



Quality with Equality

Creativity with Rigour

Entitlement with Diversity

# Candidate Information Pack



## **Hotspur Primary School**

Mowbray Street, Heaton, Newcastle upon Tyne, NE6 5PA  
admin@hotspur.newcastle.sch.uk – 0191 276 2762

# **Learning Support Assistant Level 3**

November 2024

# Message from the Headteacher



At Hotspur we aim to provide a pupil experience based on quality with equality, creativity with rigour and entitlement with diversity. Our stimulating and creative learning environment provides a safe place where children can enjoy their learning and grow into confident individuals and responsible members of society.

It is very important that children learn to read and write well whilst they are at primary school and gain a good grasp of number and calculations so English and Mathematics are at the centre of our work. We also believe that children should leave in Year 6 knowing what they are good at and what they enjoy – so we give them many different high-quality opportunities whilst they are here including singing, learning instruments, dancing, playing sports, investigating in science, researching in history and geography and creative design in art.

We are looking to appoint an exceptional Learning Support Assistant to join our team who is:

- passionate about making a transformational difference to the lives of young children;
- has the highest expectation of themselves and all children;
- able to use carefully structured programmes and guidelines systematically;
- highly organised and able to prioritise; and
- enjoys working collaboratively.

We have a strong record of developing staff and can support those looking to take the next step in your career in a school built on collaboration, creativity, innovation and mutual support.

*K. McVittie*

**Kevin McVittie**



# Advert

## Learning Support Assistant Level 3

From November 2024

Full time-Fixed Term

1 vacancy

Fixed Term until 31<sup>st</sup> August 2025

N4- £24,294-25,119 per annum (actual £20,556-£21,255)

37 hours per week, term time (plus 2 training days)

Hotspur is a vibrant two-form entry primary school in Heaton that serves a richly diverse community. We are passionate about enabling children to become rounded, confident and happy individuals. As a school we aim to provide a rich and varied curriculum that:

- develops a love of learning
- ensures high standards in English and Maths
- is balanced between tightly structured and creative learning
- helps children to discover what they are good at and what they enjoy doing
- nurtures inquisitive minds that are open to new ideas
- promotes equality and diversity.

We are looking to appoint an exceptional Learning Support Assistant to join our team who is:

- passionate about making a transformational difference to the lives of young children;
- has the highest expectation of themselves and all children;
- able to use carefully structured programmes and guidelines systematically;
- highly organised and able to prioritise; and
- enjoys working collaboratively.

***Candidates are encouraged to visit school, please contact the school office to make an appointment.***

**Closing date-** Monday 30<sup>th</sup> September 2024

**Shortlisting-** 2<sup>nd</sup> October 2024

**Interview Date-** 7<sup>th</sup> October 2024

*We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all our staff and volunteers share this commitment. The appointment of the successful candidate will depend upon a satisfactory enhanced criminal records check from the Disclosure and Barring Service and other recruitment and vetting checks.*



# Job Description

<b>POST TITLE:</b>	Support Assistant Level 3
<b>GRADE:</b>	N4 (SCP 7-9)
<b>RESPONSIBLE TO:</b>	Headteacher or other designated teacher
<b>JOB PURPOSE:</b>	To assist in the education of pupils within the school
<b>MAIN DUTIES:</b>	The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

## (a) General

- Supporting the teacher in the general management of the classroom.
- Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.
- Providing clerical/admin support, e.g. photocopying, typing, filing, collecting money etc.
- Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children's play.
- Undertake routine invigilating and marking.

## (b) Classroom Organisation

- To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- Assisting in the preparation, maintenance and repair of books, apparatus, and equipment, to include cataloguing and stocktaking of all resources.
- Preparing pupils' work for display in the classroom and around the school.
- Demonstrating creativity in assisting with the practical resourcing of the classroom.

## (c) Pupil Support

- Working with pupils directly on curriculum related tasks under the direction of the teacher.
- Contributing to the delivery of all aspects of the curriculum for pupils, including assessment, recording and reporting procedures and the maintenance of Individual Education Plans (IEP's), including the preparation of reports and reviews under the guidance of a designated teacher.
- Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
- Contributing to monitoring and evaluating the learning environment provided for the pupils in his/her care and using this evaluation to help make necessary changes and developments within the classroom.
- Working with teachers and other staff in planning the teaching programme and associated activities.
- Taking an active role in liaising with external agencies and preparing reports for and contributing to reviews.
- Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

**(d) Welfare and Other Duties**

- Assisting in the supervision of pupils particularly at break periods, during lunchtimes and the beginning and end of sessions.
- To assist in the administration of medicines.
- To carry out care procedures to meet the health care needs of children e.g. nappy changing.
- Attending to sick or injured pupils and taking sick pupils home.
- To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- Under teacher overall control, accepting shared responsibility for the creation of a safe environment for the pupils within and outside the classroom.
- Supervising other Support Assistants as required.

**(e) Child Protection**

- The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

# Person Specification

## Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

### Essential

1	Experience of supporting pupils in a learning environment
2	Knowledge of national or foundation stage curriculum
3	Experience of classroom organisation
4	Experience of administrative and clerical duties in a school or office environment
5	NVQ Level 2 or 3 for Teaching Assistants or equivalent qualification or experience
6	Working towards Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency

### Desirable

7	Experience of advancing progress of pupils of relevant age within a learning environment
8	First Aid Training
9	Recent experience of working with children with challenging behaviours

## Part B: Assessment Stage

Items 1 and 2 of the application stage criteria and the criteria below will be further explored at the assessment stage:

1	Experience of using ICT to support pupils in the classroom
2	Able to produce accurate and up to date records and reports.
3	Able to undertake observations and assessments of pupils including those with special educational needs.
4	Able to undertake routine invigilation and marking
5	Able to work within and apply all relevant school policies and schemes of work
6	Able to contribute effectively to the planning of the teaching programme
7	Committed to achieving further professional development
8	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"><li>• motivation to work with children and young people</li><li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• emotional resilience in working with challenging behaviours attitude to use of authority and maintaining discipline.</li></ul>
9	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

**Desirable**

11	Knowledge of SEN Code of Practice
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The following methods of assessment will be used:

**Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)

# About Hotspur

Hotspur is a primary school for children aged 3 - 11 years old. We offer a curriculum that is broad and balanced, ensuring that children do their very best in core subjects through quality first teaching informed by the latest educational research. Children are also given memorable opportunities to discover their 'spark' as they learn through the arts. This includes working with a national opera company, being taught by professional musicians and dance teachers, performing at The Sage Gateshead and taking part in the annual Shakespeare Schools' Festival.



Hotspur is part of the Ouseburn Learning Trust and enjoys a fantastic location in the Ouseburn Valley on the edge of Newcastle city centre. We utilise links within the local community to enrich the curriculum and carry out many whole-school projects in collaboration with local cultural partners and venues such as the Laing Art Gallery and the Great North Museum.



Hotspur is an ambassador school for the Thrive Approach to social and emotional wellbeing. Thrive is embedded across the curriculum and recognises that children's mental health and wellbeing are essential pre-requisites to accessing the curriculum and developing emotional resilience. Our behavioural approach is rooted in consistency and kindness. We respond to poor behaviour by providing the support

children need: consistency, positive reinforcement and restorative practice. One of the things that makes Hotspur unique is the exceptional pastoral care and support we offer to all of our children and families.

The school has fabulous grounds with huge outdoor spaces. We have a wildlife garden with a pond, a sensory garden, outdoor classroom, allotment and brand new play structure, all of which lend themselves to exciting outdoor learning opportunities.

