



**De La Salle School**

## **INFORMATION FOR APPLICANTS**

### **LEARNING SUPPORT ASSISTANT**

Grade: Scale 3 (Range 4-5)





## De La Salle School

Dear Candidate

Welcome to De La Salle School.

De La Salle School, Basildon, was founded by the De La Salle Brothers in 1972. Known then as St Anselm's RC Comprehensive, the school served families of Basildon until 1996 when it changed its name to De La Salle School.



St Jean-Baptiste De La Salle founded his first schools in the seventeenth century and his core Catholic principles run through all the work we do today.

These Lasallian values make De La Salle School the perfect choice for all families in Basildon and the wider community.

We have the highest expectation of every student entrusted to us. Preparing individuals for the many challenges the modern world has in store for them is central to the work we do. While developing their academic excellence, we support and nurture every individual to become the person God intended them to be.

We are enormously proud of the achievements of our students. When they reach the end of their time with us, we aim for each young person to leave the school confident, happy and fully prepared for the future, whether that is further education, employment or training, we fully support our students at every milestone.

As a former student of De La Salle School, I am immensely proud of all that the school stands for. I know how impressed you will be by our students, who are equally proud to be a part of this community. Their enjoyment and passion for learning is infectious and makes for a learning environment that gives the potential for each and every individual to succeed.

If you feel you want to be part of our journey and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for this role, so please wherever possible contact the school to make an appointment to look around.

Yours sincerely

Paul Norris  
**Headteacher**



## De La Salle School

### INFORMATION FOR APPLICANTS

#### LEARNING SUPPORT ASSISTANT

**GRADE: Scale 3 (Range 4-5)**

**Position Start Date:** September 2021

**Contract Term:** 1 year, Fixed Term

**Hours:** 30hrs per week, Monday to Friday, 8.30am to 3.15pm, term time only

**Pay Scale:** Scale 3, Point 4 (range 4-5): £19,559 FTE pro rata (inclusive of outer fringe allowance – actual approx. £13,535 per annum)

#### INFORMATION ABOUT THIS VACANCY

De La Salle School is a caring and thriving oversubscribed fully comprehensive and inclusive 11-16 school with a committed and dedicated staff. The Governors are seeking to appoint x2 enthusiastic and caring Learning Support Assistants on a 1 year fixed term basis.

The post will involve working with and supporting children with a range of special educational needs. As a member of this team you will need to be flexible, adaptable and responsible. A knowledge of the SEN Code of Practice will be beneficial. There will be training opportunities and all staff are encouraged to continue their own learning, particularly in gaining qualifications relevant to their role.

De La Salle School is a Christian Community. It is inspired by the vision and example of St. John Baptist De La Salle. Each person is invited to become the person God intends him or her to be. They are expected to live a life of faith and love, following the example of Jesus Christ.

All members of this community are encouraged to grow in awareness of their own unique worth. They are encouraged to use their gifts in responsible and friendly co-operation with others. Within this environment, De La Salle offers a curriculum for children of all abilities.

Whilst the successful candidate is not required to be Catholic, you would be expected to support and follow the Catholic ethos of the school.

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. The post will be subject to an enhanced DBS check, medical check and references.



## De La Salle School

### HOW TO APPLY

**Closing Date for Applications: Thursday 1<sup>st</sup> July, midday**

**Shortlisting: Friday 2<sup>nd</sup> July**

**Interview Date: w/c 5<sup>th</sup> July 2021**

We encourage prospective candidates to visit the school before making an application.

If you would like to arrange a visit, please contact Sarah Wilkinson, PA to Headteacher (01268 281234) to make an appointment.

Please submit your Application Form together with your supporting statement, outlining your reasons for applying for this post, to [swilkinson@dlsbasildon.org](mailto:swilkinson@dlsbasildon.org)

In your letter please make reference to information in the recruitment pack, particularly the person specification, and explain why you would be an ideal candidate for De La Salle School and what qualities you will bring to the Team.

If you have any questions, please contact Sarah Wilkinson, PA to Headteacher on 01268 281234.



## De La Salle School

### JOB DESCRIPTION LEARNING SUPPORT ASSISTANT

|                                   |   |
|-----------------------------------|---|
| <b>Job Title</b>                  | Learning Support Assistant  |
| <b>Grade</b>                      | Scale 3 (Range 4-5)   |
| <b>Responsible to</b>             | Headteacher, Class Teacher, SENCO   |
| <b>Liaison with</b>               | Teaching staff, support staff, Headteacher, pupils  |
| <b>Job Purpose</b>                | To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.  |
| <b>Principal Accountabilities</b> | Working with individuals or small groups of children under the direction of teaching staff.<br>Support pupils with activities which support literacy and numeracy skills  |
| <b>Duties</b>                     | <ul style="list-style-type: none"><li>• Establish positive relationships with pupils supported</li><li>• Support the use of ICT in the classroom and develop pupils' competence and independence in its use</li><li>• Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate</li><li>• Promote positive pupil behaviour in line with school policies and help keep pupils on task</li><li>• Interact with, and support pupils, according to individual needs and skills</li><li>• 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</li><li>• To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour</li><li>• Monitor and record pupil activities as appropriate writing records and reports as required</li><li>• To support learning by arranging/providing resources for lessons/activities under the direction of the teacher</li><li>• Assist with the development and implementation of IEPs</li><li>• To attend to pupils' personal needs including help with social, welfare, physical and health matters, including minor first aid.</li><li>• To assist with the preparation, maintenance and control of stocks of materials and resources</li><li>• Liaise with other staff and provide information about pupils as appropriate</li><li>• To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities</li><li>• To assist with escorting pupils on educational visits</li></ul> |



## De La Salle School

### 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
- 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.

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



## De La Salle School

### PERSON SPECIFICATION LEARNING SUPPORT ASSISTANT

| General heading                        | Detail  | Examples  |
|--|---|---|
| <b>Qualifications &amp; Experience</b> | Specific qualifications & experience          | Successful experience working with children in a school/early years environment<br><br>Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience<br><br>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                                    | Knowledge of basic ICT to support learning  |
| <b>Communication</b>                   | Written                                       | Ability to write basic reports  |
|  | Verbal  | Ability to use clear language to communicate information unambiguously<br><br>Ability to listen effectively   |
|  | Languages                                     | Overcome communication barriers with children and adults  |
|  | Negotiating                                   | Consult with children and their families and carers and other adults  |
| <b>Working with children</b>           | Behaviour Management                          | Understand and implement the school's behaviour management policy   |
|  | SEN   | Ability to understand and support children with developmental difficulty or disability  |



## De La Salle School

|                            |                       |   |
|----------------------------|-----------------------|---|
|                            | Curriculum            | <p>Good understanding of the school curriculum</p> <p>Knowledge of literacy/numeracy strategies</p>   |
|                            | Child Development     | <p>Good understanding of the general aspect of child development</p> <p>Ability to assess progress and performance</p>                                |
|                            | Health & Well being   | <p>Understand and support the importance of physical and emotional wellbeing</p>  |
| <b>Working with others</b> | Working with partners | <p>Understand the role of others working in and with the school</p> <p>Understand and value the role of parents and carers in supporting children</p> |
|                            | Relationships         | <p>Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults</p>               |
|                            | Team work             | <p>Ability to work effectively with a range of adults</p>   |
|                            | Information           | <p>Know when, how and with whom to share information</p> <p>Ability to follow instructions accurately</p>   |
| <b>Responsibilities</b>    | Organisational skills | <p>Good organisational skills</p> <p>Ability to remain calm under pressure</p>  |
|                            | Line Management       | <p>Ability to support the work of volunteers and other teaching assistants in the classroom</p>   |
|                            | Time Management       | <p>Ability to manage own time effectively</p>   |
|                            | Creativity            | <p>Demonstrate creativity and an ability to resolve routine problems independently</p>  |





## De La Salle School

|                |                                 |   |
|----------------|---------------------------------|---|
| <b>General</b> | Equalities                      | Awareness of and commitment to equality                           |
|                | Health & Safety                 | Basic understanding of Health & Safety                            |
|                | Child Protection                | Understand and implement child protection procedures              |
|                | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
|                | CPD                             | Be prepared to develop and learn in the role                      |