

Learning Support Assistant

Applicant Information Pack



Learning Support Assistant - B

Required January 2024

x1 permanent post - x 1 Fixed Term post until 31.08.24

Grade 2 Scale 5 – 6

£21,575 - £ 22,369 (£18,558 to £19,241 actual)

37 hours per week

Balmoral Learning Trust has a clear vision which it applies to everything it does, its purpose is to create opportunity through collaboration, celebrating the prospects and the potential that can be found in our community though our aim to achieve learning and excellence for all.

Hetton Lyons Primary School is a welcoming and driven school in the heart of Hetton-Le-Hole. A school of choice with an ethos based on community values to ensure the children flourish academically, socially, emotionally and physically.

We are seeking to appoint an outstanding Learning Support Assistant who can contribute to improving the learning experiences of young people.

We are looking for someone who can inspire, influence, and who:

- Has Experience of working with children.
- Will inspire and influence building trust and confidence in children.
- Communicate effectively with children and adults.
- Promote the Trust's aim to achieve learning and excellence for all

In return we can offer:

- Continued Professional Development
- 24/7 Employee Assistance Programme
- Family Friendly Policies and Procedures
- Generous Holiday Entitlement
- A team of friendly staff
- A collaborative Multi-Academy Trust.

Closing Date: Friday 8th December, 12 noon

Shortlisting: Friday 8th December

Interview: Friday 15th December

How to apply: Application packs can be downloaded from the Trust website and returned to hr@balmorallearningtrust.co.uk

Balmoral Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure and Barred List Check. Please find our Safeguarding Policy here: <https://www.balmorallearningtrust.co.uk/wp-content/uploads/2022/11/06-Safeguarding-Arrangements-September-2022.pdf>

Job Description

Job Title:	Learning Support Assistant B	Salary:	Grade 2 SCP 5 - 6
Responsible to:	Appraisal Team Leader, Head of School		

Purpose of Job:

- To support and assist pupils and teachers as part of a professional team.
- In line with the school's policies and procedures contribute to raising standards of pupils' achievement and to deliver and support a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues.

Main Duties

- Providing support for pupils, teachers and the whole school as outlined below.

Support for the Pupil

- Using specialist knowledge to support pupils, including those with 1:1 support requirements
- Working with pupils on individual targets set by a member of the teaching staff.
- Supporting all pupils included in a mainstream setting, support base, home base, special school, or any other learning environment as appropriate.
- Supporting the reintegration of pupils in mainstream schools to access the curriculum either on an individual basis or as a member of a small group.
- Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the school base and in the local community.
- Under the direction of teaching staff or senior colleagues, working independently with individual pupils or groups of pupils if this is necessary.
- Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the teaching staff.
- Applying considerable knowledge and understanding of the curriculum, age range, or SEN as determined by the SEN Code of Practice or the particular needs of the school pupils.

Support for the Teacher

- To give appropriate support to pupils by allowing the teacher time to give immediate intervention to individuals and groups during lessons
- Assisting teaching staff in the monitoring, recording and evaluation of pupils' progress, including providing observation feedback.
- Assisting in the assessment of individual pupils.
- Liaising with the SENCO and teaching staff, to identify the needs of the pupils.
- Assisting in the preparation and review of Support Plans including co-ordinating relevant information. Assisting in the setting of behaviour targets.
- Setting up and using equipment as required to maintain pupils' needs and support their participation in learning tasks and activities.
- Providing support to teachers in developing effective approaches to manage behaviour and discipline problems.
- Raising the awareness of school staff to pressures on pupils which may result in behavioural problems.
- Assisting in compiling and maintaining pupils' records.
- Assisting in the review of Education, Health and Care Plans.
- Carrying out appropriate schemes of work and programmes set by the teaching staff for pupils and to assist in the preparation of learning materials for this purpose.
- Managing the planning and programming of specific educational activities for the pupils.
- Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff.

Support for the School

- Participating in meetings to review pupil progress and reporting to the meeting as required, on involvement with pupils.
- Liaising with educational and health specialists, and outside agencies as required.
- Supporting the senior management team in the mentoring of TA trainees, apprentices and TA levels 1 and 2
- Contributing to the whole School's Self Evaluation process.
- Assisting in maintaining a safe environment for pupils and staff.
- Assisting in the supervision of pupils during the day and in the playgrounds/ school grounds as required. If required provide lunchtime cover including yard duty and administering first aid as appropriate.

General Requirements

- Attending and participating in training and development activities as required.
- Participating in schemes of assessment, professional development and review.
- Assisting teaching staff or senior colleagues in escorting pupils home as and when required, as directed by the teaching staff.
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the school and Balmoral Learning Trust

Professional Values and Practice

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school and Trust's policy and procedures, using behaviour management strategies, which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within School and Trust policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following school and Trust policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The post holder must:

- Promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.
- Act in compliance with data protection principles in respecting the privacy of personal information held by Balmoral Learning Trust.
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Balmoral Learning Trust's records and information.
- Carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.
- Comply with Balmoral Learning Trusts Health and safety rules and regulations and with Health and Safety legislation.

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Health and Safety

It is the responsibility of individual employees to take care of their own health and safety and that of others who may be affected by their acts at work. This includes cooperating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding Policy and Procedure in place and are committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns and record any potential safeguarding incidents appropriately

In addition, the post holder will be required to undertake other reasonable duties within the level of the post as requested.

Person Specification

Key Criteria		Essential/ Desirable	Assessment Application/ Task/Interview/ Vetting (A, T, I,V)
Qualifications and Training			
1.	Educated to GCSE standard with a minimum of 5 A-C grades, including maths and English	E	A, I, V
2.	Level 2 childcare qualification.	E	A, I, V
3.	Experience of supporting teaching and learning within a school setting.	D	A, T, I, V
4.	Level 3 childcare qualification.	D	A, I, V
Aptitude, Skills and Experience			
5.	Able to demonstrate the necessary skills and experience of successfully supporting pupil learning.	E	A, T, I
6.	Experience of working with children across the primary age range.	E	A, I
7.	Ability to form and maintain appropriate professional relationships and boundaries with children and young people.	E	A, T, I
8.	Inspire, influence, build trust and confidence in children.	E	A, T, I
9.	Ability to organise classroom activities e.g. preparing and setting out resources (under direction)	E	A, T, I
10.	Ability to implement strategies for teaching and learning (under direction)	E	A, T, I
11.	Good understanding of child development and learning processes.	E	A, I
Personal Attributes			
12.	Able to relate well to and communicate effectively with children and adults.	E	A, T, I
13.	Flexibility and ability to adapt to change.	E	A, I
14.	Able and willing to work as part of a team.	E	A, I
15.	Able to work within the Trust's policies and procedures, including safeguarding, behaviour and confidentiality.	E	A, T, I
16.	Ability to participate in a programme of professional development and training activities.	E	A, T, I
Other Requirements			
17.	A knowledge of safeguarding and child protection requirements.	E	A, T, I
18.	A strong commitment to both Trust values and ethos plus own professional conduct and ethics.	E	A, T, I
19.	Ability to travel between schools within the Multi Academy Trust when necessary.	D	A, T, I

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

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An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Please find our Safeguarding Policy here: www.balmorallearningtrust.co.uk/wp-content/uploads/2021/10/Balmoral-learning-Trust-Safeguarding-Arrangements-September-2021-5.pdf

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applications with disabilities will be granted an interview if the essential job criteria are met.

Contact Us

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