

**LANGHAM OAKS SCHOOL**

**LEARNING SUPPORT ASSISTANT**

**APPLICATION PACK**

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**Langham Oaks School**

**is part of SEAX Trust**



**LETTER FROM THE HEADTEACHER**

**Langham Oaks School**

School Road, Langham, Colchester CO4 5PA

Interim 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 69 places for boys, aged 10-16 with “Outstanding” (Ofsted 2017) residential provision for 28 pupils. It is located in a small village in north-east Essex, six miles from Colchester. The school currently resides in a 19th century house with extensions for classrooms, but there are exciting plans in progress to move to a new and specially designed building in the grounds.

The School is a specialist provision for pupils with social, emotional and mental health needs (SEMH). 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. This is where the vital role of a Learning Support Assistant plays an integral part in the school by supporting pupils through times of challenging behaviour with high quality intervention and understanding. 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

Interim Headteacher

Langham Oaks School

**Part-Time Permanent LSA**

**Band 2 - Point 3**

**(within range Points 3-6)**

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**Job Description & Person Specification**

| **Job Title:** | **Learning Support Assistant** |
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| **Grade:** | **Band 2 - Point 3 (within range Points 3 - 6)** |
| **Reports to:** | **Headteacher, Class Teacher, SENCO** |
| **Liaison with:** | **Teaching staff, support staff, Headteacher, pupils** |
| **Job Purpose:** | **To work in partnership with Class Teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.**  **To provide particular and skilled support to pupils with severe learning, behavioural, communication, social, sensory or physical difficulties** |

**Job Description: Learning Support Assistant**

| **Learning Support Assistant Duties** |
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| * Take an active role in the preparation, maintenance and control of stocks of materials and resources; * Work with individuals or small groups of children under the direction of teaching staff; * 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 pupil response, as appropriate; * Establish positive relationships with pupils; * Provide feedback to pupils in relation to attainment and progress under the guidance of the Teacher; * Support pupil activity which, in turn, supports literacy and numeracy skills; * Support the use of ICT in the classroom and develop pupils’ competence and independence in its use; * Be involved in planning, organising and implementing IEPs, including attendance at, and contribution to, reviews; * 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; * 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; * Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the Teacher; * Support learning by selecting appropriate resources/methods to facilitate agreed learning activities; * Attend to pupils’ personal needs, including help with social, welfare and health matters, and minor first aid; * Liaise with staff and other relevant professionals and provide information about pupils as appropriate; * Assist with the display and presentation of pupils’ work; * Supervise pupils for limited and specified periods, including break-times, when the post-holder should facilitate games and activities; * Assist with escorting pupils on educational visits. * 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; * Respect confidentiality at all times; |
| * Understand and implement the Trust’s Data Protection policies; * Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager; * Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace * Ensure that all duties and services provided are in accordance with the Trust’s Equal Opportunities Policy   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: Learning Support Assistant**

| **Qualifications & Experience** | |
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| **Detail** | **Examples** |
| Specific qualifications & experience | Successful experience working with children in a school/early years environment  Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience  Completion of DCSF induction programme |
| Knowledge of relevant policies and procedures | Basic knowledge of First Aid and understanding of the School |
| Literacy | Good reading and writing skills |
| Numeracy | Good numeracy skills |
| Technology | Full working knowledge of ICT to support learning |
| **Communication** | |
| **Detail** | **Examples** |
| Written | Ability to write basic reports |
| Verbal | Ability to use clear language to communicate information unambiguously  Ability to listen effectively |
| Languages | Overcome communication barriers with children and adults |
| Negotiating | Consult with children and their families and carers and other adults |
| **Working with Children & Others** | |
| **Detail** | **Examples** |
| Behaviour Management | Understand and implement the school’s behaviour management policy |
| SEN | Ability to understand and support children with developmental difficulty or disability |
| Curriculum | Good understanding of the school curriculum  Knowledge of literacy/numeracy strategies |
| Child Development | Good understanding of the general aspect of child development  Ability to assess progress and performance |
| Health & Wellbeing | Understand and support the importance of physical and emotional wellbeing |
| 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 |
| 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 adults |
| Information | Know when, how and with whom to share information  Ability to follow instructions accurately |
| **Responsibilities** | |
| **Detail** | **Examples** |
| Organisational skills | Good organisational skills  Ability to remain calm under pressure |
| Time Management | Ability to support the work of volunteers and other teaching assistants in the classroom |
| Creativity | Demonstrate creativity and an ability to resolve routine problems independently |

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| **General** | |
| **Detail** | **Examples** |
| Equalities | Awareness of and commitment to equality |
| Health & Safety | Basic understanding of Health & Safety |
| Child Protection & Safeguarding | Understand and implement child protection 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 the application form available from our website** [**www.langhamoaks.co.uk**](http://www.langhamoaks.co.uk) **or contact the school.**

**Required: a.s.a.p.**

**Post: LGS Band 2 Point 3 (within the range Points 3 - 6)**

**Part-time Permanent**

**Closing Date: Friday 24 January 2020**

**Interview: t.b.c.**

**Visits to the School are essential and an appointment can be made by contacting Gaye Pyman, HR Manager, as per contacts below.**

**Salary and Band:**

Salary Range**:** Local Government Pay Scale Band 2 (within the range Points 3 – 6)

Hours: 37 hours per week

Weeks: 39 term-time working weeks per annum to include Inset Days

**Actual Salary** (pro-rata calculation): **£15,348.67** to **£15,968.90** depending on experience and length of service

Applications should be addressed to -

Gaye Pyman

Langham Oaks School

Langham

Colchester

Essex

CO4 5PA

Phone: 01206 271571

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

**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:**Kate Stannard, Director of HR for SEAX Trust**

**Email:** [**jobs@seaxtrust.com**](mailto: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.

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