



An All-through Co-operative School

Carlton Avenue East, Wembley HA9 8NA
Executive Headteacher: Mr Russell Denial
www.preston-manor.com

LEARNING SUPPORT ASSISTANT INFORMATION PACK

Permanent vacancy

36 hours per week, Term Time plus 5 inset days
Salary – Scale 3, spinal point 5 – 6 plus Outer London Weighting (£21,663 - £22,056 pro rata)
circa £19,028 – £19,374 (inclusive of Outer London Weighting)

Required from: September 2022

Closing date: noon on Friday 1st July 2022
Interviews: w/c Monday 4th July 2022



Making School Memorable by Striving for Excellence



Dear Applicant

Thank you for your interest in a post at our school and I hope that you will find the enclosed information useful.

This post is an opportunity for you to develop your career in a highly aspirational All-through Co-operative school. Our Lower School currently has children in Reception through to Year 6 and our Upper School continues to develop the potential of our students from the time they join us in Year 7 through to the time many of them leave to take up places at Russell Group universities.

Preston Manor has a creative climate of success with results exceeding national averages among a diverse and truly comprehensive school community. We are proud of the feedback from visitors we often receive on our positive ethos and how warm and welcoming our School is.

Our children and students respond to the challenges of learning with enthusiasm and excitement and are as keen to succeed as their teachers. Teaching and support staff are committed and hardworking, friendly and sociable and there is a strong emphasis on professional development in an innovative and supportive atmosphere.

I do hope that you will consider applying to join this successful and happy school and look forward to receiving your application.

Yours sincerely

Russell Denial
Executive Headteacher

The success of Preston Manor School is built on an 80-year old reputation which continues to flourish through its committed staff, dedicated Governors and supportive parents.

We are an all-through co-operative school with students ranging from 4 – 19 years. Staff are expected to make the most of this all through provision and to liaise with relevant colleagues in all parts of the school. The school is based over two sites and there may be times when colleagues are expected to work across both sites with students.

We value working in partnership together with our young people to achieve the best outcomes for every student that joins our prestigious school. The school is oversubscribed for places, reflecting the reputation the school has for its academic rigour and excellence in teaching and learning.

We are proud of our focus on student and staff wellbeing, which is evident from the moment you step into our community. We are driven in our aims and ambitions and aspire to continue to build on our success in a supportive and friendly environment.

At Preston Manor we celebrate diversity and equality of opportunity, which is reflected in our high staff-retention rates and the successes of our student population.

This is an exciting opportunity for an enthusiastic Learning Support Assistant to join our Learning Support department. The role involves providing support, mainly in the classroom, as directed. This role is to support students predominantly within mainstream school and across the curriculum for Year 7 to 11 students.

You will join an energetic school which strives to ensure that all students enjoy learning and achieve their full potential.

The successful candidate will be expected to carry out their role on the school site.

In return we will offer:

- Motivated, enthusiastic and ambitious students
- Friendly and supportive staff
- Well-resourced facilities with newly refurbished classrooms
- a professionally stimulating and collaborative working environment
- a commitment to professional development

The school is situated within walking distance of the world famous, Wembley Stadium, which offers easy access to newly created facilities including the London Designer Outlet.

The school benefits from excellent transport links via public transport and is located a short walk from both Wembley Park and Preston Road Underground Stations. Central London locations are accessible within 20 minutes from the school. The school is also easily accessible from main roads including the M25, M1, M40, A40 and A406.

The above post provides an excellent opportunity to work in a high quality environment and to become part of a highly motivated and visionary staff.

Safeguarding

Preston Manor School and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The School's Application Form will only be accepted from candidates who have completed this form in full. CV's will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether it is 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Preston Manor School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further information and an application pack, email **hradmin@preston-manor.com** or download the pack from our website at **www.preston-manor.com**

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.

JOB DESCRIPTION

Purpose of Post

The person appointed should by experience, training or aptitude, be prepared to demonstrate an ability to support the learning of children with a range of SEND to include:

- Cognition & Learning
- Communication and Interaction (Autistic Spectrum Disorder and Speech & Language)
- Social, Mental and Emotional
- Sensory and Physical

Support will be mainly in the classroom, in the Learning Support Department or in the Additionally Resource Provisions (ARPs) Compass or Lighthouse, as directed. This role is to support students predominantly within mainstream school and across the curriculum for Year 7 to 11 students.

They will be responsible to the Special Needs Co-ordinator (SENCO) and will be line managed by one of the post-holders within the Learning Support Department.

Principal Accountabilities and Responsibilities

- To be committed to the principle of Inclusive Education by supporting the learning of students with a variety of needs in and out of the classroom, including some support during break time, lunch time and after-school on a rota basis.
- Support identified students by:
 - Being familiar with short, medium and long term outcomes on EHCPs and Annual Reviews
 - Liaising with Key Workers, Subject Teachers and other relevant staff
 - Helping students become independent learners
 - Identifying students' barriers to learning and help them access the curriculum
 - Offering simplified or additional explanations
 - Helping students to develop their speech, language and communication skills and working with a speech and language therapist where appropriate
 - Offering support, as appropriate, with reading, written work and spelling
 - Ensuring the safety and integration of students with physical and sensory disabilities
 - Helping students to remain on task and to complete set work
 - Helping the student/s to participate in group work, oral work and in aspects of wider school life for example sports clubs and activities
 - Boosting self-esteem by praising effort and ensuring identifiable success in the classroom
 - Utilising IT to enhance learning and record assessment
 - Help with physiotherapy exercise programmes when necessary– training will be given
 - Help with toileting of disabled students when necessary – training will be given.
- To work with students individually or in small groups, under supervision, to practice specific skills or to carry out classroom tasks.
- To key work a small number of students on the SEN register (SEN Support) acting as a learning mentor.
- Contribute to the development and implementation of individual learning plans.
- Establish constructive relationships with students and interact with them according to their individual learning and emotional needs.
- Assist with the planning of learning activities.
- To participate in student assessment and departmental feedback procedures.
- Provide detailed feedback to Key Workers, year link staff and subject staff on student progress, achievements and problems and under guidance of teachers provide feedback to students on their progress and achievements.

- To attend and contribute to regular review meetings including annual reviews.
- Administer routine tests and invigilate exams.
- Support and supervision of students during out of lesson times including before school, break times and lunch times. The Department runs a range of interventions including a range of lunch time clubs and after school activities.
- Accompany teaching staff on trips and school activities and take responsibility for a group under the general supervision of a teacher.
- Provide a range of clerical and administrative support to the SENCO and Learning Support Department.
- To take part in regular in service training and to continue to update and improve professional skills; to attend meetings as required (e.g. Whole Staff Meetings, Learning Sets).
- To do additional tasks as required by SENCO and Line Manager.
- To be aware of and to comply with policies and procedures, and to report concerns to an appropriate person in respect of all school policies including Equal Opportunities, Child Protection, Health and Safety, Confidentiality and data protection.

Responsibility for resources

To be responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

Additional responsibilities

- To record systematic observations of students in a range of contexts for use in class formative assessment.
- Attend School based and other INSET to develop professional skills and keep abreast of current development in education.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Experience and Knowledge

- Knowledge of Health and Safety legislation, General Data Protection Regulations, and Safeguarding processes.
- Demonstrate an understanding of the business aspects of schools.
- Experience of working in a fast-paced environment.

Abilities, Skills and Attributes

- Ability to build and form working relationships with students, parents and colleagues, to work across operational boundaries.
- Be able to work as a member of a team.
- Demonstrate attributes of discretion, tact and diplomacy.
- Show initiative, drive and commitment to ongoing improvement.
- Be articulate and presentable.
- Be a creative problem-solver with the ability to think ahead.
- Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload.
- Demonstrate a co-operative, reliable, customer response with a "can do" attitude with good communication skills both on the telephone and in person that allows effective communication at all levels of the school.
- Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges.
- Be able to work under pressure and meet deadlines whilst producing work that is accurate.

Safeguarding / Child Protection

- Maintain appropriate professional standards at work in safeguarding children.
- Familiarise yourself with the named person(s) for child protection and safeguarding.
- Responsible for formally notifying the Executive Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.
- Responsible for safeguarding and promoting the welfare of children and young people and following school policies and the staff code of conduct.

General

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads and any other duties appropriate to the role as directed by the Executive Headteacher or a delegated representative of the Senior Leadership Team.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Executive Headteacher's discretion.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- GCSE Mathematics, English and Science – Grade A* - C or equivalent

Desirable

- Good Degree or A Level equivalent in the following subjects: English, Mathematics or Science

KNOWLEDGE AND EXPERIENCE

Essential

- Experience of working in with secondary school students
- Good practice in Social Inclusion environment

Desirable

- Experience of supporting students with a wide range of special needs, including **Cognition & Learning Communication & Interaction Needs** (Autistic Spectrum Disorder, Speech & Language), **Social, Mental, Emotional Needs, Sensory & Physical Needs**

SKILLS AND ABILITY

Essential

- Excellent interpersonal skills
- Excellent communication skills, both oral and written
- Ability to work strongly in a team both within the department and wider school
- Willing to share ideas, to learn from colleagues and to seek support
- Excellent organisational skills and ability to meet deadlines
- Is solution-focused and adopts a 'can do' attitude
- Willing and able to support learning across the curriculum (all curriculum subjects as required)
- Confident in use of ICT

EQUAL OPPORTUNITIES

Essential

- Commitment and contribution to School policies
- Committed to the promotion of equal opportunities, fundamental British values** and Co-operative values***

CHILD PROTECTION

Essential

- To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct

DISPOSITION

Essential

- To be interested in students as individuals and how they learn
- To display a warm and approachable demeanour
- A flexible approach and sense of humour
- To display a professional manner
- To be positive and constructive
- To be resilient and assertive
- Empathetic and sensitive to differing viewpoints
- Belief in the importance of teamwork

** Fundamental British values – democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs

*** Co-operative values – self-help, self-responsibility, democracy, equality and solidarity in addition to the ethical values of honesty, openness, social responsibility and caring for others