



## **Penn Wood Primary and Nursery School**

'Better Never Stops: Community, Kindness, Respect, Excellence'

Penn Road, Slough Berkshire, SL2 1PH

Telephone: 01753 521811

Email: [enquiries@pennwood.slough.sch.uk](mailto:enquiries@pennwood.slough.sch.uk)

<b>Post Title:</b>	Learning Support Assistant (LSA)
<b>School:</b>	Penn Wood Primary and Nursery School
<b>Salary and Grade:</b>	Experienced Level: Slough Pay Level 3 – SCP 5-7
<b>Day-to-Day Management</b>	Class Teacher
<b>Line Management:</b>	Senior Leadership Team
<b>Supervisory Responsibilities:</b>	N/A
<b>Hours of Work:</b>	Full time
<b>Starting Salary:</b>	(1.0 FTE) £26,679- £27,499 (including fringe allowance)(Pay Award Pending) Actual salary will be calculated on hours agreed

### **Job Description**

#### **Post Overview:**

The postholder will work in close partnership with teachers and other professionals to support children across the school and assist in the high-quality delivery of the curriculum, supporting children's learning, including those with additional needs. The individual will show clear commitment to the vision and values of the school and will significantly contribute to the creation of a positive and inclusive learning environment and the school's pursuit of excellence.

We value a wide range of experience, and those with a background in education or related fields at degree level or above will be considered, alongside those with hands-on experience in supporting children's learning. We're looking for an individual who is adaptable, passionate about education, and committed to creating a supportive and inclusive learning environment for all pupils.

We would be particularly interested in a candidate who may wish to pursue teaching as a future career and have, over time, facilitated staff members to take this route to gain QTS.

#### **Key Responsibilities:**

##### **Support for Learning:**

- Under the direction of the class teacher, assist with the delivery of the curriculum to individual students or small groups, including those with significant SEN.
- Deliver individualised support programmes to help students with specific learning needs.
- Support the development of children’s independent learning skills, promoting their engagement with classroom resources and activities.
- Take part in planning sessions with the class teacher, contributing to individualised work programmes and Special Educational Needs Support Plans (SSPs).

### **Behaviour and Welfare Support:**

- Promote and exemplify positive behaviour, upholding the school ethos and standards of conduct.
- Ensure that the school’s vision and values – Better Never Stops: Community, Kindness, Respect and Excellence – are held and promoted through day-to-day interactions, praise and re-direction
- Encourage students to maintain positive interactions with peers and staff.
- Monitor students’ behaviour and positively assist with behaviour management in line with the school’s behaviour policy.
- Ensure the safety, welfare, and good conduct of pupils in classrooms, communal areas, and outdoors.
- Supervise students in designated areas such as the dining area, playground, or during off-site trips, ensuring their safety and well-being.
  - Provide appropriate first aid and welfare support as needed (if trained).
  - Maintain confidentiality and adhere to safeguarding policies, including ‘Keeping Children Safe in Education’ and the Prevent Strategy.

### **Observations and Reporting:**

- Observe and record children’s progress and achievements, feeding back relevant observations to the class teacher to inform planning.
- Maintain a working knowledge of students' strengths and next steps to support their progress towards learning goals.
- Assist in monitoring and reporting on children’s academic and behavioural progress, ensuring the appropriate support is provided.

### **Support for Teachers and Teamwork:**

- Work collaboratively with teachers to ensure effective learning environments, including preparing equipment and materials for lessons.
- Assist the class teacher with routine classroom tasks, contributing to a well-organised and clean classroom environment.
- Develop trust and professional rapport with both staff and students, demonstrating excellent conduct, confidentiality, and respect.
- Be flexible and show enthusiasm for new ideas, supporting the overall aims and ethos of the school.

### **Health & Safety and School Policies:**

- Understand and adhere to health and safety procedures, including security, first aid, and reporting incidents as necessary.
- Support school security, health, and safety arrangements, maintaining a safe environment for all students.

- Promote the school's commitment to community cohesion and cultural diversity, aligning with the school's ethos.

**Other Duties:**

- Perform any reasonable duties as requested by the headteacher.
- Participate in relevant training and development to further enhance your skills and support student needs.

**Skills and Experience:**

- Proven experience working as a Learning Support Assistant or in a similar role in a school setting.
- Knowledge of Special Educational Needs (SEN) and effective strategies for supporting children with learning difficulties.
- Strong communication skills, with the ability to build positive relationships with children, staff and parents
- A commitment to safeguarding and promoting the welfare of children.
- A flexible and adaptable approach, with a passion for supporting children to reach their full potential.

**Safeguarding:**

**Penn Wood Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, and visitors to share this commitment. Rigorous safeguarding procedures are in place, and all successful applicants will be subject to an enhanced Disclosure and Barring Service (DBS) check, as well as other relevant pre-employment checks. This will include verifying references, identity, and the right to work in the UK.**

**Safeguarding and child protection will be explored as part of the recruitment process, including at interview. Candidates should be prepared to discuss their understanding of safeguarding responsibilities, and any gaps in employment history will be scrutinised. Any offer of employment is subject to the satisfactory completion of all safeguarding checks. We are dedicated to ensuring a safe and supportive environment for all children and will take immediate action to address any concerns.**