

Myatt Garden Primary School

LEARNING ASSISTANT

Applicant Information Pack



Welcome

Dear Applicant

Thank you for taking the time to consider Myatt Garden. We have a long tradition as a creative school, where children are offered a rich curriculum that engages them as active participants in experiential learning.

It is our staff that support, inspire and motivate our children who are at the heart of everything we do. The Myatt Garden team work exceptionally hard with a real sense of team spirit - we are all in it together!



Myatt Garden is a real community school; we work in partnership with families to ensure a warm and inclusive atmosphere where children feel safe and valued. Alongside academic success, we strive to develop our children's emotional intelligence and empathy for others. Our pupils are polite, friendly and demonstrate very positive attitudes to teachers, their learning and each other.

We are passionate about learning and are excited about welcoming a new team member to our school. If Myatt Garden sounds like the right school for you, please come and visit us. We look forward to showing you all that makes Myatt Garden such a special place to work and learn.

Sally Williams

Head Teacher

At Myatt Garden, we are dedicated to inclusion and incredibly proud of our community of children and what they each bring to our classrooms. We see the daily benefits of children working together and learning from each other to foster an inclusive, nurturing and respectful environment for all.

Our high-quality teaching aims to meet the needs of all children and our skilled Learning Assistants work closely with teachers to limit any barriers a child may face and implement provision for children who may benefit from a little extra. You will be working with a team of colleagues who care deeply about their pupils.

We are constantly developing our practice and provision and would welcome you to be part of this journey.



Lesley Whelan

Acting SENCO

A bit about our school...



Myatt Garden is a vibrant and creative two-form entry primary school in Brockley. There are 388 children on roll, including our nursery. The school serves a very diverse community with our pupil premium children making up about 20% of our roll and 61% of our pupils belonging to global majority groups.

We place a high value on a broad and balanced curriculum which ensures children are passionate about learning and ready for future challenges. We have a strong shared vision where all our children are encouraged to **enjoy and excel at learning and life**. We have created a vibrant and enriching learning community where children, staff and families are valued, included and respected, and where all are encouraged to develop and achieve their potential and make a contribution.

We believe in the ability of every child and our mission is to create an environment where children have:

- ◆ the learning and social skills to succeed and contribute
- ◆ the confidence, enthusiasm and self-belief to achieve, create and participate
- ◆ the curiosity and passion to problem-solve, take risks and be ambitious
- ◆ and a sense of social responsibility that makes them team players, great friends and active citizens

“ I want to send a heartfelt THANK YOU to all those teachers, TAs, PTA members, volunteers and support staff who make our school function in an age of austerity. Myatt Garden Primary literally turned my girls’ lives around.”

“ Myatt Garden has been more than a school, a place where a real community was allowed to grow, where not only the children but their whole family felt a real sense of inclusion and support”



Myatt Garden is a popular school and highly regarded in the local community. Pupils and parents consistently report that they are proud to attend the school.

Like all Lewisham schools, we have signed Lewisham’s Race Equality pledge to tackle race inequalities in education. In order to move from pledge to practice, we have made anti-racism central to our school improvement plan for 2021-22 and envisage this focus continuing for a number of years.

Our last Ofsted inspection was in 2018 where we remained a good school. We are categorised as a high performing and self-improving “green” school by the Local Authority.



Working at Myatt

Our school is full of enthusiastic and talented teachers and support staff who put the children at the heart of everything they do.

At Myatt Garden we value the wellbeing of all of our staff. It is a key focus that informs every decision we make.

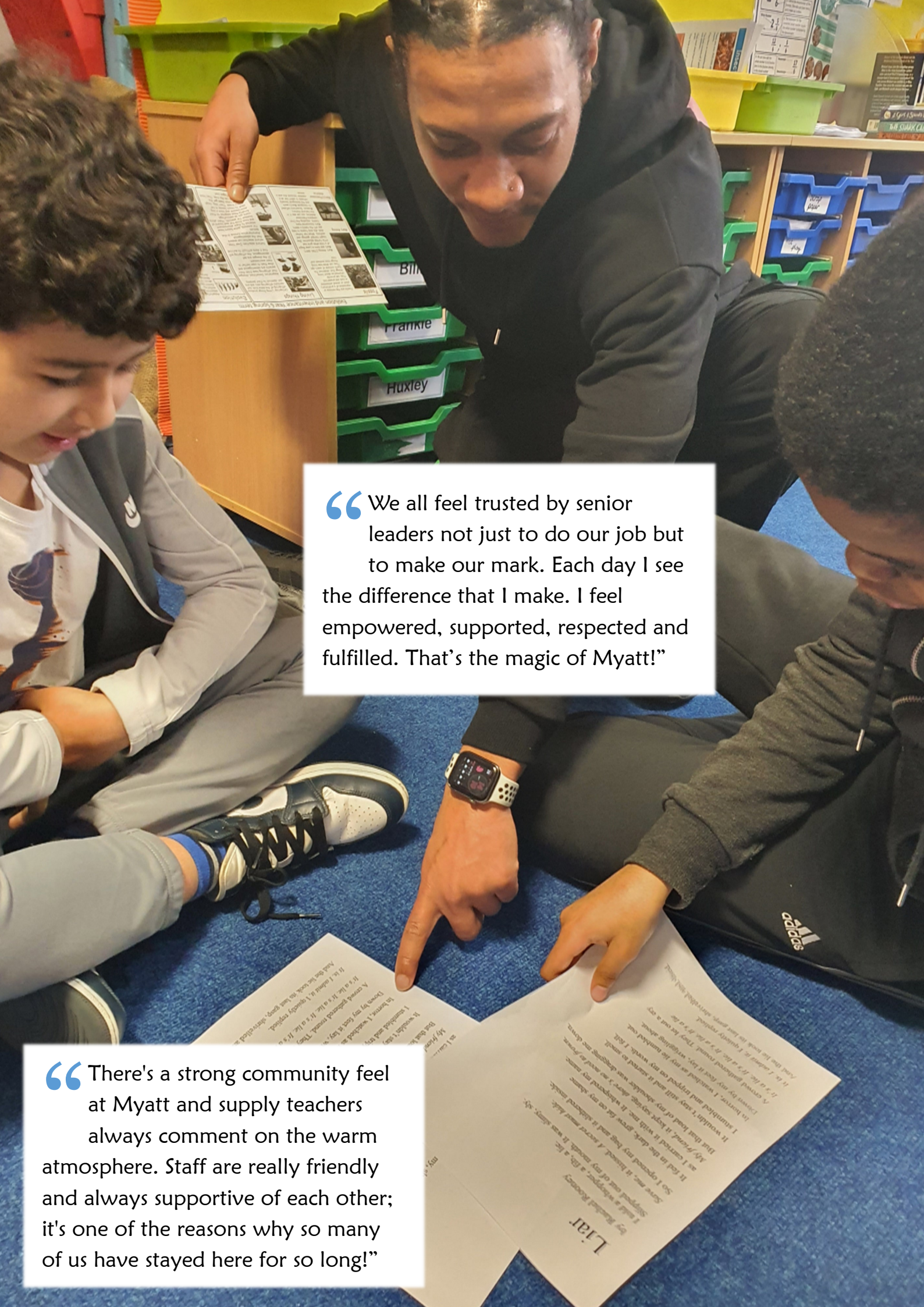
Come and join our team at Myatt and benefit from:

- ◆ A stable, supportive and dedicated staff team who are passionate about what they do
 - ◆ Respectful, kind and eager pupils who love learning
 - ◆ An approachable, flexible and compassionate senior leadership team
 - ◆ Opportunities to join working groups and have your say in policy making and strategy across the school.
 - ◆ Excellent CPD opportunities and mentoring
 - ◆ Regularly stocked, and recently renovated staff rooms
 - ◆ Free onsite car park
 - ◆ Whole staff social events
- ◆ Experienced staff to guide, support and advise you
- ◆ Team spirit and a 'can do' culture



Above all, Myatt Garden is an inclusive school that celebrates and embraces our differences. We invite you to come and be your authentic self at our school and to use your unique experiences to enhance the learning of our pupils.





“ We all feel trusted by senior leaders not just to do our job but to make our mark. Each day I see the difference that I make. I feel empowered, supported, respected and fulfilled. That’s the magic of Myatt!”

“ There's a strong community feel at Myatt and supply teachers always comment on the warm atmosphere. Staff are really friendly and always supportive of each other; it's one of the reasons why so many of us have stayed here for so long!”

Job Summary

Myatt Garden is looking for passionate, driven and motivated individuals to join our team as Learning Assistants. This will be a part-time role working 17.5 hours per week on Monday to Friday mornings.

Successful candidates will join a team that strives to ensure that all children, including those with SEND can, and do, make progress. Staff work collaboratively to support our children and make Myatt Garden as inclusive as possible. Using a range of teaching strategies and resources, we are constantly striving to break down barriers to learning, ensuring all children are able to access the opportunities on offer and make progress.

Successful candidates must be available to start in **November 2024 or as soon as possible thereafter**. We are offering an annual salary at Scale 3 Spine point 5 which amounts to an actual salary of **£19,375** for a full time post and **£12,329** for a part-time post.

We know that the best way to get a true feel for our school and what we are like at Myatt Garden is by visiting us. We encourage all considering this role to come and visit our school. Please contact **Eli Tabiri**, the School Business Manager, by telephone on 020 8691 0611 or send an email to recruitment@myattgarden.lewisham.sch.uk to arrange a visit.

We welcome applications from people from all sections of our wider community. The closing date for all applications is at **noon on Friday 18th October 2024**.



Job Description

Job Title	Learning Assistant
Scale	Scale 3
School	Myatt Garden Primary School
Responsible to	Class Teacher / Senior Leaders
Responsible for	N/A

MAIN PURPOSE OF JOB

The Learning Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher/senior staff: will work with individuals/groups to supervise physical/general care of pupils, including those with SEN; enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

SUMMARY OF RESPONSIBILITIES AND DUTIES

Support for Pupils:

- ◆ Establish constructive relationships with pupils and interact with them according to individual needs
- ◆ To support children's emotional development and resilience when approaching learning tasks
- ◆ To work with children on achieving set targets
- ◆ Encourage pupils to engage fully in learning activities led by the teacher
- ◆ Have high expectations and promote positive self-esteem
- ◆ Provide feedback to pupil and staff in relation to progress against targets
- ◆ Recognise the importance of pupil voice to guide what we do
- ◆ To support and uphold the school's vision and values
- ◆ To prepare materials and resources
- ◆ To assist in the general care of the learning environment
- ◆ To help children with special educational needs to learn as effectively and independently as possible, both individually, in small groups and as part of the whole class
- ◆ To run a range of interventions to support individuals and small group
- ◆ Promote the inclusion and acceptance of all pupils
- ◆ To have an awareness of, and adherence to, all school safeguarding procedures and participate in training as appropriate
- ◆ To ensure the health and safety of the children and to report any concerns or details of accidents/incidents as necessary to the Headteacher

Support for Teachers:

- ◆ Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- ◆ Use strategies, in liaison with the teacher and SENCO, to support pupils to achieve learning goals
- ◆ Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- ◆ Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- ◆ Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior
- ◆ Establish constructive and supportive relationships with parents/carers and foster good links between home and school
- ◆ To implement strategies, programmes of work and resources as required under the guidance of class teacher and / or SENCO
- ◆ Administer routine assessments and undertake routine marking of pupils' work
- ◆ Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum:

- ◆ Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- ◆ Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher
- ◆ Supply the use of ICT in learning activities and develop pupils' competence and independence in its use
- ◆ Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School:

- ◆ Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- ◆ Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- ◆ Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- ◆ Contribute to the overall ethos/work/aims of the school
- ◆ Appreciate and support the role of other professionals
- ◆ Attend and participate in relevant meetings as required
- ◆ Participate in training and other learning activities and performance development as required
- ◆ Assist with the supervision of pupils out of lesson times, including before and after school
- ◆ Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Equalities

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

The postholder will be required to undertake other duties commensurate with the level of the post as required to ensure the efficient and effective running of the school.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.

Person Specification

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> ◆ Level 2 Maths or equivalent (minimum) ◆ Level 2 English or equivalent (minimum) 	<ul style="list-style-type: none"> ◆ NVQ2/NVQ3 or equivalent qualification or experience ◆ Training in specific areas of SEND need, e.g. AS, Makaton
Knowledge/Experience	<ul style="list-style-type: none"> ◆ Experience of working with or caring for children ◆ Experience of working with SEND pupils ◆ Experience of communicating with a wide range of people from different backgrounds ◆ Understanding of the educational and social needs of children ◆ Basic knowledge of IT to effectively support the pupils (or willingness to train) ◆ A knowledge of some of the emotional, behavioural and social difficulties that may create barriers to learning ◆ Experience of supporting children to regulate their emotions ◆ Experience of supporting children with their social communication needs in order develop peer relationships 	<ul style="list-style-type: none"> ◆ Working knowledge of implementing SEN Support Plans ◆ Understanding of the issues around safeguarding and behaviour in a school setting ◆ Knowledge of a range of SEND interventions
Aptitudes\Skills	<ul style="list-style-type: none"> ◆ Effective use of ICT to support learning ◆ Basic understanding of child development and learning ◆ Ability to self-evaluate learning needs and actively seek learning opportunities ◆ Ability to relate well to children and adults ◆ Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these ◆ Ability to deal with challenging behaviour ◆ Able to act on own initiative ◆ Able to observe, monitor and keep accurate records on children's progress 	<ul style="list-style-type: none"> ◆ Knowledge of relevant policies/ codes of practice and awareness of relevant legislation ◆ General understanding of national curriculum and basic learning programmes

	Essential	Desirable
Aptitudes/Skills	<ul style="list-style-type: none"> ◆ An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development ◆ The ability to develop an understanding of the educational and social needs of pupils ◆ Proven written and oral communication skills ◆ Numeracy and literacy skills to effectively support the pupils ◆ The ability to form and maintain good working relationships with teachers, pupils and parents and be able to work in a team ◆ The ability to work with a range of professionals from external agencies 	
Commitment	<ul style="list-style-type: none"> ◆ Display a commitment to the protection and safeguarding of children ◆ A commitment to uphold the school's vision, values and staff code of conduct ◆ A commitment to equal opportunities and assisting the school in raising achievement for all its pupils. ◆ A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner ◆ A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required 	

Selection Process



To apply for this role please complete the accompanying application form and submit this via email to recruitment@myattgarden.lewisham.sch.uk or by post at Myatt Garden Primary School, Rokeby Road, London SE4 1DF.

All applications must be received by **noon on Friday 18th October 2024**

Shortlisting

Applications will be shortlisted by the panel on **Monday 21st October 2024**

Myatt Garden is an inclusive school and as part of our Anti-Racist agenda all applications will undergo blind shortlisting.

All shortlisted candidates will be contacted via email or telephone by **Monday 21st October 2024**.

Shortlisted candidates may be subject to an online search.

Interviews

Interviews will be held on **Tuesday 22nd October 2024**.

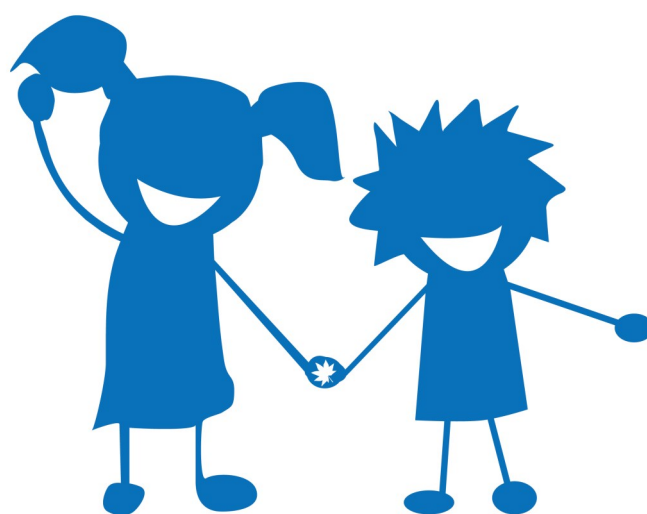
Appointment

The successful candidates would be expected to start in **November 2024**.

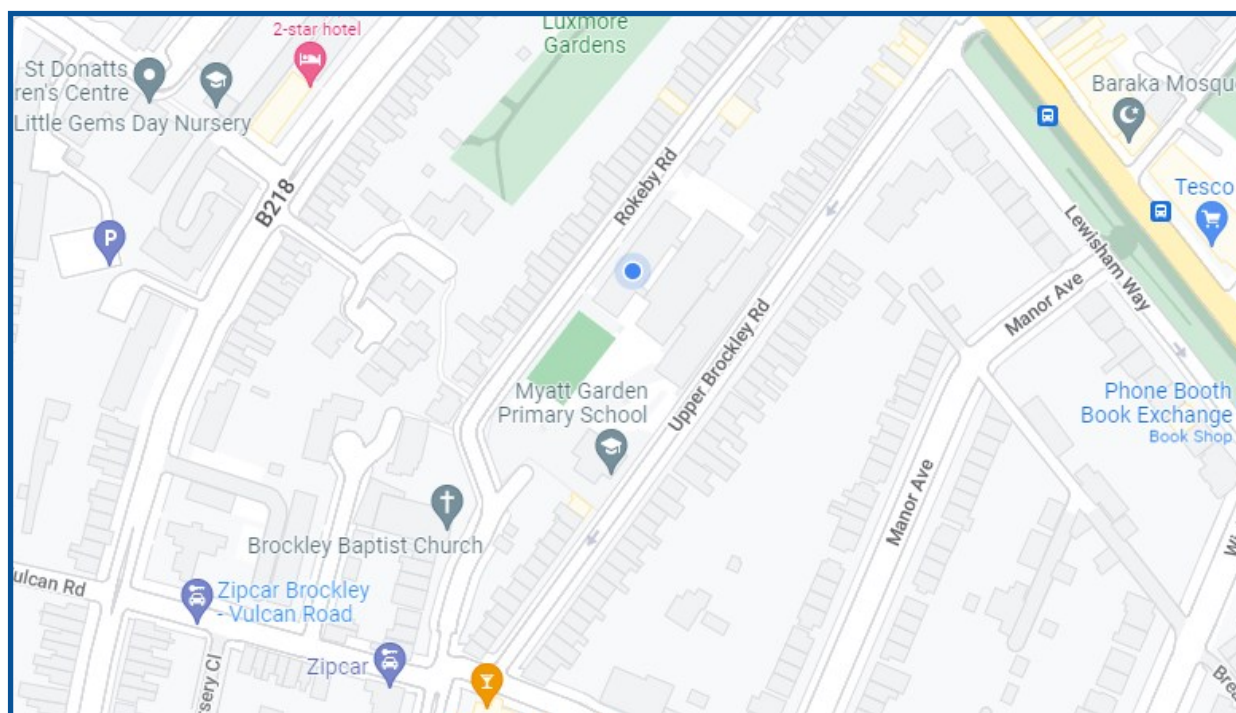
This post is exempt from the Rehabilitation of Offenders Act, any criminal conviction will need to be declared if you are appointed.

Myatt Garden School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful appointment will be subject to an enhanced DBS check and suitable references.

If you would like more information please contact **Eli Tabiri** on 020 8691 0611 or send an email to recruitment@myattgarden.lewisham.sch.uk.



Myatt Garden Primary School



Telephone

020 8691 0611

Email

recruitment@myattgarden.lewisham.sch.uk

Address

Rokeby Road, London SE4 1DF