

LARKRISE PRIMARY SCHOOL

Headteacher: Ms K Allen

RECRUITMENT PACK

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The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



JOB DESCRIPTION

School:	Larkrise Primary School
Job Title:	Learning Support Assistant
Grade:	Scale 3
Reports to:	Headteacher
Liaison with:	Teaching staff, support staff, Headteacher, pupils

Job Purpose

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

Principal Accountabilities	<ul style="list-style-type: none"> To maintain the safety, welfare and good conduct of the pupils during the midday break
Duties	<ul style="list-style-type: none"> Establish positive relationships with pupils supported. Support pupils with activities which support literacy and numeracy skills Support the use of ICT in the classroom and develop pupils' competence and independence in its use 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 Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour Monitor and record pupil activities as appropriate writing records and reports as required Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher 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 and health matters, including minor first aid. To assist with the preparation, maintenance and control of stocks of materials and resources. Assist with the development and implementation of IEP/EHCPss Liaise with other staff and provide information about pupils as appropriate 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 To assist with escorting pupils on educational visits.
General	<ul style="list-style-type: none"> 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

	<ul style="list-style-type: none">• 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.
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This job description sets out the duties of the post at the time it was drawn up. The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Headteacher as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years environment Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience 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
Communication	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Ability to understand and support children with developmental difficulty or disability
	Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure

	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
General	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

Key Information Sheet for Learning Support Assistant

This section sets out the key information for candidates applying for the above post. Please read this information carefully and retain this information for reference during the application process.

Applicant Process

Applicants must complete the application form and submit it no later than midday on the closing date detailed in the main advertisement. Please ensure that you complete every section of the form carefully – incomplete application forms may be rejected. All applicants are strongly advised to read the job description and person specification for the post prior to submitting the application.

Selection Process

Applicants will be assessed against the person specification for the role. All shortlisted applicants will be invited to a face-to-face interview with the selection panel.

For teaching staff there will be a teaching observation and maybe one or more activities. For support staff there will be a task to be completed relating to the role applied for.

Shortlisted Candidates

The Trust will only contact shortlisted applicants and therefore if you have not received any communication from the school/Trust your application has not been successful on this occasion.

References

Prior to the interview date, referees will be contacted to request references on all shortlisted candidates. Please ensure that you provide consent when requested for your referees to provide a reference to avoid delays.

The school may conduct on-line searches on shortlisted candidates as part of the screening process to ascertain whether there is any indication that they may be unsuitable for employment in a school. Any information will be discussed with applicants before a decision is made.

Further information and school visits

Applicants who require further information or would like to visit the school should contact the Office Manager at the school who can liaise with the Headteacher to provide information or book a visit.

Probation

All individuals new to employment with Quantum Multi-Academy Trust will be required to satisfactorily complete a six-month probationary period.

Guidance notes for completing application pack

How to make an application;

Please complete the application form online through Essex School Jobs. This application form and process has been designed to provide the range of information necessary for a fair and consistent approach to recruitment. We strongly advise that you carefully read all available information for this job before you start completing the form. Included in this pack are a full job description and a person specification, detailing the skills, qualifications and experience that are required for this job.

You must demonstrate in your application how you are able to fulfil the requirements of the person specification and job description for the post, as this will form the basis on which decisions are made on selection for interview.

Work permit/Evidence of permission to work in the UK

Please let us know if you are an overseas national who requires a work permit to work in the UK. You should check your immigration status, if applicable.

Prior to commencing employment with the Trust, all members of staff will be required to produce documentary evidence of permission to work in the United Kingdom. You could provide, for example, either a current British passport or UK birth certificate, or a work permit and your passport.

A full list of acceptable documentary evidence is available on request. An original document must be seen before or during the pre-employment stage of the recruitment process.

Employment (sections 3 – 6)

Please give us full details of your complete work history since school including any breaks in employment. This can include paid employment, voluntary work and work experience.

Ability to travel (section 7)

Please include details of your ability to travel to work.

Education (section 8 – 9)

Please give full details of your education, detailing schools/colleges attended and qualifications achieved, including subject, level and grade. Please also include information on any qualifications for which you are currently studying.

Qualifications (section 10)

Please include details of all professional qualifications, e.g. qualified teacher status (including DfES number), NNEB, AAT, City & Guilds, BTEC etc. You will be asked to provide evidence of any qualification(s) specifically required for the post.

Other relevant training and development activities attended in the last 5 years (section 11)

This could include: on the job training; IT training courses; skills training courses; apprenticeships; technical training; health and safety training etc.

Statement in support of your application (section 12)

Please use this section to explain your reasons for applying for this job. The information you include here should be directly related to the person specification and you should demonstrate clearly how

your experience, skills and abilities match those required in the job. You can draw on elements from any aspect of your life, such as education, work, home or community life, as long as you focus on its relevance in comparison to the needs of this job.

References (section 13)

Please give the names 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.

References will not be accepted from relatives or from people writing solely in the capacity of friends. In providing the names of referees, you are agreeing that the school may ask their opinions on your character in relation to this application. These opinions, given in trust, will remain strictly confidential. Please note that it is school policy to request references prior to interview if at all possible (unless otherwise requested).

Close personal relationships (section 14)

Please provide details if you are a relative or partner, or have a close personal relationship with, any employee, Trustee or Governor of the establishment to which your application is being made. If 'yes', please state the name(s) of the person(s) and relationship.

Failure to disclose a close personal relationship as above may disqualify you. Direct or indirect canvassing of county councillors, senior council employees or members of the governing body by you, or on your behalf, is strictly forbidden. Failure to disclose a family relationship to any county councillor, senior council employee or governor may lead to your disqualification.

Disclosures (section 15)

Shortlisted candidates will be required to complete a Self-Disclosure Form (SD2) to disclose details of both spent and unspent criminal convictions.

Candidates who are asked to complete the DBS form will also be asked to show evidence of identity e.g. birth certificate/passport/driving licence etc. along with completion of other relevant pre-employment checks. Any information disclosed will be kept in strict confidence and used only in consideration of your suitability for the job for which you are applying. If you fail to disclose any convictions, then your employment could be subject to dismissal or disciplinary action by the school.

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

Safer Recruitment (section 15)

It is unlawful for a person who is barred from working with children to apply to work in a regulated position. Candidates need to certify that they are not disqualified from working with children or subject to any sanctions imposed by a regulatory body which would prohibit or restrict them from applying for the post.

Data Protection (section 15)

All or parts of the application form and all other documents submitted in application will be held securely by the Trust in line with our data protection policy. The information will only be shared in line with the Privacy Notice.

Equal opportunities monitoring

The Trust are equal opportunities employers and committed to ensuring that applicants are selected for appointment on the basis of their abilities relevant to the job. Your application will therefore be considered strictly on the basis of experience, skills, aptitudes, knowledge, attainments and any other criteria necessary to undertake the duties of the post, as set out in the enclosed person specification.

Disability

If you have a disability, please indicate any relevant effects of the disability and any adjustments that may help to overcome any disadvantage the disability may cause (a) if you are invited to interview and (b) you are appointed to the post.

Closing date

The closing date for the job is on the advertisement. Please ensure that your application is submitted by the specified date.

Medical clearance

If you are appointed, you will be asked to complete a Fitness to Work Declaration and may be asked to attend an appointment with our Occupational Healthcare provider to complete a pre-employment questionnaire.

Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to ensure that all our employees have leave to enter and remain in the UK and are not subject to a condition precluding them from taking up employment. We would therefore ask you to bring with you, if invited to interview, an original document containing a national insurance number, eg P45, P46 or P60 or an old payslip and one of the following:

British birth certificate or passport

European Economic Area (or ESS) passport or identity document

passport or travel document endorsed to show that the holder is entitled to work in the UK (work permit)

certificate of registration or naturalisation as a British citizen

a letter issued by the Home Office confirming that a person has indefinite leave to enter or remain in the UK.

Privacy Notice

The Privacy Notice can be located on our Trust website <https://www.qmat.uk/224/policies-gdpr-privacy-notice> - Privacy Notice Managing Employment.

Please note that a CV will only be accepted if accompanying a fully completed application form.

Recruitment and Selection Policy Statement

1. The Trust Board is committed to:
 - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
 - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
 - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs;

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Trust Board recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and setting:
 - receipt of satisfactory references
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity
 - verification that you are not barred from working with Children
 - verification that you are not prohibited from teaching
 - verification of medical fitness for the particular role
 - verification of qualifications and of professional status where required e.g. QTS status
 - the production of evidence of the right to work in the UK
 - verification of successful completion of/exemption from statutory induction period
 - verification that you are not subject to a section 128 direction preventing you from holding a management position within a school

- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for or undertake Regulated Activity.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all shortlisted candidates will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) and any prohibitions prior to interview. When making a recruitment decision the Trust will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Trust Board is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be discussed with candidates and decisions made on a case-by-case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

The Trust Board operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. In line with recommended practice in the statutory guidance "Keeping Children Safe in Education", the school will conduct searches for information on shortlisted candidates which is publicly available on-line. The purpose is limited:
 - to identify issues which call into question the applicant's suitability to work with children;
 - to verify employment history.

Only information related the purposes stated will be shared with the Panel. Any information will be discussed with candidates at interview before any decisions regarding the recruitment process are made.

9. The school processes personal data collected during the recruitment process in accordance with its data protection policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

A copy of our Recruitment Procedure is available upon request.