

# **Days Lane Primary School**



**Learning Support Assistant**

# Welcome from Days Lane Primary School

Dear Applicant,

Thank you for your interest in the position of Learning Support Assistant at Days Lane Primary School. We hope that you find this information pack a useful introduction to the school and that you will be encouraged to apply.

Days Lane Primary School is a welcoming three form entry school with its own nursery. As a stand-alone academy, we work collaboratively as part of the Bexley Federation of Schools and are a member of the South East London Hub within Challenge Partners.

We are a school that is at the heart of the local community, with supportive parents and dedicated staff. At Days Lane, every pupil is valued and equipped with the necessary skills, knowledge and understanding to become caring, confident and successful individuals. Our core values underpin everything that we do and as a result, pupil's behaviour and attitudes are outstanding and their outcomes are high.

You will benefit from working with a strong team, continuous professional development and the opportunity to enhance the learning experiences of our wonderful children.

If you wish to have an informal discussion about the role, this can also be arranged by contacting Katrina Mendy on 0208 300 1697 or by emailing: [recruitment@dayslaneprimary.co.uk](mailto:recruitment@dayslaneprimary.co.uk)

We look forward to meeting you and receiving your application.

Yours faithfully,

Joanna Trusty

Headteacher



## The School

Days Lane is a thriving three-form entry stand-alone Academy, providing an inclusive, caring and stimulating learning environment for pupils aged three to eleven. The school has a record of high academic standards and offers an exciting range of enrichment and extra curriculum activities. The school is a popular choice within the local community and annually over-subscribed in both Nursery and Reception. We were judged to be 'good' in all areas and 'outstanding' in behaviour and attitudes, by Ofsted in our last inspection in March 2023.

The school is well resourced and located on a large site that includes a separate building for the Nursery, sports hall, computing suite, Forest School, intervention rooms and onsite wraparound care.

At Days Lane School, our school moto 'Believe, Achieve, Succeed Together' is fulfilled through our carefully planned curriculum that is filled with exciting and memorable learning experiences. We value the development of the whole child and our core values underpin the key learning habits and qualities of our pupils.

- **Respect**
- **Resilience**
- **Responsibility**
- **Compassion**
- **Community**
- **Excellence**

Days Lane Primary School has high aspirations for all pupils, and particularly those identified with special educational needs, to ensure that all pupils thrive and fulfil their full potential. We are focused on creating an inclusive environment, where provision is adapted to the needs and abilities of our pupils. We have a small provision for pupils with complex needs in key stage two.

**660  
Pupils  
on role**

**97%  
Attendance**

**10%  
Pupil  
Premium**

**15%  
EAL**

**9.7%  
SEND**

For further information about the school and the full Ofsted report, please visit:

<https://dayslaneprimary.co.uk/bexley/primary/dayslane>

A virtual tour of the school is also available on the homepage of our website.

## The Role

We are looking to appoint an enthusiastic and caring Learning Support Assistant for KS1 and KS2.

The ideal candidate will be one who is committed to developing pupil potential, be a team player and have excellent communication skills to work positively with children, parents and staff. Appropriate and accurate use of English in written and oral communications and good organisational skills are also required.

The role will involve supporting pupils during lessons, as well as class cover if necessary, during the class teachers planning time. Candidates will be well supported to do so with training.

The role is for 25 hours a week, working 5 days, starting at 8:15am, covering lunchtime, and finishing at 1.15pm. The contract is for 38 weeks of the year, term time only, including staff training days.

Candidates should refer to the job description / person specification and explain within their supporting statement how they meet the criteria, whilst also describing what they will bring to the post from their knowledge and experience. The successful candidate will work closely with the other members of the school team to provide the highest quality inclusive education across the school.

## Our Offer

Days Lane Primary recognise that to offer the best outcomes for our children, our staff teams need the opportunity to be the best they can be. We do this by ensuring we have the following in place for all staff:

- Continuous professional development
- Formal training opportunities, bespoke and targeted professional development as well as in-house bespoke training.
- Initiatives to support with reducing teacher workload
- Well-being assistance and support including a dedicated employee assistance helpline
- Family friendly policies
- Local Pension Scheme
- A happy, supportive and nurturing environment with a dedicated, experienced team
- Children who are eager and motivated to learn
- Termly staff events

## Safeguarding Children and Young People

Days Lane Primary School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks.

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously list 99)
- Disclosure and Barring Service Check (for all staff and volunteers)
- References

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with DfE Keeping Children Safe in Education, an online search will be discussed further with the applicant during the recruitment process.

Any information, found will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the role. If you have any concerns or questions about the process, please contact us for more information.

This post is considered a customer-facing position; as such, it falls within scope of the Code of Practice on English language requirement for public sector workers. Days Lane Primary School therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

## How to Apply

Post: Learning Support Assistant

Location: Days Lane Primary School

Salary Range: Bex 05

Contract Type: Term time only, permanent

Closing Date for Applications: Friday 7<sup>th</sup> November

Interview Dates: TBC

Start Date: As soon as possible

The Job Description and Person Specification attached below will give prospective candidates a further insight into the position. If you feel you have the skills and experience for this role, we invite you to apply by the deadline of **Friday 7<sup>th</sup> November**

It is essential that a fully completed application form is submitted. Please note that CVs will not be accepted, and applications must be typed and not handwritten.

The main sections of the application form ask for various information relating to your work, educational, and personal history. This information allows your application to be fully assessed against the criteria / competencies required for the job. When completing the application, you should provide your entire work history, including a description of any gaps in employment. In addition, outline your skills and qualifications.

As part of your application / supporting statement, we are interested in knowing your impact, so please provide relevant evidence. If you do not meet all the essential criteria, it is unlikely that you will be shortlisted.

Please provide details of two referees, one of whom should be your present /most recent employer (Headteacher) and previous employer.

Only those shortlisted for interviews will be contacted. References will be requested for those shortlisted prior to the interview.

## Job Description and Person Specification

<b>Post title:</b>	Learning Support Assistant (LSA)	<b>Grade:</b>	Bexley 05
<b>Department:</b>	Learning Support	<b>Post hours:</b>	25 hours per week, 38 weeks a year.  8.15am to 13.15pm, Monday to Friday.
<b>Responsible to:</b>	Deputy Headteacher		

### Main purpose of the Role

To work under the instruction and guidance of teaching and senior staff to undertake work, care and support programmes for pupils, to enable access to learning for pupils including those with special needs and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### Major Duties and Responsibilities

- Assist teachers in ensuring all pupils' development through establishing constructive relationships and contributing to Individual Education/Behaviour Plans.
- Assist teachers in fostering purposeful learning environments.
- Prepare, maintain and use equipment/resources required to meet lesson plans/relevant learning activities and assist pupils in their use
- To ensure accurate records and observations are kept.
- Undertake routine marking of pupil's work.
- Support children whilst at play to develop social skills, confidence and positive interaction.

### Job Activities

- Securing the safety, welfare and good conduct of pupils at all times.
- Supervise and provide support for pupils, including those with special needs, ensuring their safety and encourage pupils to interact with others and to engage in activities led by the teacher. Supervise and assist with any toileting/medical needs as required.
- Provide feedback to pupils in relation to their progress and achievement under the guidance of the teacher.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil needs.
- Establish positive relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parent/carers.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Assist with the planning of learning activities, monitoring pupils' responses to these, accurately record achievement/progress as directed.
- As needed, deliver whole class teaching sessions weekly to cover class teachers planning time in EYFS/KS1 (PPA).
- To attend all five staff training days (INSET) throughout the school year alongside teaching staff.
- Assist with the supervision of pupils out of lesson times, including before and after school and lunch time if required.

- 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.
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use.
- Attend weekly meetings and discussions, which contribute to the overall ethos, work and aims of the school.
- Implement the school's Behaviour policy.
- Provide clerical and administration support for teacher.

**Other specific responsibilities:**

- To undertake any reasonable request from the Headteacher, School Business Manager and other members of the Senior Leadership Team.
- To be aware of and comply with school policy and procedures.
- Occasionally staff may be required to work beyond usual hours, for example during parents' evening – flexibility is required by staff to help accommodate the smooth running of these events and administration of the school. There is no automatic entitlement to paid overtime unless expressly agreed beforehand by your line manager.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description. Such variations themselves cannot justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of the job description, it will be amended accordingly. It will be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the School.

The job description is current at the date shown, but, in conjunction with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

<b>Signed by:</b>	<b>Headteacher:</b>	<b>Date:</b>
	<b>Post holder:</b>	<b>Date:</b>

**Days Lane Primary School**  
**Person Specification - Learning Support Assistant**

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Qualifications and experience	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working with children in a school setting.</li> <li>• Relevant qualification with regard to working with children, such as NVQ 2 or 3 .</li> <li>• Knowledge and understanding of child development and children's and families' needs.</li> </ul>	A, I, D
Organisation	<ul style="list-style-type: none"> <li>• Ability to plan and organise.</li> <li>• Ability to recognise and identify problems.</li> <li>• Ability to record and pass on information accurately.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to cope with many roles/ responsibilities.</li> <li>• Understanding of the importance of parental involvement.</li> </ul>	A, I, R
Special skills and interests	<ul style="list-style-type: none"> <li>• Ability to encourage and enable others to develop their full potential.</li> </ul>	<ul style="list-style-type: none"> <li>• First aid, music, arts and crafts, computing.</li> <li>• Any extra interests related to childcare.</li> </ul>	A, I
Disposition and attitudes	<ul style="list-style-type: none"> <li>• Ability to build relationships and to lead and work as part of a team.</li> <li>• A friendly, helpful, caring and flexible approach.</li> <li>• Open-mindedness and patience.</li> <li>• A commitment to equal opportunities.</li> <li>• Ability to maintain confidentiality in all school matters.</li> </ul>	<ul style="list-style-type: none"> <li>• High levels of self-confidence.</li> <li>• Ability to relate well to other professionals.</li> </ul>	I, R
Physical attributes and other circumstances	<ul style="list-style-type: none"> <li>• Ability to physically fulfil the responsibilities of the post.</li> <li>• Willingness and ability to attend appropriate meetings and training.</li> <li>• Reasonable personal presentation.</li> <li>• Excellent punctuality.</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible approach.</li> </ul>	I, R

**Evidence**

- A = Assessed at application  
I = Assessed at interview  
R = Assessed through references  
D = Assessed through supporting documents at interview