

SOUTHEND EAST COMMUNITY ACADEMY TRUST

VACANCY

Bournes Green Schools

Learning Support Assistant & Midday Assistant



Location:	Bournes Green Infant School
Pay Range/Salary:	LSA Level 4 points 6-7 actual salary £13,928.30 - £14,182.54 MDA Level 3 point 5 actual salary £1,241.30
Start Date:	ASAP
Contract Type:	Permanent, Term Time only
Hours per week:	LSA 27.55 Hours MDA 2.5 Hours
Application Closing date:	26 th May 2023
Interview date:	TBC

Bournes Green Schools are seeking to appoint a highly motivated and capable Learning Support Assistant to join our team. You will be passionate about working with children to ensure they receive the best education. You will support the class teacher and assist with preparing and planning lessons and learning activities, assessing, recording and reporting to teachers on pupils' development, progress and attainment.

Bournes Green Schools are two-form entry schools, part of the Southend East Community Academy Trust. We are caring schools with wonderful children who love to learn. Our staff members are extremely dedicated, friendly and supportive of each other. We can offer you the support of a warm, committed team.

At Bournes Green Infant and Junior School we have high expectations and high outcomes for our children. We pride ourselves on the level of education we offer our children and the excellent opportunities we provide.

It is important to us to develop children who are ready for the next stage in their education and beyond. Our Learning Powers are woven through our curriculum and help to develop essential attributes such as curiosity, perseverance, imagination and improvement.

We are committed to supporting and improving the strong links that we have with our community and to working collaboratively with our colleagues at SECAT.

Visits to the school are strongly encouraged and warmly welcomed.

Please contact Catherine Chiles-Paras at admin@bournesgreen.secat.co.uk if you would like to arrange a visit.

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website (www.secat.co.uk). Please complete the forms and send them to hrhelpdesk@secat.co.uk.

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

SECAT reserves the right to appoint before the closing date.

Job Description

Main purpose

The LSA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
 - Make a positive contribution to the wider life and ethos of the school

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Play an active role in the safeguarding of all pupils
- Undertake any other relevant duties given by the class teacher

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, when available
- Help prepare the classroom for lessons

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision

- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

The LSA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

CRITERIA	QUALITIES
Qualifications and experience	Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare GCSEs at grades 9 to 4 (A* to C) including English and maths Experience of working with children
Skills and knowledge	Good literacy and numeracy skills Good organisational skills Ability to build effective working relationships with pupils and adults Skills and expertise in understanding the needs of all pupils

	<p>Knowledge of how to help adapt and deliver support to meet individual needs</p> <p>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</p> <p>Excellent verbal communication skills</p> <p>Active listening skills</p> <p>The ability to remain calm in stressful situations</p> <p>Good ICT skills, particularly using ICT to support learning</p> <p>Understanding of roles and responsibilities within the classroom and whole school context</p>
Personal qualities	<p>Enjoyment of working with children</p> <p>Sensitivity and understanding, to help build good relationships with pupils</p> <p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding pupil's wellbeing and equality</p>