

Low Moor C. of E. Primary School

To learn together and grow in God's love

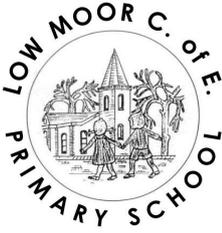
Recruitment Pack Learning Support Assistant

Contents:

- Letter from the Headteacher
- Job Advertisement
- Job Description
- Person Specification
- Recruitment of Ex-Offenders Policy

Closing date: Friday 29th November at 9.00am

Interview date: Wednesday 4th December



Low Moor C. of E. Primary School

Headteacher: Mrs Y.C. Broadbent

To learn together and grow in God's love

Dear Applicant,

Thank you for your interest in this vacancy and for taking the time to explore the opportunity of joining our team at Low Moor C. of E. Primary School. We are currently seeking to appoint an enthusiastic and dedicated learning support assistant and would be delighted to consider your application.

At Low Moor, we pride ourselves on fostering a warm, welcoming environment, not only for our children but for our staff as well. We believe that the success of our school is as a result of an extremely talented, hard-working and dedicated team, and as such, we are committed to supporting and developing each member, both personally and professionally.

Our school is a community where we encourage creativity and innovation and we provide a nurturing environment that is conducive to effective learning and holistic development for all. We strive to maintain a balanced approach to workload and well-being and our supportive measures include regular professional development opportunities tailored to individual career aspirations. It is our aim to ensure that you can perform at your best while enjoying a fulfilling career and personal life.

Furthermore, we value the importance of teamwork and collaboration. At Low Moor, you will find yourself among peers who are not only colleagues but also friends. We are committed to an ethos of continuous improvement and professional growth, and we regularly share best practice and ideas as a team.

If you are looking for a school where your skills will be appreciated and your well-being prioritised, I encourage you to apply to join our team. If you have any questions or would like to know more about us, please contact the school office and we will arrange for the relevant person to answer any queries you may have.

Visits to school are encouraged and you are warmly invited to contact the school office to make arrangements.

Thank you for considering Low Moor C. of E. Primary School. We look forward to the possibility of welcoming you into our school community.

Yours sincerely,

Yvonne Broadbent
Headteacher



Low Moor C. of E. Primary School
Park House Road, Low Moor, Bradford, BD12 0NN

We currently have a vacancy for an

Learning Support Assistant
Band 5 (SCP4-6) Actual salary £15,890 to £16,691
28.75 hours per week, Monday to Friday, term-time only

Low Moor C. of E. Primary School is an exciting, vibrant two-form entry primary school, situated on the outskirts of Bradford. Located on the border of Calderdale, Kirklees and Leeds, our school is highly regarded within the community it serves.

An opportunity has arisen for a learning support assistant, to join our highly successful school, commencing as soon as possible. You will support pupils with learning difficulties and S.E.M.H. needs.

We are looking for someone who:

- is kind, supportive and patient when working with children with S.E.M.H. needs
- has some relevant skills and experience working with children with specific learning needs, including interaction and communication
- is keen to further their skills by accessing training and CPD
- is committed to working effectively as part of a team
- is willing to contribute to the wider school and its community

We offer:

- a dedicated, supportive and friendly school community with the highest expectations and aspirations for our children and their families
- well behaved, motivated pupils who enjoy school
- an attractive, well-resourced and positive environment
- a commitment to your continuing professional development
- a commitment to your well-being and work/life balance

There will be opportunity to visit school in advance of the application deadline and it is strongly recommended that you do so. Please contact Mrs Helen Oates, or Mrs Kara Edmondson on 01274 600797 or office@lowmoor-ce.uk to make arrangements to visit on one of the following days:

- Monday 18th November at 10.00am
- Wednesday 20th November at 4.00pm

This post is advertised via DfE Vacancies and we invite applicants to complete the online application form.

Further information can be obtained from school's Business Manager, Mrs Lisa Bryan on 01274 600797 or email: lisa.bryan@lowmoor-ce.uk

Completed applications should be submitted no later than: **Friday 29th November at 9.00am**
Interviews will be held on Wednesday 4th December.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. All posts are subject to an enhanced DBS check and satisfactory references. We are an equal opportunities employer and all applications will be considered.

Low Moor C. of E. Primary School

Learning Support Assistant Job Description

The following information is provided to help those people considering joining Low Moor C. of E. Primary School to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in case all the usual associated routines are naturally included in the job description.

LSAs should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.

Prime objectives of the post:

To implement agreed work programmes with individuals/groups, in or out of the classroom.

1. Supervision and guidance:

To work under the guidance of teaching/senior staff and within an agreed system of supervision.

2. Range of decision making:

- 2.1. To make decisions using initiative where appropriate within established working practices.
- 2.2. The postholder will be expected to use good common sense and initiative in all matters relating to:
 - the conduct and behaviour of individuals, groups of pupils and whole classes
 - the correct use and care of materials by individual and small groups of pupils
 - the safety, mobility (if required) hygiene, and well-being of the pupils.

3. Responsibility for assets, materials etc:

- 3.1. To maintain the confidential nature of information relating to the schools its pupils, parents and carers.
- 3.2. To be responsible for the care of all equipment and materials, within the classroom/designated area of the school in conjunction with other members of staff.
- 3.3. The provision, use and storage of equipment and materials prepared by the postholder and used by the children with whom the postholder is working.

4. Contacts:

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Education Bradford, Contractors, External Agencies.

5. Range of duties:

- 5.1. Support for pupils
- 5.2. Use curricular/learning skills/training/experience to support pupils
- 5.3. Establish productive working relationships with pupils, acting as a role model and setting high expectations
- 5.4. Promote the inclusion and acceptance of all pupils within the classroom
- 5.5. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- 5.6. Promote independence and employ strategies to recognise and reward achievement of self-reliance
- 5.7. Provide feedback to pupils in relation to progress and achievement
- 5.8. Support pupils consistently whilst recognising and responding to their individual needs.
- 5.9. Support with continence needs.

6. Support for teachers

- 6.1. Work with the teacher to establish an appropriate learning environment
- 6.2. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- 6.3. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- 6.4. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- 6.5. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- 6.6. Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
- 6.7. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

7. Support for curriculum

- 7.1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- 7.2. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- 7.3. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher.

- 7.4. Prepare, maintain and use equipment/ resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

8. Support for the school

- 8.1. 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.
- 8.2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 8.3. Contribute to the overall ethos/work/aims of the school
- 8.4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- 8.5. Attend and participate in regular meetings
- 8.6. Participate in training and other learning activities as required
- 8.7. Supervise pupils on visits, trips and out of school activities as required
- 8.8. To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
- 8.9. Recognise own strengths and areas of expertise and use these to advise and support others.

Personnel specification: Learning Support Assistant

Key: A Application, S Selection Process

Attributes	How identified	
Experience	Essential <ul style="list-style-type: none"> • Experience of working with pupils of relevant age-range • Experience of working with pupils with various Learning Difficulties – SLD / ASD / PMLD • Experience of/willingness to train in communication approaches to access the curriculum 	A/S
Qualifications	Essential <ul style="list-style-type: none"> • GCSE or equivalent, grade C/grade 4 or above in mathematics and English Desirable <ul style="list-style-type: none"> • NVQ Level 2 or equivalent in a relevant discipline • NVQ Level 2 for Teaching Assistants or equivalent qualifications or experience 	A, Certs
Training	Essential <ul style="list-style-type: none"> • Willingness to participate in development and training opportunities • Evidence of previous personal development. • Willingness to undertake training in relevant learning strategies 	A / S
Knowledge and skills	Essential <ul style="list-style-type: none"> • Understanding of child development and learning. • Understanding of the issues relating to pupils who have special educational needs. Desirable <ul style="list-style-type: none"> • Understanding of relevant policies/codes of practice and awareness of relevant legislation. • General understanding of national/foundation stage curriculum and other basic learning programmes/strategies. • Effective use of ICT packages. 	A / S
Equality	Essential <ul style="list-style-type: none"> • Candidates should indicate an acceptance of and commitment to the principles underlying the School's Equal Opportunities policies and practices. 	S
Circumstances - personal	<ul style="list-style-type: none"> • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). <i>Documentary evidence will be required at interview stage</i> • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required) • Excellent attendance and punctuality record 	S

Recruitment of Ex-Offenders Policy

Low Moor C. of E. Primary School is required to send a copy of its policy on the recruitment of ex-offenders to all job applicants. The school's Safeguarding and Child Protection Policy is published on the school website <https://www.lowmoor.bradford.sch.uk/about-us/policies-documents>

- The governing body fully complies with the DBS Code of Practice and will not discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
- All applicants are subject to a DBS check before the appointment is confirmed; this includes details of convictions and cautions, as well as spent and unspent convictions. A positive disclosure will not necessarily prohibit a candidate from being offered a position.
- The school is committed to the fair treatment of all applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability or offending background.
- The school promotes equal opportunity and welcomes applicants from a wide range of backgrounds, including those with criminal records.
- Candidates are selected for interview based on their skills, qualifications and expertise.
- All application forms and recruitment notices will contain a statement that a disclosure will be requested if a position is offered.
- All applicants are encouraged to provide details of their criminal record at the earliest stage possible. This may be sent under a separate and confidential cover.
- All applicants will be made aware of the existence of the DBS Code of Practice and will be provided with a copy on request.
- The school is committed to ensuring all disclosure information will only be seen by those who require access as part of their duties.
- The school will discuss any matters revealed on a DBS certificate with the applicant before withdrawing a conditional offer of employment.
- At interview, or in a subsequent discussion, open and measured discussion will take place on the subject of the offences.
- Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of any offer made.
- Legal advice is available for all involved in the recruitment process to ensure they can identify and assess the relevance and circumstances of offences.
- Recruitment personnel have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders.

Extract from DBS Policy (updated June 2024)