclusive or 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.