



## THE BILLERICAY SCHOOL

<b>Job Title</b>	Learning Support Assistant
<b>Grade/Salary</b>	£15,088 to £15,832 including fringe
<b>Hours</b>	Part Time/Term time only – 28.5 Hours Per Week
<b>Date Required</b>	As soon as reasonably possible
<b>Closing Date</b>	Monday 15 April 2024
<b>Interview Date</b>	Week commencing 15 April 2024
<b>Reporting To</b>	Head of Personalised Learning

### Details

The successful candidates will support students to fully access our curriculum, to build friendships and social skills so that they can be successful in school. We currently have two positions available and will consider both full time and job share applications. Please clearly state on your application your working preference.

Potential candidates are encouraged to get in touch with any questions they might have or to arrange a visit to the school and the team.

### Main Duties

- Provide particular and skilled support to all students in a given learning area or mainstream classroom, working in partnership with class teachers.
- Work with named individuals or small groups of children under the direction of teaching staff to facilitate access to the curriculum, develop student confidence and promote independent learning skills.
- Support students with activities, which support literacy and numeracy.
- Support the use of ICT in the classroom and develop students' competence and independence in its use.
- Promote the inclusion and acceptance of children with special educational needs within the classroom, ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Aid removal of barriers to learning, whether they be social, emotional, medical or physically related.
- Take an active role in the preparation and maintenance of differentiated materials and resources in the learning areas supported.
- Understand specific learning needs and styles, and support learning through the selection of appropriate resources/methods – differentiated as required – to facilitate agreed learning activities.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate.
- Establish positive relationships with students supported.
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher.
- Liaise with staff and provide background information about students as appropriate.
- Liaise with the Head of Personalised Learning on matters concerning named students.
- Promote positive student behaviour in line with school policies and help keep students on task.
- Participate in the planning and evaluation of learning activities with the teacher, providing them with feedback on student progress and behaviour – particularly in relation to achievement of targets, student profiles, writing reports and records as required.
- Monitor and record student responses and learning achievements, drawing any problems, which cannot be resolved easily to the attention of the teacher.



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- To implement assessments as appropriate.
- Accept responsibility, with other support staff, for running the lunchtime homework provision.
- To assist with escorting pupils on educational visits.
- 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.

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

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### **About the School**

The Billericay School is a heavily oversubscribed comprehensive in Essex. The school has polite and engaged students who want to learn and benefits from good parental support.

With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

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### **About the Trust**

We are a small Multi Academy Trust based in the South East of Essex and currently manage four local secondary schools. Each school within our Trust is a place where we believe in the power of education to transform lives.

Our philosophy is centered around the belief that schools can achieve better educational outcomes for students by working together as a collective entity. The Compass Trust is founded on the principles of collaboration, innovation, and inclusivity, with the aim of providing a supportive and nurturing environment that enables schools to flourish and students to succeed.

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### **Additional Benefits**

As a valued member of our team, you will be entitled to the following benefits (*\*Subject to eligibility criteria*)

- Free access to our fully equipped Gym (and induction program)
- Free access to our swimming pool
- Employer Pension Contribution
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers in partnership with Specsavers
- Access to our Wellbeing programme (including counselling sessions and online discounts)



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- Virtual GP Access - including minors 16 and under
  - Annual onsite Flu Vaccination programme
  - Free tea, coffee and cake on Fridays
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### How to apply

When applying for this position, please use The Billericay School application form, which can be found on our school website under Work with us: [How to apply](#)

If you have any questions, please do not hesitate to contact Miss D Ancient at [dancient@billericayschool.com](mailto:dancient@billericayschool.com)

We look forward to hearing from you.



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### Person Specification

Essential	
Category Application	<ul style="list-style-type: none"> <li>Well completed application form</li> <li>Supportive reference/s</li> <li>Suitability to work with children</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>Grade C / Grade 4/5 GCSE English and Maths</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of or interest in working with children/young people</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>Evidence of recent training</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Ability to keep appropriate records</li> <li>Ability to communicate effectively, both orally and in writing, in a variety of situations</li> <li>Good organisation/ability to prioritise</li> </ul>
Special Knowledge	<ul style="list-style-type: none"> <li>Use of ICT in supporting all aspects of school and professional life (Basic knowledge of Word, Outlook etc.)</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>Ability to demonstrate enthusiasm and sensitivity whilst working with others</li> <li>Caring attitude towards students and parents</li> <li>Copes well under pressure and uses humour to good effect</li> <li>An understanding of the need to respect confidentiality at all times</li> </ul>
Desirable	
Category Application Qualifications	<ul style="list-style-type: none"> <li>Grade C / Grade 5GCSE (or equivalent) in 3 additional subjects</li> <li>Level 1 Award in Preparing to Work in Schools / Level 2 Certificate in Supporting Teaching and Learning (or a similar qualification)</li> <li>SEND qualifications</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working in a school (or similar) environment</li> <li>Experience of working within the caring professions</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>Willingness to undertake relevant training</li> </ul>
Skills	
Special Knowledge	<ul style="list-style-type: none"> <li>Awareness of the National Curriculum / GCSE (or equivalent)</li> <li>Understanding of the needs and demands of young people</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>Flexibility and adaptability in order to be able to mix and work with a wide range of people</li> <li>Evidence of being able to build and sustain effective working relationships with staff and students</li> </ul>