



## LEARNING SUPPORT ASSISTANT – DUNRAVEN SECONDARY PHASE

***Start date: as soon as possible***

***Location of post: Dunraven School, 94-98 Leigham Court Road, London, SW16 2QB***

We have a vacancy for an enthusiastic Learning Support Assistant to work at the Secondary phase of our thriving, oversubscribed and outstanding all-through school. The school's aim is "Excellence for All" and the trustees wish to appoint candidates of significant ability and enthusiasm, aware of and stimulated by the challenges and potential of a successful multi-ethnic coeducational school.

---

### DUNRAVEN SCHOOL OVERVIEW

Dunraven School's results are strong, remaining well above national averages and representing positive 'value added'. Recognition of its marked progress has been significant and its journey as a school is important to us.

**For example:**

- In February 2011 we were designated as both a National Support School and a Leading Edge School.
- In August 2011, we converted to Academy status.
- In 2012 we began our development as an All Through School with children starting in Reception in September 2013.
- In summer 2013 our £20 million BSF programme was completed.
- In October 2014 we were judged as outstanding in all areas, including both Early Years and the Sixth Form, by Ofsted.
- In 2016 we were designated as a National Teaching School and an Academy Sponsor. The Dunraven Educational Trust was established.
- In September 2018, our Multi Academy Trust was formally set up with the integration of Van Gogh Primary, followed by Goldfinch Primary school in January 2019.

If you are successful in your application, you will share in the leadership and management of a staff who are hardworking, committed, positive in outlook and dedicated to the achievement of our students. **We offer:**

- a high standard of professional practice, with bespoke in-house CPD provision, and affiliation to nationally recognised courses and providers (SSAT, Teaching Leaders, Future Leaders, NPQs);
- clear pathways for career development and progression with a proven track-record of success in developing leaders;
- a supportive and collegiate environment, with regular staff social and sporting activities (such as yoga, football and House events);
- excellent opportunities for leading work with external partners (National Support School, National Teaching School);
- a culture of high trust and accountability that values creativity and innovation, leading practice locally and nationally in a range of fields.

**The closing date for receipt of applications is 12 noon, Monday 17 January 2022**

**Interviews: to be confirmed**

**Dunraven School is committed to the safety and protection of its students. An enhanced DBS check with a barred list check is a condition of employment for this post.**

# JOB DESCRIPTION

## Learning Support Assistant - (Secondary Phase)

<b>Responsible to:</b>	<b>SENCO, Headteacher, Director of Learning</b>
<b>Gross Salary:</b>	<b>£23,427 to £23,850 FTE depending on interview assessment, NJC Scale points 5–6 (Inner London pay scales)</b> <b>Actual gross pay: £19,814.55 to £20,176.78 on current pay points</b>
<b>Contract type:</b>	<b>Full time, term time only</b>

---

### Main Purpose

Under the direction of the Director of Learning/Learning Support Teacher/Class teacher, to support students identified for additional support as indicated in the student's statement and/or Individual Education Plan, in order to facilitate their access to a broad and balanced curriculum. To work with the class teacher in providing a stimulating educational environment in which the students can achieve their potential.

### Duties and Responsibilities

#### Support for Students with SEN by:

- Clarifying and explaining instructions
- Ensuring students are able to use equipment and access materials provided
- Motivating and encouraging as required to support independence
- Helping individual students to access the curriculum, by structuring the work into a step-by-step process and where appropriate the preparation, differentiation and adaptation of materials.
- Meeting physical needs whilst encouraging independence
- Establishing a supportive relationship with pupils in order to promote/reinforce their self-esteem
- Reinforcing the learning principles introduced by the teacher
- Reinforcing the school Code of Conduct and expectations of behaviour laid down by the teacher
- Working with small groups of students to address Specific Learning Needs
- Attend to the students' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervising and supporting students ensuring their safety and access to learning
- Establishing good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- Promoting the inclusion and acceptance of all students
- Encouraging students to interact with others and engage in activities led by the teacher

**Support for the Teachers:**

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of students' work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Participating in liaison and planning of provision for individual pupils; including the involvement in the Annual Review Process for relevant statemented students.

**Support for the Curriculum**

- Assisting in the development of student Individual Education Plans
- Support students to understand instructions
- Support students in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher
- Support students in using basic ICT as directed

**Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Having awareness of confidential issues linked to home/student/teacher/school work and to keep confidences appropriately
- Be aware of and support difference and ensure all students 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 both during and after the school day as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and students on visits, and out of school activities as required
- To work co-operatively as a member of the SEN team, whilst showing the ability to work independently and pro-actively
- To take responsibility for Professional Development, ensuring skills and knowledge are regularly updated through attending relevant in-service training and developing a knowledge of Learning Support Needs and strategies for the range of pupils supported
- Participate in school Appraisal scheme, including target setting and review
- Carry out any other responsibilities compatible with the role and grade of this post

**Undertake any other duties as may be required from time to time to meet the needs of the school.**

# PERSON SPECIFICATION

Before completing your application form, please read the person specification and job description carefully. In your supporting statement, you should demonstrate how your qualifications, skills and knowledge match the requirements for the post.

## Qualifications

### Essential:

- GCSE Maths and English Grade C or above or equivalent, relevant NVQ Level 3 qualification, or Functional Skills Level 2 in Maths and English (reading and writing)

### Desirable:

- Degree

## Skills and Experience

- Proven interpersonal skills
- Effective communicator both orally and in writing
- Experience of working with young people
- Excellent organisational and administrative skills
- Ability to work within a clear policy framework with targets
- Effective ICT skills
- Ability to motivate
- Ability to work effectively as part of a team
- Experience of working with SEN would be desirable
- Good organisational skills

## Knowledge

- Understanding of the education system and current developments
- Awareness of current legislation regarding children

## Other

- An enthusiastic commitment to education and working in partnership with families and other adults.
- An ability to use initiative and be flexible.
- An ability to exercise tact and diplomacy.
- Commitment to the protection and safeguarding of children and young people, with up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people.
- An awareness of Equal Opportunities issues.

- Play a full part in the life of the school community, to support the aim of 'Excellence for All' and school ethos.
- Promote actively the school's policies.
- Willingness to undertake professional development.
- Comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- Undertake any other duty as appropriate not mentioned in the above.

### **Equal Opportunities**

Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

### **Safeguarding**

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

### **Health and Safety**

Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

Ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

### **Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

### **Safer Recruitment Statement**

Dunraven School is committed to the safety and protection of its students. An enhanced DBS check with a barred list check is a condition of employment for this post.

**Dunraven is a non-smoking environment.**