

FURZE PLATT SENIOR SCHOOL

Learning Support Assitant

Application Pack

Application Forms

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

Email: office@furzeplatt.com | Website: www.furzeplatt.com

Tel: 01628 625308 | Fax: 01628 782257

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ
Tel: 01628 625308
Email: office@furzeplatt.com
Website: www.furzeplatt.com

Learning Support Assistants
To start asap

Permanent, Part time, 30 hours a week, start time usually between 8.45/9.15am, finish time between 3.15/3.45pm (includes a half hour unpaid break). Monday to Friday, term time only

Salary Scale 2c - Actual salary £13,900 - £14,195pa (pay award pending) depending on experience

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1400 students of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

We are looking for enthusiastic and reliable individuals to join our core Learning Support team to provide targeted support to our students with Special Educational Needs, and our Shine team who support students with ASD (Autistic Spectrum Disorder).

You would be working under the direction of classroom teachers and, in line with any agreed special needs and other specialist plans, to provide support to individual students in the completion of a wide range of learning activities at all key stages. Supporting small groups of students for interventions and mentoring nominated students is also a part of this role. You will help students develop their social and communication skills and gain access to the curriculum by ensuring effective use of differentiated instructions and tasks provided by teachers.

We are looking for team players, who can communicate sensitively and confidently with staff, students and parents. This role would suit someone who is able to use their own initiative and who has strong organisational and time management skills. We would love to receive applications from anyone who is working with or has worked with students in a school setting and gained experience or knowledge of SEN (Special Educational Needs) or ASD (Autistic Spectrum Disorder).

For further information about this role and to complete a **Support Staff Application Form** please refer to our school website **www.furzeplatt.com.** Application forms should be returned to joanne.latham-brash@furzeplatt.net Only applications submitted on the school application form will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Closing date: Monday 23rd May
Interviews will take place as suitable applicants apply

Furze Platt Senior School: a company limited by guarantee. Registered Office: Furze Platt Road, Maidenhead, Berkshire SL6 7NQ
Registered in England: Company Number 7834715

Learning Support Assistant

Job Description: Learning Support Assistant

Line Manager:	Overall Line Manager: SENCO or Head of Shine.
Main Purpose of Role:	To work under the direction of teaching staff and help students access the curriculum as appropriate.

Main Responsibilities:

1. Under the direction of the classroom teacher, and in line with any agreed special needs and other specialist plans provide support to individual students or small groups of students in the completion of a wide range of learning activities at all key stages within a secondary school environment enabling students to complete tasks to the best of their ability. This includes but is not limited to: reading, writing, mathematics and other curriculum subjects in all Key Stages.
2. To take small groups of students for interventions and to mentor nominated pupils.
3. To provide support and encourage students to become independent learners, including discrete prompting and guiding, celebrating their achievements and inspiring confidence and trust.
4. To establish positive relationships with students by acting as a good role model and being aware of and responding appropriately to students' needs.
5. To help students develop their social and communication skills, encourage them to interact with others and engage in activities led by the teacher.
6. To help students gain access to the curriculum by ensuring effective use of differentiated instructions and tasks provided by the teachers.
7. To monitor student progress, keep appropriate records up-to-date and provide feedback on progress made and any observed difficulties in understanding or skills, to teachers and other relevant staff members so that appropriate targets/action plans can be identified.
8. To attend meetings with teachers, parents and other specialist professionals, contributing to student reviews and providing information on individual cases to enable action plans to be prepared.
9. To perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are considered to be serious they should be reported to the Line Manager immediately.
10. To support students in the basic use of ICT, particularly where this will help them to better access the curriculum.
11. To accompany teaching staff and students on visits, trips and out-of-school activities as required.
12. To assist with the supervision of students out of lesson times, including before and after school and during breaks.
13. To assist teachers with preparation of the classroom, including setting up furniture and resources and helping to clear away afterwards.

OTHER

1. Attend relevant INSET days and (where outside commitments allow) staff meetings.
2. Some Teaching Assistants are offered the opportunity to be First Aid trained.
3. To undertake any other duties not mentioned above, commensurate with the level of the post. This may include supporting at homework club after school in which case start and finish times would be adjusted.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.	
Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Learning Support Assistant

Person Specification: Learning Support Assistant

	Essential	Desirable	How to be tested
Qualification criteria:			
1. 5 good GSCEs including English & Maths at Grade C or above (or equivalent).	✓		Application form
2. CACHE Level 3 Award and Certificate in Supporting Teaching and Learning in Schools (or equivalent).		✓	
3. Basic knowledge of Microsoft Office.	✓		
4. Eligible to work in the UK.	✓		
Experience of:			
1. Working with or interacting with children and/or young people.	✓		
2. Working with children and/or young people with Special Educational Needs		✓	Application form and interview
3. Working with children and/or young people with ASD.		✓	
4. Working in an educational environment.		✓	
Behaviours, Skills and Strengths:			
1. Be willing to develop an awareness of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.	✓		Application form and interview
2. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.	✓		
3. A willingness to acquire an understanding of the educational objectives and ethos of the school.	✓		
4. Able to relate sympathetically to young people.	✓		
5. Able to communicate effectively and confidently with staff and students and on occasions parents and other professionals working with the school.	✓		
6. Able to work well under pressure and be decisive in a busy school environment.	✓		
7. Ability to work with a minimum of supervision and within a team.	✓		
8. Ability to manage pupils in a classroom setting.	✓		
9. Able to manage own time, prioritise and use initiative.	✓		
10. High levels of honesty and integrity.	✓		
11. A willingness to be flexible.	✓		
12. Fit and able to move furniture, sit at low tables, etc.	✓		
13. Be willing to develop knowledge of difficulties experienced by young people with Special Educational Needs.			
14. Able to maintain high levels of patience and remain calm in challenging situations, in particular when working with students with Special Educational Needs.	✓		
Other:			
1. This post is subject to an enhanced DBS disclosure.	✓		DBS Process References
2. The post holder must be committed to safeguarding the welfare of children.	✓		