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| **MILTON HALL PRIMARY SCHOOL AND NURSERY****JOB DESCRIPTION** |
| **Post:****Responsible to:****Salary Scale:** | Learning Support Assistant Headteacher,Level 4 (SCP 6-7) |

**Purpose of Job:**

To work under the direction of class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.

**Main duties and Responsibilities:**

* Working with individuals or small groups of children under the direction of teaching staff
* Establish positive relationships with pupils supported
* Support pupils with activities that support literacy and numeracy skills
* Support the use of ICT in the classroom and develop pupils' competence and independence in its use
* Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
* 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
* To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
* Provide feedback to pupils in relation to progress and achievement
* 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, physical and health matters.
* Assist with the preparation, maintenance and control of stocks of materials and resources.
* Liaise with other staff and provide information about pupils as appropriate
* To assist with escorting pupils on educational visits
* 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
* Attend relevant school meetings as required
* To respect confidentiality at all times

 **General**

To undertake any training commensurate with the post.

All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.

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

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out above.

This job description will be reviewed at annual appraisal.

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| **PERSON SPECIFICATION – LEARNING SUPPORT ASSISTANT**  |
|  | **ESSENTIAL** | **DESIREABLE** |
| Qualifications and experience | * Educated to at least NVQ Level 2/3,
* Successful experience working with children in a similar role within a primary school
* Good reading and writing skills (National qualification grade C or equivalent)
* Good numeracy skills (National qualification grace C or equivalent)
 | * First Aid Training with accompanying certificates
* Experience of working with SEN children in educational environment
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| Knowledge and Understanding | * The National curriculum; including expectations
* The developmental stages of children
* The procedures relating to the safeguarding of children’s welfare
* Ability to understand and support children with developmental difficulties or disability
* Ability to assess progress and performance
* Understand procedures and legislation relating to confidentiality
 | * The different ways in which children learn
* Behaviour management strategies
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| Communication | * Ability to read, write and understand reports
* Ability to communicate information clearly and coherently
* Ability to listen effectively
* Overcome communication barriers with children and their families, carers and other adults
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| Skills | * Relate well to children, school staff and parents
* Contribute to a range of teaching, learning and pastoral activities
* Help the class teacher to plan, monitor and assess using observations of the children
* Take responsibility, with minimum supervision, for delivering planned activities over an extended period to groups of children including those with special educational needs
* Work constructively as part of a team but have the ability to manage own time effectively
 | * Have effective basic ICT skills to support children’s learning
* Understand Health & Safety
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| Personal Characteristics | * Be prepared to develop and learn in the role
* Be caring and friendly
* Be calm and patient
* Be flexible and co-operative
* Be enthusiastic and committed
* Have good organisational skills Participate in annual performance appraisal constructively and positively
 | * Have a good attendance record
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**Application Form**

Applicant Surname (CAPITAL LETTERS):

Please return your completed application form to:

Milton Hall Primary School and Nursery or Email: recruitment@miltonhall.southend.sch.uk

Salisbury Avenue,

Westcliff on Sea,

SS0 7AU

Tel: 01702 330758

Milton Hall is a well-established, diverse school with a very good reputation in the local community. We are proud of the caring ethos in our school and encourage our children to *Dream, Believe, Achieve*! Our school is an exciting place to work and for children to come to school, pupils, parents, staff and governors take great pride in Milton Hall. We regularly use media and drama to enhance the curriculum and have superb resources such as a dance/drama studio, green screen filming/photography media studio, a 4D immersion room and even a Plane!

An exciting opportunity has arisen for the school to employ an Learning Support Assistant. You will be expected to work as part of a team in one of our classrooms. The successful candidate will need to have the following:

* An understanding of the school curriculum.
* Experience of developing children’s social skills, communication and language skills and physical skills.
* Be able to work with individuals or small groups of children under the direction of the teaching staff.

You will be expected to work between the hours of 8.30am – 3.30 pm with half an hour lunch, term time only.

We can offer:

* An exciting, vibrant and happy working environment
* Training, ongoing CPD and staff wellbeing package
* Friendly and supportive staff and governors

We are committed to safeguarding and promoting the welfare of young people; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring services. Any offer of employment will be subject to satisfactory clearance thereof.

CLOSING DATE: 6th June 2022 Midday

For further information on how we process your personal data please go to

<http://www.miltonhallschool.com/vacancies/>

**Statement from the Head Teacher**

As the Headteacher of Milton Hall Primary School and Nursery it is an absolute pleasure to introduce this exciting, vibrant, happy school to you.

Here at Milton hall, we passionately believe in ensuring our pupils and staff have the best experience possible. We want our whole school community to be inspired and excited, to achieve and succeed, and to aspire to be the best that they can be.

We offer outstanding facilities and opportunities for pupils, parents and staff alike. The school uses cutting edge technology, has our own Media Suite, Drama Studio, Music Studio, Immersion Room and the famous Milton Hall Jet as featured on George Clarke’s ‘Amazing Spaces’ programme, where your imagination can take you on a learning journey without limits.

Investing in our staff is a high priority at Milton Hall. We pride ourselves on not only nurturing our pupils’ talents but those of our staff too. Excellent CPD opportunities are always on offer to ensure staff are developing professionally and looking at new and innovative ways of working. This ensures we have a highly skilled, confident and happy staff who strive daily for success.

If you are an individual with a strong work ethic who truly believes every child has the right to be successful and you genuinely want to make a difference to our amazing children’s lives, then we would love you to apply for a position at our school.

I look forward to receiving your application.

Andy Douglas

Headteacher Mr Andy Douglas

Chair of Governors Mr Dave Taylor

Number on Roll: 695

Age Range: 3 – 11 years

Free School Meals: 28%

Children with EAL: 35%

**Section 1**

**Post Details**

Application for appointment as: **Learning Support Assistant**

School: **Milton Hall Primary School and Nursery**

Closing date: **06.06.2022**

**Section 2**

**Personal Details**

Last name and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First name (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone No ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

National Insurance no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have the right to work in the UK? Yes No

**Section 3**

**Present Employment** (if currently employed)

Employer’s name and address (if applicable):

Nature of business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current post title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date appointed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade/salary range: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current salary: £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Allowance(s) received: Type(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Please tick the box if you do not wish to be contacted at work

**Section 4**

**Brief outline of duties in your current or most recent**

**job**

**Section 5**

**Previous Employment**

Please include all full time and part time positions. Please list the most recent first and continue on a separate sheet if necessary.

Employer Start date End date Job Title Reason for leaving

**Section 6**

**Breaks in Employment History**

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, career break, voluntary work, training.

Start date End date Reason for break

**Section 7**

**Ability to travel (if required)**

Do you have a valid driving licence? Yes No

Do you have access to a vehicle which you are able to use for work Yes No
purposes?

If not, are you able to travel, for work purposes, by another means of Yes No

transport?

**Secondary School Education** (please list most recent first)

School(s) From To Qualification/subject Grade Dates

 obtained and awarding

 body

**Section 8**

**Section 9**

**Continuing Education** (University/College/Apprenticeships etc.)

Please list most recent first.

 Education Establishments From To Qualification/subject Grade Dates

 obtained and awarding

 body

**Section 10**

**Professional Qualifications**

Including details of professional association membership

Do you hold Qualified Teacher Status (QTS)? Yes No

**If yes please complete the following:**

Date NQT/Early Career Teacher Statutory Induction Period completed (if qualified since August 1999)

Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Reference Number:

**Other relevant training and development activities attended**

**in the last five years**

Please list the most recent first and continue on a separate sheet if necessary.

Brief description/Course title Date Organising body

**Section 11**

**Section 12**

**Information in support of this application**

Please use the person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the Person Specification (please continue on a separate sheet if necessary). *If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post.*

**Section 13**

**References**

Please give the name and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. In the case of school references, this should be the Headteacher (or the Chair of Governors for Headteacher applications). Applicants must ensure referees consent to be contacted and for reference information to be held for a period of 6 months.

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| Referee’s Name  |  | Job Title  |  |
| Address  |  |
| Post code |  | Contact No |  |
| Email Address |  |
| How do you know them? |  | Period of time applicant known to referee:  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Referee’s Name  |  | Job Title  |  |
| Address  |  |
| Post code  |  | Contact No |  |
| Email Address |  |
| How do you know them? |  | Period of time applicant known to referee:  |  |

Note: (i) Referees will be contacted before interviews.

 (ii) If either of your referees know you by another name please give details.

 (iii) The school may contact other previous employers for a reference with your consent.

(iv) References will not be accepted from relatives or from people writing solely in the capacity of friends.

**Section 14**

**Close Personal Relationships**

Are you a relative or partner, or do you have a close personal relationship with, any employee, Trustee or Governor of the establishment to which your application is being made (or to any County Councillor or employee of Southend Borough Council)? If ‘yes’, please state the name(s) of the person(s) and relationship (see notes below).

Yes No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Failure to disclose a close personal relationship as above may disqualify you.

Canvassing of Governors, Trustees, County Councillors or senior Managers of the School/SBC by or on your behalf is not allowed.

**Disclosures**

Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2) to disclose whether:

* they have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974; or
* they have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.
* they are subject to any prohibitions relevant to the role

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance notes are available to accompany the SD2 form to assist candidates with information which must be disclosed. Any information disclosed will be treated in the strictest confidence.

Where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application, along with other relevant pre-employment checks.

Shortlisted candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2018 (“the Regulations”) will be asked to complete a Disqualification Declaration Form.

A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. A copy of the Disqualification Declaration Form is available from the school office if you wish to review this Form prior to submitting your application.

**Safer Recruitment Declaration**

It is unlawful for a person who is barred from working with children to apply to work in a regulated position.

I certify that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body which would prohibit or restrict me from applying for this post.

**Section 15**

**Data Protection**

I acknowledge that by completing this form the school will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the school will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Privacy Notice.

If I am the successful applicant, I acknowledge that this information will be retained in line with the school’s retention schedule. If I am not the successful candidate, I acknowledge this information will be retained by the school in a secure electronic/paper system for no longer than 6 months from the date of the appointment of the successful candidate.

All forms submitted (in paper or electronic format) will be held securely by the school in line with their data protection policy.

**Declaration and Signature**

Please read the following statement and information relating to your application carefully.

By ticking the box below, signing and submitting this form you are certifying that the information you have supplied is accurate and confirming that the declarations are true to the best of your knowledge. Any false information will result in the withdrawal of any offer of employment or, in the event of employment, in disciplinary investigation by the school which may result in dismissal.

I certify that the information I have supplied on this form is accurate and true to the best of my knowledge.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If this form is submitted electronically you may be asked to sign a physical form if your application is progressed.

Thank you for applying for this post and your interest in working for this school. It is not our normal practice to acknowledge receipt of applications.



**Equal Opportunities Policy**

Milton Hall intends no discrimination whether against or in favour of any employee or applicant for employment, except in circumstances where compulsory redundancy would otherwise be caused.

Nevertheless, the school is aware of the difficulties faced by minority racial groups, women and the disabled, in finding suitable employment and in securing promotion, which are increased at a time of high unemployment and a restricted job market.

The school recognises its obligations to all such members of the community equally with its obligations to others and its policy is, therefore:

* That members of minority racial groups, people of either sex and the disabled should be given equal consideration when applying for employment, having regard to the individual aptitudes and abilities of all candidates in relation to the requirements of the job
* That those groups should be given equal consideration for training, career development and promotion
* To consider the practicability where necessary of adapting premises and equipment and providing special aids in the case of the disabled
* To maintain a close liaison with the Disablement Resettlement Officers of the Department of Employment on applications for employment and on training for the disabled.

The school reminds all members of its staff that each individual employee has obligations not to discriminate against minority racial groups, people of either sex or the disabled. All employees are required to comply with the Equal Opportunities Policy and to co-operate in measures introduced by the school to implement it. Failure to do so may result in disciplinary action.

Any employee having a complaint as to discrimination or victimisation relative to the school’s Equal Opportunities Policy or the legislation to which it relates should raise the matter with the Headteacher and, if the complaint is not then, or subsequently, resolved, it may be referred for determination by the appropriate Governors’ Committee.

I do consider myself to have a disability as by the Disability Discrimination Act 1995 (as detailed above)

I do not consider myself to have a disability as by the Disability Discrimination Act 1995 (as detailed above)

**Disability Discrimination Act 1995**

Before ticking the appropriate box below, please first read the definition of disability.

Definition of Disability

The definition of disability, as outlined in the Disability Discrimination Act 1995 as follows:-

“A physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.”

To be protected under the Act,

* an individual must have an impairment which can be physical or mental
* it has to be substantial, that is something more than minor or trivial
* it needs to be long term i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected.

**And**

* it must affect their day to day activities on a regular basis.

The effect an impairment may have on day to day activities is defined in the Act as falling within the following categories: -

* mobility
* manual dexterity
* physical co-ordination
* continence
* ability to lift, carry or otherwise move everyday objects
* speech, hearing or eyesight
* memory or ability to concentrate, learn or understand

**or**

* perception of the risk of physical danger