Learning Support Assistant SEND
Full-Time Permanent Contract
SCP 1 FTE £17,842
Actual Salary £12,565
33.75hrs per week: Monday – Friday 08:15-15:30, term time plus 2 inset days
Deadline: Midday Thursday 20th January 2022
Interviews: Wednesday 26th January 2022

The Governors and Principal are seeking a Learning Support Assistant to work predominantly within the primary classroom in a 1-1 capacity with our SEND children. Previous experience is desirable but not essential. The successful candidate would have a passion for nurturing, challenging and inspiring pupils so all make excellent progress. This position is on a permanent contract.

You need to be able to work as part of a small team and be expected to contribute to its development, have a positive attitude towards personal development and the ability to maintain confidentiality.

The School

CFS is a non-profit making, state-funded school, established in response to real demand within the local area for a greater variety of schools. We have been open since 2013, and are now fully established in our state of the art facilities on the Carmelite Convent Site on the Hunston Road in the south of Chichester. We are full in all year groups from Years R to 11, with waiting lists in most phases of the School. Our PAN is 60 in primary, and 120 in secondary.

Since 2013, CFS has achieved two 'Good' Ofsted Inspections and three years of average Progress 8 at GCSE. Our 4+ English and Maths results have consistently been significantly above the national average. Outcomes in Primary are also strong and improving. As a school we are now striving to be outstanding and to achieve above average outcomes in all phases. Our values of 'nurture, challenge and inspire' influence everything we do as a school, and permeate all areas of school life.

CFS is open to pupils of all abilities. We do not have a catchment area, thus ensuring the School is fair and inclusive. We take part in the West Sussex County Council (WSCC) admissions process. As a Free School we benefit from the same freedoms and flexibilities as academies, and are subject to the same Ofsted inspections and rigorous standards as all state schools.
For more information on our ethos and values, prospective applicants are strongly encouraged to look at our website: www.chichesterfreeschool.org.uk.

The Team

You will be working as part of the Learning Support team that provides support for pupils across all Key Stages of the school, Reception to Year 11. The team provides support in a range

of ways which can consist of in class support, small group intervention and working 1-1 with pupils.

The Role

CFS is looking to appoint a Learning Support Assistant to work predominantly within a primary classroom in a 1-1 capacity with our SEND children. This is a permanent position which is full-time and will include:

- Supporting children with their learning and personal development both individually and in groups
- Fostering good behaviour and care and consideration for others and the learning environment
- Providing focussed support for children with identified special needs
- Support teaching and learning inside and outside of the classroom by working with identified children and focus groups
- Delivering intervention programmes set by the class teacher and report on the progress made by pupils
- Contributing to the assessment and progress of pupil's learning and the maintenance of records
- Supporting school events, trips and visits
- Supporting the classroom teachers as required, such as maintaining the learning environment, presentation of pupil's work and assisting with the planning of activities
- Undertake break, lunch and other duties as required
- Deliver basic first aid if needed (training will be provided).

Supporting the school achieve its aims by:

- Being aware of and following relevant school procedures and policies
- Promoting positive links between home and school and the wider community
- Respecting the sensitivity and confidentiality of information about the pupils and the school in general
- Being aware of daily and forthcoming events
- Implement and support the daily routines within the school
- Being a positive role model for the pupils and parents
- Maintaining positive professional relationships with all colleagues
- Actively promoting the ethos and vision of the school
- Attending relevant training
- Taking appropriate action to support child protection and the safeguarding of children

The successful candidate will:

- Have the flexibility to work across all school ages, but will be supporting pupils predominantly on a 1:1 basis in the primary phase of the school
- Have a desire to support and engage pupils in their development academically, socially and emotionally
- Have the ability to work well with either individual pupils or with a small group
- Have the ability to remain calm and confident in all situations

- Be able to develop and maintain good team working relationships with colleagues and a willingness to help.
- Develop and maintain good relationships with parents and the local community
- Be able to use their own initiative.

All staff at CFS commit themselves to contribute fully to the ethos and life of the School in and outside the classroom.

CFS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Principal'. The successful applicant must obtain List 99 clearance and DBS clearance at enhanced level.

Person Specification

The School will seek to identify these attributes through the recruitment and selection process of application, certification, interviews, professional references and observation.

Qualification/Attainment

a. English and Maths GCSE grade C or above or equivalent	Essential
b. Level 3 TA qualification or equivalent	Desirable
c. Degree, A levels, NVQ qualifications	Desirable
d. Appropriate qualification related to working with children	Desirable
e. First Aid training	Desirable

Experience

a. Previous experience of working within an educational setting and knowledge of a school environment	Desirable
b. Experience of working with pupils with additional needs	Desirable
c. An understanding of the role of the teaching assistant and other professionals working in the classroom	Desirable
d. Awareness of and compliance with school procedures and policies, including child protection and reporting any concerns as appropriate	Desirable

Skills Required

b. Ability to motivate and encourage children	Essential
c. Ability to observe and monitor progress; and maintain records	Essential
d. Ability to work from instructions and own initiative	Essential
e. Able to maintain professionalism and confidentiality	Essential

f. Willingness to participate in training and performance management, including self-evaluation of learning needs	Essential
g. Ability to teach a small group of children	Essential
h. Ability to deal with behavioural needs	Essential
i.Willingness to support additional offsite educational activities	Essential
j. Willingness to assist and participate in the wider aspects of school life	Essential

Attitude/approach

a. A deep and passionate commitment to the values and ethos of CFS	Essentia
b. Developing and sustaining a learning culture that has the CFS ethos at its core	Essential
c. High expectations and standards of achievement for all	Essential
d. Commitment to promoting the health, welfare and safeguarding of children	Essential
e. Good communication skills with both adults and children	Essential
f. Calm and patient	Essential
g. Caring	Essential
h. Resilient and realistic	Essential
i. Team player	Essential
j. Positive role model	Essential
k. flexible attitude	Essential
l. smart and professional	Essential

Safeguarding

a. Commitment to promoting the health, welfare and safeguarding of children	Essential
b. Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school	Desirable

The Recruitment Process

For further information and informal discussion about this post, please do not hesitate to contact Sue Moon on hr@chichesterfreeschool.org.uk or on 01243 792690.

Candidates should complete an application form and supporting statement addressing the criteria presented in the role description and person specification. Completed applications should be sent to hr@chichesterfreeschool.org.uk by **Midday on 20th January 2022.**

Short-listed candidates will be invited to interview on **Wednesday 26th January 2022.**
A formal contract will be issued once the successful applicant has been appointed. It will be offered subject to a Disclosure and Barring Service (DBS, formerly CRB) check.