





LEARNING SUPPORT ASSISTANT – RECEPTION

Required September 2024

Permanent, 37.5 hours per week, term time only

Actual salary £18,050 STN18 (depending on qualification level)

We are seeking to appoint an enthusiastic and driven learning support assistant, to join our supportive and successful LSA team, providing support for individuals and groups of pupils. The position is predominantly to support pupils in Reception but a willingness and ability to engage with pupils across the whole Lower School age range (Years 1-5), may be required. In addition, EYFS experience or a willingness to undertake training in EYFS would be an advantage.

Within the role, you will work with Reception pupils, and across the Lower School as required, and support and deliver interventions, supporting the SENCO in ensuring that quality provision is provided for our SEND students. You will also support the SENCO with administrative tasks including coordinating and developing resources for SEND students.

This is an excellent opportunity for candidates who are potentially looking to gain experience to progress into teaching and/or for those who aspire to work within education.

The successful applicant

Ideally the successful candidate will have previous LSA experience with relevant qualifications and be capable of establishing productive working relationships with pupils, acting as a role model and setting high expectations. They will ideally have knowledge of the EYFS curriculum and be able to carry out observations and deliver adult led activities for small groups. They will have proven success working as part of an effective team and demonstrate the ability to show initiative.

They will be able to promote the inclusion and acceptance of all students within the classroom and be supportive of students consistently, whilst recognising and responding to their individual needs. They will be able to demonstrate good organising, planning and have the ability to prioritise. We are looking for someone friendly yet professional, with a respectful approach.

The role is permanent, term time only, 37.5 hours per week including lunch break, 8.30am to 4pm Monday to Friday. Annual salary for the position is dependent on qualification level: up to £18,050 pa.

We offer a wide range of benefits to school staff including training and development opportunities, up to 50% fee reduction for children of staff (after completing one year), contributory pension, occupational health scheme, great career opportunities and free lunches (during term time).

Closing date for applications Early application is advised as interviews will be on a rolling basis and we reserve the right to appoint immediately. Final closing date 15th April 2024.

All applications must be made on our official application form, which can be downloaded from the school's vacancies page: <https://www.saintnicholasschool.net/contact-us/staff-vacancies/>

Please return your completed application to Davina Marshall, HR Manager at d.marshall@saintnicholasschool.net

School's history & background

Saint Nicholas School was founded in 1939 with a total roll of 7 pupils. By 1977, the pupil roll had increased to 140 and at this time the school moved from its modest premises in Mill Street, Churchgate Street, to the current location at Hillingdon House. Today, Saint Nicholas is a thriving independent coeducational day school catering for approximately 500 pupils aged from 2 ½ to 16, with a fabulous nursery for babies from 3 months of age.



The school is situated in delightful gardens and grounds which extend to more than 14 acres. Pupils in the nursery, pre-school, lower, middle and upper school are each housed in their own area, within close proximity of each other, enabling good access to shared facilities. The School is very well equipped with specialist classrooms, science laboratories, technology areas, ICT rooms, and libraries. Sports facilities include extensive playing fields, tennis courts, a heated swimming pool, a sports hall and state-of-the-art theatre.

The school is located close to London and Cambridge with direct train access to both, as well as being a short drive from Stansted Airport and the London Underground via Epping. You can find more about the school by visiting our website <https://www.saintnicholasschool.net/>

KEY RESPONSIBILITIES

This list is not exhaustive and you may be required to undertake other responsibilities and training as requested by your line manager. Key responsibilities include:

- To provide in-class support for individuals or groups of pupils, predominantly to Reception pupils, but a willingness to work across the Lower School may be required.
- Plan and implement Intervention Programmes for pupils and help monitor their progress.
- To participate in and contribute to the development of the SEND department.
- To support students with learning difficulties as required by Education and Health Care Plans, protocols for interventions and the school's strategy to improve student attainment across Key Stages 1 and 2. This will require working to agreed goals and objectives for individual or groups of pupils.
- To work collaboratively with teachers in the delivery of teaching and learning to ensure that students' progress and experiences are recorded. These records will be used to inform Individual Education Plans and Pastoral Support Programmes.
- To understand how pupils' learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development
- Providing some 1:1 or small group intervention work as needed.
- Helping support students during non- contact time.
- Keeping updated impact and intervention records.
- Contributing to parent/agency meetings if required.
- Contributing to SEND Team meetings.
- Taking part in training/CPD.

Professional development and appraisal

- Be aware of the need to take responsibility for your own professional development.
- To be able to identify areas for own CPD and work alongside the SENCO to target areas for own development.
- Undertake professional duties that may be reasonably assigned by the Headmaster e.g. training courses.
- To support the SENCO in creating and monitoring pupils' Intervention Plans.

Effective communication

- Provide reports on individual progress to the SENCO and parents as required.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.



CONTRIBUTION TO SCHOOL LIFE

Pastoral duties

- Attend weekly assemblies.
- Take on break and lunch duties as required.

Staff meetings and training

- Attend pre-term staff training and inset days.
- Attend the weekly after-school staff meeting as required.

School events

- Demonstrate support of the Friends organised events, including attending the Christmas fayre which takes place on the last day of term

KEY QUALIFICATIONS, SKILLS & EXPERIENCE

Essential

- Relevant qualifications (both formal and through appropriate experience) to meet the challenge of the specific appointment
- Evidence of successful employment and education.
- You will be educated with formal qualifications including GCSE (or Level 2 equivalent) in Mathematics and English Language or similar qualifications gained since leaving compulsory education.

General

- Excellent written and verbal communication skills, with a high level of attention to detail
- Strong organisational skills with the ability to manage multiple tasks and priorities effectively
- Ability to work independently and as part of a team, with excellent interpersonal and collaborative skills
- A strong work ethic and willingness to take on a range of responsibilities as required

Personal Attributes

- A positive and proactive attitude, with a willingness to take on new challenges and learn new skills
- High levels of energy, drive and enthusiasm, with a commitment to achieving results
- Excellent interpersonal skills, with the ability to build and maintain strong relationships with internal and external stakeholders
- Flexibility and adaptability, with the ability to work under pressure and to tight deadlines
- A commitment to continuous improvement and a desire to develop new skills and knowledge
- Collaborative team player
- Positive, hardworking, and flexible
- Ability to approach all confidential matters with discretion, sensitivity and diplomacy

We would love to hear from you if you are looking to join a supportive and enthusiastic team in beautiful rural surroundings. We respect the hard work and commitment demonstrated by everyone at Saint Nicholas School and we are proud of the caring and mutually supportive atmosphere.

SAFEGUARDING

Saint Nicholas School is fully committed to safeguarding and promoting the welfare of children, young people and other vulnerable groups and expects all staff, parents and volunteers to share this commitment. All staff and volunteers, where appropriate, will be required to complete our safer recruitment checks including qualifications; references; enhanced DBS and barred list; proof of identity; right to work in the UK; overseas, EEA and prohibition checks. New employees will be required to submit a Staff Self Declaration form (referring to disqualification under the Childcare Act 2006 as amended in 2018).



EQUALITY AND DIVERSITY

Saint Nicholas School aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented as detailed on the application form.