



**Individual Needs Assistant
Langney Primary Academy
Information**



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Welcome

Dear Applicant,

Langney Primary Academy is a school at the cutting edge of education. Our children enjoy learning that is so current and exhilarating that they run through the school gates every morning. One of the reasons for this is that we have the most caring and committed staffing body that promotes LPA as the beacon of the local community. The supportive “Langney Family” ethos can be felt the moment you step through the gates with excellent manners and mutual respect shown by all.

As staff, we support each other and promote staff wellbeing at all times. Langney is a brilliant and rewarding place to spend time in as we provide the opportunities for ALL children to unlock their unique talents and open doors to highly aspirational new life chances.

We are situated on the “Sunshine Coast” of Eastbourne with our school one mile from the beach, 100 metres from the historic 11th century Langney Priory site and serving a diverse local community. The rich surroundings include the magnificent South Downs that offer amazing walk and cycling routes.

LPA is the school of choice in Eastbourne and we are currently over-subscribed with families waiting years for their children to experience our innovative, bespoke learning curriculum with enriching trips, visits and over thirty activity clubs per week.

We are a fully inclusive school and very proud of this. Working at Langney offers the opportunity to develop the most Gifted and Talented pupils, disadvantaged children and children with wide ranging SEN needs. We strongly value mutual respect, equality and diversity in all we do and promote this at every opportunity. Our Pastoral support for children and families is all encompassing and the THRIVE approach is key to our successes.

Our motto “Active Body, Healthy Mind” is very prevalent as we encourage all children and adults in daily exercise, mindfulness and self care strategies. All children have weekly PE and Movement lessons taught by specialists and our outstanding facilities include Outside Gym, TrimTrail, Run the World Track and Sports Hall.

To gain more of the Langney Family feeling then please do visit www.langneyprimary.co.uk and navigate to our blog and kind comments sections.

Langney really does have the most awesome children and staff and is an incredibly rewarding place to be!

Good luck with your application.



Benjamin Bowles
Headteacher

Job Description

Job Title: Individual Needs Assistant
Grade: SAT B
Responsible to: SENCo

Purpose of the Job:

To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

Key Tasks:

1. To aid pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupil(s) is able to use equipment and materials provided
 - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
 - Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/ presentation etc.
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning as appropriate
 - Providing additional nurture to individuals when requested by the class teacher or SENCO
 - Consistently and effectively implementing agreed behaviour management strategies
 - Helping to make appropriate resources to support the pupil(s)
 - Meeting pupils' physical needs while encouraging independence e.g. help pupils to change for PE lessons or swimming, clean and reassure pupils after accidental soiling of clothes, help with mobility around the school
2. To establish supportive relationships with the pupil(s) concerned.
3. To determine the intervention strategies to be used to manage the behaviour of pupils with behavioural or emotional difficulties with the teacher.
4. To promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
5. Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
6. To give positive encouragement, feedback and praise to reinforce and sustain the pupil(s) efforts and develop self-reliance and self-esteem.
7. To mark pupils' work under the direction of the class teacher
8. To support the pupil(s) in developing social skills both in and out of the classroom
9. To support the use of ICT in learning activities

Job Description

10. To provide regular feedback on the pupil(s)' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
11. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
12. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
13. To use the school's system for recording progress
14. Where appropriate, to know and apply positive handling techniques
15. To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.
16. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
17. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
18. To be aware of confidential issues linked to home/pupil/teacher/school
19. To contribute towards reviews of pupil(s)' progress as appropriate
20. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
21. To take part in training activities to further knowledge (within employed hours)
22. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc. (within employed hours)
23. To accompany teacher and pupils on educational visits All school based staff have the responsibility for promoting the safeguarding and welfare of children.

All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

| Qualifications | Essential / Desirable |
|--|-----------------------|
| NVQ3 in a child-related subject or equivalent | E |
| A good standard of education particularly in English and mathematics | E |
| Experience | |
| Experience of supporting children in a classroom environment, including those with special educational needs | E |
| Experience of using Information Technology to support pupils in the classroom | E |
| Experience of working in a range of settings or with more than one year group | D |
| Skills and Abilities | |
| Ability to use language and other communication skills that pupils can understand and relate to | E |
| Ability to establish positive relationships with pupils and empathise with their needs | E |
| Ability to demonstrate active listening skills | E |
| Ability to consistently and effectively implement agreed behaviour management strategies | E |
| Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task | E |
| Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve intended learning outcomes | E |
| Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills | E |
| Ability to assist in the recording of lessons and assessment as required by the teacher | E |
| Ability to offer constructive feedback to pupils to reinforce self-esteem | E |
| Ability to work effectively and supportively as a member of the school team | E |
| Ability to work within and apply all school policies | E |
| Knowledge | |
| Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment | E |
| Knowledge of SEN Code of Practice | E |
| Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils | E |
| Personal Attributes | |
| Willingness to participate in further training and developmental opportunities offered by the school | E |
| Willingness to maintain confidentiality on all school matters | E |



Working at Langney Primary Academy

Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Discounts with local and national retailers, cinemas and restaurants
- Access to training and development

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

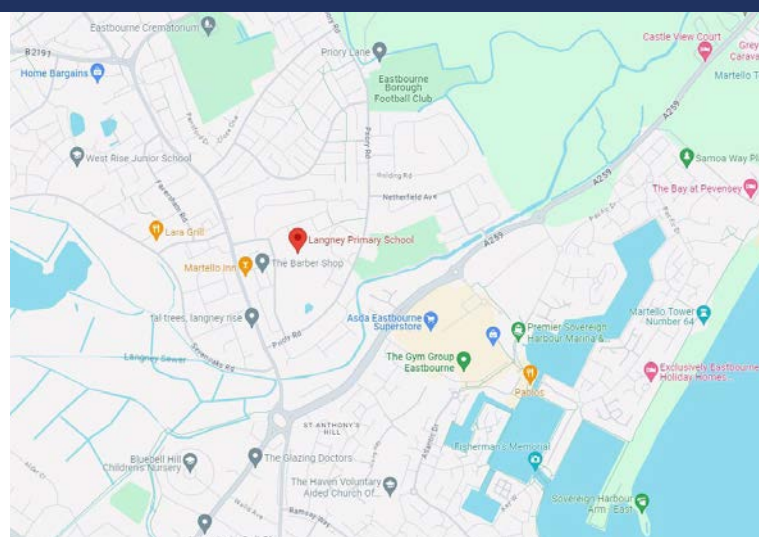
Finding Us

Langney Primary Academy
Chailey Close, Eastbourne, East Sussex, BN23 7EA

01323 762177
lpa-office@swale.at

Closest Train Station:
Hampden Park (Sussex) Station
Approx. 43-minute walk or 23-minute Bus

Closest Bus stop:
Martello Inn - 1, 1A, 1X, 36, 37, 43, 44, 44A, 44B, 50, 501
Pensford Drive - Loop





Overview of Langney Primary Academy

Life at Langney.....

Many staff at Langney are desperate to get their own children into our brilliant school. This is an indication of the strong beliefs and courage in our approach to education.

We fully understand the community we serve and have appropriately derived six key drivers to our curriculum and approach.

Pupil attendance has been consistently higher than the national average for years as our children are desperate to be in school. The offer from staff is rich and varied and the relationships between adults and children are positive and nurturing.

We are proud of our inclusive nature as we expect ALL children to surprise us every day with inquisitive thoughts. All children experience learning way above and beyond the National Curriculum expectations in so many subjects due to our exceptional specialist subjects, teachers and facilities.

Staff feel valued at Langney. This is shown through our full commitment to positive staff wellbeing. This is illustrated through our renowned "Wellbeing Menu" that lists the wellbeing events and teacher workload adjustments on offer. Self awareness and self care is actively encouraged to sustain motivation and the love to pass on learning.

Enrichment and career progression opportunities for staff are wide and varied. Being part of Swale Academies Trust opens up strong links that we use for networking at so many levels. A strong sense of belonging and worth is tangible as many staff just do not want to leave our unique and modern school



The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on swale.at website. Completed forms can be sent to clair.haynes@swale.at or by post to the following address:

Miss Clair Haynes
Langney Primary Academy
Chailey Road
Eastbourne
East Sussex
BN23 7EA

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. Langney Primary Academy may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

