

Buttsbury Infant School
Billericay, Essex
Learning Support Assistant

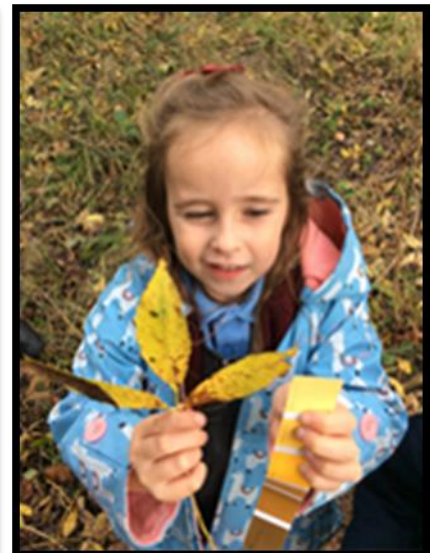
September 2024
Fixed Term to August 25
Mon – Fri 8.30am – 3.15pm



Buttsbury Infant School

How to find us

Address:	Perry Street Billericay Essex CM12 0NX
Telephone:	01277 622821
Email:	admin@buttsbury-inf.essex.sch.uk
Website:	https://www.buttsbury-inf.essex.sch.uk/essex/primary/buttsbury-inf



Learning Support Assistant

Five days per week

8.30am – 3.15pm during term time

Scale 3 Point 5

Fixed term – 4th September 24 – 31st August 25

Dear Applicant,

Thank you for your interest in the above post. I hope that you find our recruitment pack helpful. It includes information about the school and the selection process. Also included are the Person Specification and Job Description on which you should base your application.

Experience working within a school environment would be helpful but is not essential.

If you require any further information then please do not hesitate to contact me via the school office.

Visits to school are warmly encouraged and can be arranged via the School Office.

The school is committed to safeguarding and promoting the welfare of all our students and all posts are subject to enhanced criminal record disclosure checks.

I look forward to receiving your application.

Yours faithfully,

Ann Robinson

Executive Headteacher



Selection Process Guide

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process. We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Applications

Applications must be submitted via the Essex Schools Jobs website by Sunday 2nd June 2024

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. Candidates who best meets the person specification will be invited to an interview. We will notify you by email. If you have not heard from us within 3 working days of the shortlisting date, you will not have been successful at this stage. Interview date: TBC.

References

We request references for all candidates who are invited to interview, in line with safer recruitment. This request will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer. Please note that the school will conduct searches for information on shortlisted candidates which is publicly available on-line.



Buttsbury Infant School



Job Description

Job Title	LSA Primary
Grade	Scale 3 Point 5
Reports to	Senco/Headteacher
Liaison with	Staff, pupils and parents

Job Description – SEN Learning Support Assistant

Principal Accountabilities

- Working with individuals or small groups of children under the direction of teaching staff
- Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate

Duties

- Establish positive relationships with pupils
- 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 and disabilities 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
- Support learning by organising and developing resources for lessons/activities under the direction of the teacher
- Attend to pupils' personal needs including social, welfare and health matters, including minor first aid
- Assist with the preparation, maintenance and control of stocks of materials and resources.
- Assist with the development and implementation of Individual Education Plans
- Liaise with other staff and provide information about pupils as appropriate

- Assist with the display and presentation of pupils' work
- Supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities
- Assist with escorting pupils on educational visits
- To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room.
- To assist children with eating their meal if applicable.
- To clear tables when meals are finished and clear up any associated spillages.
- To enforce the necessary sanctions for maintaining good order.
- To administer basic first aid as required.
- To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- Where necessary and appropriate to lead games and activities with the children.
- To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children

General

- Understand and apply school policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own professional development
- Respect confidentiality at all times
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services 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 appropriate duties within the context of the job, skills and grade.

Personal Specification

General heading	Detail	Examples	Essential	Desirable
Qualifications and Experience	Specific qualifications and experience	Successful experience working with children in an early years and or Key Stage 1 environment	✓	
		GCSE grade C [or equivalent] English and Maths qualification	✓	
		NVQ Level 2 or above in learning support/early years or equivalent qualifications		✓
	Knowledge of relevant policies and procedures	Basic knowledge of First aid and understanding of the School		✓
	Technology	Knowledge of basic ICT skills to support learning	✓	
Communication	Verbal	Ability to use clear language to communicate information unambiguously	✓	
	Written	Ability to write basic reports such as observations of pupils	✓	
	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 policy		✓
	SEND	Ability to understand and support children with special educational needs and disabilities		✓
	Curriculum	Good understanding of the EYFS curriculum Knowledge of the teaching of synthetic phonics		✓
	Child Development	Good understanding of child development Ability to observe and assess progress and performance		✓
	Health and Well being	Understand and support the importance of physical and emotional wellbeing of children		✓

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 time effectively	✓	
Creativity	Demonstrate creativity and an ability to resolve routine problems independently	✓		
General	Equalities	Awareness of and commitment to equality	✓	
	Health and Safety	Basic understanding of Health and Safety issues	✓	
	Child Protection	Understand and implement child protection procedures	✓	
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality	✓	
	Continuing Professional Development	Be prepared to develop and learn in the role	✓	
	Working Environment	Be prepared to work in the outdoor classroom all year round.	✓	