

# JOB APPLICATION PACK

## POST: LEARNING SUPPORT ASSISTANT



TANFIELD  
SCHOOL

HARD WORK | TRUST | FAIRNESS

<b>Reports to:</b>	Assistant Headteacher SENDCO
<b>Start date:</b>	1 September 2021
<b>Grade:</b>	Grade 3 (Scale point 4-6)
<b>Salary:</b>	£18,933-19,698 (salary will be pro-rata, up to a maximum of £16,343)
<b>Contract type:</b>	Temporary (linked to ECHP student), 33.5 hours per week, term time

Do you want to be part of a team that will help children to do the seemingly impossible?

We are looking for an exceptional Learning Support Assistant to work on a 1:1 basis with a student with an Education Care Health Plan (ECHP). You will join a strong team providing in class, small group support.

The right candidate will be totally aligned to our values of hard work, trust and fairness and completely committed to our mission: the school will get students to attend the best university, or real alternative, succeed in their dream job and thrive in all aspects of their life.

At Tanfield School we are creating a culture of success through the operation of strict routines and protocols, an unwavering focus on results and by offering the very best teaching and support. If you want to work in an environment where you will really make a difference, Tanfield is for you.

### Why choose us?

- Culture of high expectations
- Focus on feedback NOT marking
- Weekly coaching
- Visible SLT

Learn more:

[www.tanfieldschool.co.uk](http://www.tanfieldschool.co.uk)

Or call the school on 01207 232881 and speak to Steven Clough, Headteacher, to discuss the role further.

**Closing date for applications:** 12 noon, Friday 25<sup>th</sup> June 2021

**Interviews will take place:** Wednesday 30<sup>th</sup> June 2021


Tanfield School is committed to safeguarding children and the appointment will be subject to receipt of an Enhanced DBS clearance, safer recruitment procedures, satisfactory references and completion of a six-month probationary period.


Eden Learning Trust is an Equal Opportunities Employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community.

Applicants with disabilities will be invited for an interview if the essential job criteria are met.

TANFIELD SCHOOL  
HEADTEACHER Steven Clough BSc (Hons) NPQH

Tanfield Lea Road, Stanley, County Durham, DH9 8AY

 enquires@tanfieldschool.co.uk

 01207 232 881

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## **JOB DESCRIPTION**

### **Job Purpose:**

To support the delivery of teaching and learning to help raise standards and achievement for all pupils.

### **Line Management:**

- The Learning Support Assistant will be responsible to the SENDCO
- The Learning Support Assistant will work under the direction of the class teacher on a day to day basis to support teaching and learning.

### **Duties and Responsibilities Specific to the Post:**

- Work in partnership with teachers and other professional agencies to provide effective support with learning activities;
- Support for Pupils, Teachers and the Curriculum
- Awareness of and work within school policies and procedures;
- Support pupils to understand instructions, support independent learning and to promote the inclusion of all pupils;
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate;
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;
- Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils;
- Under the guidance of a teacher monitor, assess and record pupil progress/activities;
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements;
- Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate;
- Support pupils with SEND needs as appropriate;
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures;

- Contribute to pupils plans and reports;
- Support the work of volunteers and other teaching assistants in the classroom;
- Undertake pupil record keeping and maintenance of records as requested
- Support the use of ICT in the curriculum; Work with pupils not working to the normal timetable using Teacher's planning
- Work with pupils not working to the normal timetable using teachers planning
- Invigilate examinations and tests;
- Provide cover to supervise a class and/or small group on an unexpected non-timetabled basis only;
- Assist in escorting and supervising pupils on educational visits and out of school activities;
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, but not as a supervisory assistant;
- Maintain a clean, safe and tidy learning environment;
- Support children's learning through play and planned learning activities;
- Support pupils in developing and implementing their own personal and social development;
- May be asked to administer medications subject to agreement and in line with school policy;
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
- Provide basic first aid, if appropriate, ensuring timely referral to the health service in emergency situations;
- Monitor and manage stock and supplies for the classroom.
- Prepare and present displays
- Provide support to pupils who have communication difficulties also where English is an additional language;

### **Expectations of the LSA:**

- Act in a manner that upholds the professional identity of LSAs at Tanfield School.
- Demonstrate adequate literacy and numeracy skills.
- Have good timekeeping and attendance.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Participate in the school's induction programme and performance review process.
- Make the most of training and professional development opportunities to develop their knowledge and skills and keep up to date with national and school-based initiatives.
- Adhere to the agreed Teaching Assistant standards.
- Implementing and following whole school policies, e.g. safeguarding, health and safety.
- Prompt teachers for pre-cycle and lesson information and to ask for clarification where required.
- Perform and interact with pupils in ways that are consistent with what the school expects from LSAs in terms of their contribution to teaching and learning - TLAC techniques should be used.
- Contribute to lesson planning and feedback at teachers' request.
- Support the pupils in achieving the objectives of the lesson as outlined by the classroom teacher. This includes middle and higher ability pupils, allowing the teacher (specialist) to work with those pupils who need additional support.
- Make resources for pupils as appropriate under the guidance of the classroom teacher, Assistant SENDCo or SENDCo.
- Plan and deliver activities to KS3 pupils as part of intervention programmes.
- Develop 1:1 mentoring arrangements with pupils.
- Assist with the development and implementation of Individual plans and attend meetings with parents and external agencies as necessary.

## **Key roles of the LSA:**

- Recognising the significant contribution that support staff can make in raising standards and increasing efficiency, we allocate the following principal functions to our Learning Support Assistants:
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.
- Set challenging and demanding expectations that promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Assess the needs of pupils and use detailed knowledge and specialist skills to support learning.
- Assist in ensuring that the length of time spent on tasks and activities is consistent with the individual pupils' needs.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Help pupils follow the school Behaviour Policy and also work towards specific goals and expectations as prescribed by the class teacher including individual, group or class targets.

## **Support for the School**

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Application</b>	<ul style="list-style-type: none"> <li>Well-constructed application form</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> </ul>
<b>Qualifications/ Attainments</b>	<ul style="list-style-type: none"> <li>Minimum of 5 GCSE or GCE 'O' Levels (A*- C) including English and Maths</li> <li>Evidence of having undertaken continued and recent professional development</li> <li>Level 2 Learning Support Assistant qualification</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 Learning Support Assistant qualification</li> <li>A valid First Aid Certificate</li> <li>Any additional qualification or training in relation to Special Educational Needs</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with individuals, groups and whole classes in a school environment.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of planning and evaluating learning activities at KS3 and KS4</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>
<b>Skills, Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>Excellent literacy skills including spelling, grammar and punctuation.</li> <li>Excellent numeracy skills.</li> <li>Ability to use initiative when required</li> <li>Ability to work as a member of a team</li> <li>A willingness to work co-operatively with a wide range of professionals</li> <li>Excellent communication skills – written and verbal</li> <li>Excellent ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge &amp; understanding of strategies used to support pupils with learning difficulties.</li> <li>The ability to work within a team to assess and develop skills, set targets and create opportunities for pupils to make progress.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>
<b>Personal Requirements</b>	<ul style="list-style-type: none"> <li>Be sensitive to the needs of children and their parents/carers</li> <li>Ability to work as part of a team</li> <li>Calm and positive approach</li> <li>Committed to professional development</li> </ul>	<ul style="list-style-type: none"> <li>An interest in becoming involved in extended activities and clubs</li> </ul>	<ul style="list-style-type: none"> <li>References</li> <li>Interview</li> </ul>