Application Pack for the position of SEN Learning Support Assistant at

Epping Primary School

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Epping Primary School

Dream, Believe, Achieve

Letter from the Headteacher

Dear Applicant,

Thank you for your expression of interest in the post of SEN Learning Support Assistant at Epping Primary School. I am delighted to have this opportunity to provide you with some details about our School and to describe the kind of person we hope to appoint to this position.

Epping Primary School caters for pupils between the ages of 4–11 years of age and is a successful, thriving school. We have lovely pupils, hardworking staff and supportive parents/ carers.

At Epping Primary School we all work together to continually develop the school through forward thinking, shared ambition and a passion to create an amazing place for pupils to learn and staff to work. We have a beautiful building, set in the countryside on the edge of the vibrant town of Epping, yet we are within walking distance of local public transport and the underground (which connects directly to London).

This is an extremely exciting opportunity for a highly skilled, nurturing and inclusive SEN Learning Support Assistant with excellent interpersonal skills and vision to become part of our dedicated team. We are looking for someone who likes to work in a busy environment, is flexible in their approach and shares our passion for providing pupils with the best start to their education. As a SEN Learning Support Assistant you will join our committed team to ensuring our pupils have the most effective support required in order to meet their full potential.

As a SEN Learning Support Assistant you will have the opportunity to work alongside the Inclusion Leader, Learning Mentors, and our Pastoral Care Worker to support pupils' learning, social, emotional and mental health needs. We are committed to the professional development of all staff and alongside the induction period you will have access to regular support and training. We strongly endorse the value of well-being and the critical role it plays in education.

If you would like to support our journey to outstanding and work as part of the team in our beautiful school environment, then please read the information contained in this pack and send in your completed application form. Informal visits to the school are welcomed beforehand.

Yours sincerely,

Mrs T O'Donnell
Headteacher

Job Description: SEN Learning Support Assistant

Salary: Scale 3 Pt 5-6
FTE £25,583- £25,989 (plus Inner Fringe £1045) pro rata
Actual £11,387.27 – £11,560.90 (inc. pro-rata Inner Fringe)

Hours/weeks: 18.75 hours per week/38.4 weeks. 11:30 to 3:15pm
5 days per week

Reporting to: Inclusion Leader/Deputy Head/Headteacher

Purpose of the role:

- To work in partnership with class teacher and Inclusion Lead to assist a child with an EHCP and to support with their learning and development.
- To provide support and guidance to pupils in ensuring their learning, social, emotional and mental health needs are being addressed and supported in order to meet their full potential

Location:

School based, however some travelling for courses and school trips.

Duties and Responsibilities:

Classroom Responsibilities

- Deliver tailored teaching activities/interventions to pupils on a 1:1 basis or in small groups to support them in successful learning
- To attend to pupils personal needs
- To provide support to pupils with moderate learning, behavioural, communication, social, sensory or physical needs
- Support and encourage pupils to develop independent learning skills
- Encourage the inclusion of all pupils with emotional and social needs in a mainstream setting by using positive management techniques designed to develop the pupil's ability to make better choices
- Model group-based activities designed to develop pupil's problem solving, listening and social skills
- Support the Teacher with implementing positive behaviour management strategies to promote the school behaviour system and encourage progress and achievement
- Provide detail and regular feedback to Teachers and other staff regarding pupils' progress
- Contribute to implementation of an agreed action plan designed to address a pupil's individual learning and social and emotional needs
- Create displays celebrating pupils work and achievements

- Supervise individuals on the playground during morning and afternoon break and over the lunch period
- To assist the teacher and other staff in the implementation of care programmes.

Safeguarding and Social Care

- Be aware of and work in accordance with all school policies, including those related to Child Protection and Physical Contact with pupils
- Provide accurate feedback to appropriate members to staff in a timely manner
- Attend all relevant safeguarding training
- Make appropriate referrals for identified pupils in a timely manner and record these using the school online record keeping system

Outside Agencies

- Liaise with outside agencies such as Specialist Teachers, Educational Psychologists and Speech and Language Therapists
- Implement, assess and review strategies provided by outside agencies

Attendance

- Monitor pupil's attendance and punctuality on a daily basis
- Report concerns to Pastoral Care Worker/senior staff

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and under direction of the Headteacher.

Person Specification: SEN Learning Support Assistant

	Essential	Desirable	Method of Assessment*
KNOWLEDGE/QUALIFICATIONS			
NVQ Level 2 Supporting Teaching and Learning in school as a minimum	✓		AC
A record of continuing professional development		✓	ACR
Knowledge and skills of working within all policies in relation to Inclusion, Child Protection, Safe guarding and Safer Handling (Physical Contact with Pupils)	✓		AIRC
Professional Training in Behaviour Support		✓	AIC
Professional Training in Safeguarding	✓		AIC
Well-developed IT Skills		✓	AI
Knowledge and experience of KS 2 SATs		✓	AIR
Knowledge and experience of KS 1 SATs and phonic check		✓	AIR
Literacy and Numeracy GCSE A -C	✓		AIRC
EXPERIENCE			
Successful experience working as SEN Learning Support Assistant across all key stages		✓	AIR
Supporting pupils with social, emotional and mental health needs	✓		AIR
Participating and contributing to SEND meetings	✓		AIR
Implementing and reviewing interventions to support learning and well-being needs	✓		AIR
Supporting pupils with varying needs such as EAL, more able and those with specific learning difficulties	✓		AIR
Working with a range of internal and external parties	✓		AIR
Supporting pupils in Year 2 and 6 with SATs with small group teaching		✓	AIR

			AIR
SKILLS/ BEHAVIOURS/QUALITIES			
Strong interpersonal, written and oral communication skills	✓		AI
Self-motivated with high levels of personal drive	✓		AIR
Positive approach to working with children, and the ability to motivate, inspire and build rapport	✓		IR
Ability to analyse data and statistics.		✓	AI
The ability to work in close harmony with all staff	✓		IR
Flexible and adaptable to changing school environment with positive approach	✓		IR
A professional attitude to work	✓		IR
The ability to enthuse and inspire others	✓		IR
Strong organisational and time management skills	✓		AIR
A willingness to keep up to date with educational policy and training related to your role	✓		AIR

***Method of Assessment**

Key: A= Application, I=Interview and Assessment, R=Reference, C=Certificate

Application Process

To apply for the position of SEN Learning Support Assistant at Epping Primary School please complete the application form and include a one-page letter outlining why you feel you meet the requirements of the person specification and how Epping Primary School will benefit from your skills.

Please follow the links on the website to send your completed application form and letter.

Epping Primary School is committed to safeguarding and promoting the welfare of our School Community. It is expected that all staff and volunteers share this commitment. We are an equal opportunities employer. This position is subject to safer recruitment procedures, including satisfactory references, medical and enhanced DBS clearance prior to appointment.

Queries

If you have any queries on any aspect of the application process or would like to arrange an informal discussion or visit then please email the Inclusion Manager, Mrs Lorna Shemmings at inclusion@eppingprimary.essex.sch.uk