



**ST EDMUND'S
SCHOOL**
CANTERBURY

Learning Support Assistant

Full-Time, Term Time Only
Immediate start available



DETAILS OF THE POST

Details about the post	
Grade	Pay range £18,919-20,808 pro rata
Type of post	Full-time, term time only
Hours	08.30am-4.30pm
Holiday	5 weeks pro rata to be taken during School holidays
Start Date	Immediate start available
Post & Department	
Introduction	<p>Do you believe that all children have the potential to make more than expected progress? If so, please read on.</p> <p>We are seeking to appoint a fantastic Learning Support Assistant to join our Junior School staff team– to work for 37.5 hours a week: 8:30 – 4:30 (to include a 30 minute, unpaid lunch break)</p> <p>The pupils at St Edmund's are well behaved, enthusiastic learners. Parental support is very strong and the Governing Body is committed to improving outcomes for our children. We are committed to high standards and achievement for all pupils.</p> <p>We are looking for someone who is:</p> <ul style="list-style-type: none"> • Excellent in the classroom, with an outstanding ability to engage and enthuse children • Able to challenge, support and motivate all children to achieve high standards • Able to work under pressure with good time management skills • Able to think creatively and adapt learning to motivate and meet needs • Able to modify work/timetable to meet needs of all pupils • Able to support the pastoral needs of the pupils. • Eager to take a full and active part in all aspects of our school community • Naturally positive and a fun team player – with a great sense of humour! <p>In return, we can offer you the opportunity to:</p> <ul style="list-style-type: none"> • Work within a school community that is proud of its achievements and well-motivated to continue to develop further • Work within a supportive team



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JOB DESCRIPTION

Supporting Pupils:

- In consultation with class teachers and the inclusion manager, support pupils in the following ways:
- Adopt a person-centred approach: be able to relate well to children, understand their individual circumstances, needs and aspirations. Establish respectful, trusting, supportive and constructive working relationships with all pupils so that they can reach their full potential
- Implement a variety known strategies that will enable identified children to learn as effectively as possible. This will involve assisting in their weak area e.g. language, behaviour, reading or presentation, and may include devising complementary learning activities, offering motivation and encouragement, creating visual supports etc.
- Ensure the child is able to use equipment and materials provided
- Actively encourage acceptance and integration of children with special needs both within and outside the classroom environment. A willingness to help run nurture groups and to contribute to the pastoral care of our pupils is essential
- Carry out intervention programmes for identified children including testing, recording results, setting new goals and showing children strategies for learning.
- Work with groups of pupils and individual pupils in lessons ensuring that their needs are met while encouraging independence
- Liaise with outside agencies when necessary. Prepare and carry out specific programmes using advice from outside agencies (e.g. Speech Therapist, Physiotherapist, Occupational Theapist)
- Work collaboratively with teachers and other teaching assistants, discussing the needs and progress of children receiving support and contribute to review meetings
- Write succinct session plans and add subsequent evaluative comments as a record of involvement.
- Attend training to increase personal knowledge and share ideas with other school staff as appropriate.
- Demonstrate a working understanding of current theory and practice in relation to learning, care and support for young people who have special educational needs including the SEN Code of Practice

Year Groups and School organisation:

- Support year groups and School organisation in the following ways:
- Develop and foster good relationships with parents



- Prepare first aid equipment and other resources for school visits
- Participate in school visits, including residential visits where appropriate
- Supervise playgrounds with a member of the teaching staff and undertake lunchtime duties
- Assisting with assemblies including making scenery and props
- Attend and participate in staff meetings, section meetings and in-Service training days as requested
- Undertake any other tasks as directed by the Head teacher

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good basic education to GCSE level in literacy and numeracy or the equivalent • Experience of providing pastoral support • Experience in delivering phonics and/or speech and language based interventions • Experience of working with children with SpLD (dyslexia, dyscalculia in particular) • 	<ul style="list-style-type: none"> • Example of child protection training • Qualification and/or evidence of training in areas of SpLD, ASC, SLCN
The Classroom	<ul style="list-style-type: none"> • Help professional staff to achieve their objectives • Assist children on an individual basis but also work as a member of a team • Explain tasks simply and clearly • Supervise and manage children • Monitor, record and make basic assessments about individual progress • Suggest alternative ways of helping children if they are unable to understand • Gain the confidence of children who are behaviourally challenging or socially withdrawn • Accept and respond to authority and supervision 	<ul style="list-style-type: none"> • Previous experience working with pupils within a primary setting and/or Upper KS2/3. • Understanding of the needs of pupils with autism • Experience of working alongside other professionals to support pastoral needs • Plan programmes of support that incorporate variety, interest and pace



	<ul style="list-style-type: none"> • Work independently and show initiative • Demonstrate good interpersonal skills with children and adults • Demonstrate good organisational skills • Be involved in professional development and attend relevant training days • Display work effectively and make and maintain basic teaching resources • Demonstrate the ability to learn and adapt from past experience • 	
Personal Qualities	<ul style="list-style-type: none"> • Warm personality • Empathy • Enthusiasm • Flexibility • Initiative • Patience • Respect for confidentiality • Be hardworking, kind, and able to work as a member of a team 	

CONDITIONS OF SERVICE

BENEFITS

Workplace pension, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme. Parking is free for all staff on the school site and lunch is offered free-of-charge for all staff during term time.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT



St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

The deadline for receipt of application **9.00am Monday 10th October**, however early applications will be welcomed and interviews can be arranged prior to the deadline for suitable candidates. Applications should be emailed to recruitment@stedmunds.org.uk.

