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|  | Milton Hall Primary School and Nursery  Salisbury Avenue, Westcliff on Sea, Essex, SS0 7AU  TELEPHONE: 01702 330 758  FAX: 01702 436 821  WEBSITE: [www.miltonhallschool.com](http://www.miltonhallschool.com)  Experienced Learning Support Assistant  Required Ocotber 2021  Term time only  *Level 4, salary points 6 -7 (£10.21 - £10.41 p/h)* |
| Milton Hall is a well-established, diverse school with a very good reputation in the local community. We are proud of the caring ethos in our school and encourage our children to *Dream, Believe, Achieve*! Our school is an exciting place to work and for children to come to school, pupils, parents, staff and governors take great pride in Milton Hall. We regularly use media and drama to enhance the curriculum and have superb resources such as a dance/drama studio, green screen filming/photography media studio, a 4D immersion room and even a Plane!  An exciting opportunity has arisen for the school to employ a Learning Support Assistant. You will be expected to work as part of a team in one of our classrooms. The successful candidate will need to have the following:   * An understanding of the school curriculum. * Experience of developing children’s social skills, communication and language skills and physical skills. * Be able to work with individuals or small groups of children under the direction of the teaching staff.   You will be expected to work between the hours of 8.30am – 3.30 pm with half an hour lunch, term time only.  We can offer:   * An exciting, vibrant and happy working environment * Training, ongoing CPD and staff wellbeing package * Friendly and supportive staff and governors   We are committed to safeguarding and promoting the welfare of young people; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring services. Any offer of employment will be subject to satisfactory clearance thereof.  Applications are accepted by email at [recruitment@miltonhall.southend.sch.uk](mailto:recruitment@miltonhall.southend.sch.uk), post or by hand F.A.O The Recruitment Team.  CLOSING DATE: 17th September 2021 Midday  For further information on how we process your personal data please go to <http://www.miltonhallschool.com/vacancies/> | |
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| **MILTON HALL PRIMARY SCHOOL AND NURSERY**  **JOB DESCRIPTION** | |
| **Post:**  **Responsible to:**  **Salary Scale:** | | Learning Support Assistant  Headteacher  Level 4 (SCP 6-7) | |

**JOB DESCRIPTION**

**Purpose of the Job:**

To work under the direction of class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.

**Duties**

* Working with individuals or small groups of children under the direction of teaching staff
* Establish positive relationships with pupils supported
* Support pupils with activities that support literacy and numeracy skills
* Support the use of ICT in the classroom and develop pupils' competence and independence in its use
* Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
* Promote positive pupil behaviour in line with school policies and help keep pupils on task
* Interact with, and support pupils, according to individual needs and skills
* Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
* To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
* Provide feedback to pupils in relation to progress and achievement
* To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
* To attend to pupils' personal needs including help with social, welfare, physical and health matters.
* Assist with the preparation, maintenance and control of stocks of materials and resources.
* Liaise with other staff and provide information about pupils as appropriate
* To assist with escorting pupils on educational visits
* To assist with the display and presentation of pupils' work
* To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities
* Attend relevant school meetings as required
* To respect confidentiality at all times

**General**

To undertake any training commensurate with the post.

All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out above.

This job description will be reviewed at annual appraisal.

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| **PERSON SPECIFICATION – LEARNING SUPPORT ASSISTANT** | | |
|  | **ESSENTIAL** | **DESIREABLE** |
| Qualifications and experience | * Educated to at least NVQ Level 2/3, * Successful experience working with children in a similar role within a primary school * Good reading and writing skills (National qualification grade C or equivalent) * Good numeracy skills (National qualification grace C or equivalent) | * First Aid Training with accompanying certificates * Experience of working with SEN children in educational environment |
| Knowledge and Understanding | * The National curriculum; including expectations * The developmental stages of children * The procedures relating to the safeguarding of children’s welfare * Ability to understand and support children with developmental difficulties or disability * Ability to assess progress and performance * Understant proceedures and legislation relating to confidentiality | * The different ways in which children learn * Behaviour management strategies |
| Communication | * Ability to read, write and understand reports * Ability to communicate information clearly and coherently * Ability to listen effectively * Overcome communication barriers with children and their families, carers and other adults |  |
| Skills | * Relate well to children, school staff and parents * Contribute to a range of teaching, learning and pastoral activities * Help the class teacher to plan, monitor and assess using observations of the children * Take responsibility, with minimum supervision, for delivering planned activities over an extended period to groups of children including those with special educational needs * Work constructively as part of a team but have the ability to manage own time effectively | * Have effective basic ICT skills to support children’s learning * Have basic understanding of Health & Safety |
| Personal Characteristics | * Be prepared to develop and learn in the role * Be caring and friendly * Be calm and patient * Be flexible and co-operative * Be enthusiastic and committed * Have good organisational skills * Participate in annual performance appraisal constructively and positively | * Have a good attendance record |

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*As the Headteacher of Milton Hall Primary School and Nursery it is an absolute pleasure to introduce this exciting, vibrant, happy school to you.*

*Here at Milton hall, we passionately believe in ensuring our pupils and staff have the best experience possible. We want our whole school community to be inspired and excited, to achieve and succeed, and to aspire to be the best that they can be.*

*We offer outstanding facilities and opportunities for pupils, parents and staff alike. The school uses cutting edge technology, has our own Media Suite, Drama Studio, Music Studio, Immersion Room and the famous Milton Hall Jet as featured on George Clarke’s ‘Amazing Spaces’ programme, where your imagination can take you on a learning journey without limits.*

*Investing in our staff is a high priority at Milton Hall. We pride ourselves on not only nurturing our pupils’ talents but those of our staff too. Excellent CPD opportunities are always on offer to ensure staff are developing professionally and looking at new and innovative ways of working. This ensures we have a highly skilled, confident and happy staff who strive daily for success.*

*If you are an indivdual with a strong work ethic who truly believes every child has the right to be successful and you genuinely want to make a difference to our amazing children’s lives, then we would love you to apply for a position at our school.*

*I look forward to receiving your application.*

*Andy Douglas*

School Information:

Name Milton Hall Primary School & Nursery

Address Salisbury Avenue, Westcliff on Sea, Essex, SS0 7AU

Telephone 01702 330 758

E-mail [office@miltonhall.southend.sch.uk](mailto:office@miltonhall.southend.sch.uk)

Website [www.miltonhallschool.com](http://www.miltonhallschool.com)

Headteacher Mr Andy Douglas

Chair of Governors Mr Dave Taylor

Number on Roll: 695

Age Range: 3 – 11 years

Free School Meals: 28%

Children with EAL: 35%

*“The school is a wonderful and fun place to learn in” – Pupil*

*“Pupils feel at home in the school because you have nurtured a caring, supportive and welcoming culture. Pupils want to do their best and this shows in their behaviour and the way they treat each other. Pupils are friendly, cheerful and loyal to their school” – Ofsted 2018*

*“We have fantastic facilities and resources to help give the best education possible” – Teacher*

*“Staff are approachable, supportive and encouraging!” - Parent*

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| Milton Hall Primary School and Nursery | |
| Equal Opportunities Monitoring Form | |
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Southend-on-Sea Borough Council fully supports the principle of equal opportunities in employment and firmly opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, those with dangerous transmittable diseases (e.g. Hepatitis & HIV) ethnic or national origin, gender, marital status, sexuality, age, disability, trade union membership, religious belief, and offending background.

To monitor the effectiveness of our Equal Opportunities Policy you are asked to complete this questionnaire and return it with your completed application form. The information provided will be treated in confidence and further guidance is provided in the guidance notes overleaf.

**Post Applied For: Job Ref. No:**

**Full Name: (Please print) Date of Birth:**

**Gender** (please tick): Male Female

**1) The Council has adopted the ethnic codes recommended by the Commission for Racial Equality.**

**To which of these groups do you consider you belong?** (NB Please tick one box only)

A White B Mixed

English White and Black Caribbean

Scottish White and Black African

Welsh White and Asian

Irish Any other Mixed background, please write in

Any other White background, please write in

C Asian, Asian British, Asian English, Asian Scottish D Black, Black British, Black English, Black Scottish or

or Asian Welsh Black Welsh

Indian Caribbean

Pakistani African

Bangladeshi Any other Black background, please write in

Any other Asian background, please write in

E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or any other ethnic group

Chinese

Any other ethnic background, please write in

1. **Do you describe yourself as having a disability in accordance with the Disability Discrimination Act?** (see guidance notes overleaf) Yes No

**3) How did you become aware of this vacancy?** (If via a publication, please specify)

**Disability Discrimination Act (1995)**

Under the Disability Discrimination Act 1995, a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.

- A substantial adverse effect is something which is more than a minor or trivial effect

* A long term effect of an impairment is one:
* Which has lasted at least 12 months; or
* Where the total period for which it lasts is likely to be at least 12 months; or
* Which is likely to last for the rest of the life of the person affected.

In addition, two further categories of person are considered disabled for the purposes of the Act. First, a person who has had a disability within the meaning of the Act but has since recovered. Second, a person who was registered disabled under the Disabled Persons (Employment) Act 1944 on 12 January 1995 and at 2 December 1996. Persons within the latter category are deemed disabled only until 2 December 1999 after which time they will have to satisfy the 1995 definition to qualify for protection under the Act.

Those specifically excluded from the act include:

* Addiction or dependency on alcohol, nicotine, or any other substance (other than as a result of the substance being medically prescribed).
* Seasonal allergic rhinitis (e.g. Hayfever), except where it aggravates the effect of another condition
* A visual impairment which is or can be corrected by wearing contact lenses or glasses.

**Confidentiality**

The Provision of the information contained on this form is entirely voluntary and will in no way affect your application. It is collected to help the Council ensure that its recruitment arrangements are fair and to monitor the effectiveness of our Equal Opportunities Policy. The information that you provide will be treated in the utmost confidence and will only be used for statistical purposes.

The information provided by the successful candidate will become part of their personal record as an employee of the Council and will be entered on the Council’s secure personnel database. The information will be used to help monitor the effectiveness of the Council’s Equal Opportunities Policy. Information will be provided to authorised agencies such as the Office of National Statistics, but only in the form of overall statistics and will not contain information that can be traced to named individuals.

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|  |  | CONFIDENTIAL | | |
| **MILTON HALL PRIMARY SCHOOL & NURSERY** |  |  | | |
| **NON-TEACHING APPLICATION FORM** | | |  |  |
|  | | | **Closing date** | 17.09.2021 |
| **Please complete all parts in black ink or type** | | | **Date received** |  |
|  | | | **Short listed** |  |

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| **Post Title**  LSA |  | **Grade or Level**  **SCP 6 - 7** |  | **Name of school**  Milton Hall Primary School and Nursery |

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| **Personal Details** | |
| Title | Full name |
| Present address | All previous names |
| Home phone no. |
| Mobile or work no. |
| National Insurance no. |
| E-mail address | Where did you see this post advertised? |

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| **Current Employment** | | |
| Name and address of current or most recent employer | Job title | |
| Current salary | |
| Date appointed | |
| Date available | |
| Outline of responsibilities | | Reason for seeking other employment |

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| **Previous Employment** Please continue on a separate sheet(s), if necessary. | | |
| Name and address of employer | Job title | |
| Salary | |
| Date appointed | |
| Date available | |
| Outline of responsibilities | | Reason for seeking other employment |

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| Name and address of employer | Job title | |
| Salary | |
| Date appointed | |
| Date available | |
| Outline of responsibilities | | Reason for seeking other employment |

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| --- | --- | --- |
| Name and address of employer | Job title | |
| Salary | |
| Date appointed | |
| Date available | |
| Outline of responsibilities | | Reason for seeking other employment |

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| **Education** Please continue on a separate sheet(s), if necessary. | | | | |
| Name of Establishment | FT or PT | Qualification | Grade | Date |
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| **Training** Please include details of professional or personal development. Please continue on a separate sheet(s), if necessary. | | | |
| Name of course | Organising body | Brief description of course content | Date |
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| **Statement in support of your application** |
| Please use this section to show how your experience and achievements meet the requirements of this post. Please refer closely to the job description and person specification in this section. Include relevant skills and experience that you have obtained through previous employment, work experience, voluntary or community involvement, personal interests or education. Please continue on a separate sheet if necessary if completing the application by hand. |

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| **References** | |
| Your current or most recent employer must be one of your referees (or training provider for NQTs). The school reserves the right to contact your referees before an offer of employment is made or considered. Relatives are not acceptable, even if they are your employer. | |
| Full name | Full name |
| Title | Title |
| Address | Address |
| Telephone no. | Telephone no. |
| Fax no. | Fax no. |
| Email address | Email address |
| Have you ever been known by any other names? If yes, please give full details here | |

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| **Miscellaneous Information** |
| Are you related to or the partner of any school governor? **Yes / No**  If yes, please give details. Such a disclosure will not disqualify you from consideration. However, the failure to declare such a relationship may disqualify you, or may be dealt with under the appropriate procedure which may include the Disciplinary Procedure. |

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| **Self declaration** |
| The information stated in this application, together with any accompanying papers is, to the best of my knowledge, correct. I understand that a false entry may lead to either an offer of employment being withdrawn or disciplinary action being taken which could result in dismissal.  Signed…………………………………………………………………………………. Date…………………………………………….. |

**Thank you for taking the time to apply.**

**Please send your application using the method(s) and details listed below:**

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| Please complete all sections of the application and return to the school by email, post or by hand F.A.O. The Recruitment Team. All applications must be received by **17th September 2021 Midday**  Any enquiries or completed applications please contact the school.  Milton Hall Primary School and Nursery, Salisbury Avenue, Westcliff on Sea, SS0 7AU  Tel: 01702 330 758 Fax: 01702 436 821  Email: [recruitment@miltonhall.southend.sch.uk](mailto:recruitment@miltonhall.southend.sch.uk) |