



Stoke Newington School  
& Sixth Form

# **JOB PACK**

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**Learning Support Assistant**

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## Job advertisement

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### **Learning Support Assistant Immediate Start date**

**Scale 5 • £19,718 to £20,807 per annum, 31 hours per week,  
term time only (39 weeks a year)  
Permanent**

All posts require a minimum of 5 A\* - C grade GCSE or equivalent in Maths & English.

- **Are you ultimately interested in a career in teaching?**
- **Are you committed to free and inclusive education for all?**
- **Are you looking for experience to enhance your teacher training application?**
- **Do you have experience of working with young people?**

#### **The School**

This is an exciting opportunity to contribute to the development of a successful and popular 11-19 inner-city comprehensive school. The School is committed to a culture rooted in high expectations for all, which cultivates a love of learning and ambition for success, together with a strong sense of belonging and civic duty. We have a strong focus on creativity in our classrooms. We believe everyone has creative capacities and know that creativity is the skill of the future. Our students past and present are strong evidence of our success. We aim that every colleague has excellent professional development which leads to every student having an outstanding education.

#### **The Department**

The SEN team is a large busy and supportive team of learning support assistants committed to providing the best quality support for some of the school's most vulnerable students. The department works in different teams led by a team leader. The department offers an excellent induction and training programme.

In this post you will work with individuals and small groups to provide high quality learning support to students with special needs. Relevant paid experience of working with young people and excellent communication skills are essential.

The school provides very well regarded professional development opportunities for all staff. In particular you will receive training in key areas of special needs support.

#### **Applying for the role:**

You can download an application pack (word) from our website

<https://www.stokenewingtonschool.co.uk/jobs>

Completed application forms should be emailed to [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk)

The closing date for receipt of applications is **midday Friday 26<sup>th</sup> November**.



## Job description

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Job title: **Learning Support Assistant**

Directorate: Stoke Newington School

Reporting to: Senior LSA

Grade: Scale 5 (31 hours per week, Monday – Friday 8.30 -3.30pm term time only)

Purpose of the post:

- To work under the guidance of the Senior LSA, Head of Inclusion/SENCo, Deputy SENCo and teaching staff to undertake support programmes to enable students on the Code of Practice access to learning.

Main duties and responsibilities:

**Support for Pupils**

- Support the learning of students who are on the Code of Practice, either on a 1:1 basis or in small groups.
- To work with students with a range of needs such as emotional/behavioural, physical needs, sensory impairments, speech and language needs, medical conditions or a combination of these.
- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development and implementation of IEPs.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Support students in transition from primary to secondary school by visiting feeder schools, liaising with SENCOs and identifying support needs.
- Provide support in the transition from secondary to further education and alternative provision.
- To build and maintain successful relationships with students, treating them with respect and consideration.
- To support the students in building their confidence and establishing self-esteem.
- Develop and use strategies to support students to manage their behaviour.
- Willingness to help with personal care as necessary.

- **Support for the Teacher:**
- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- 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.
- Be responsible for keeping and updating records as agreed with the SENCO/Line Manager, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress.
- 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.
- Liaise sensitively and effectively with parents/carers as agreed with the SENCO/Line Manager within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Invigilate routine exams/tests.
- Read and scribe for students during exams.
- To support form tutors during registration time.

#### **Support for the Curriculum:**

- Undertake agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Support programmes linked to national learning strategies e.g. literacy, numeracy, KS3 and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

#### **Support for the School:**

- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school, including supervising student movement.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

- Supervise pupils on visits, trips and out of school activities as required.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
- To attend staff briefing
- Be willing to undertake first aid training

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

**General requirements:**

- The post holder must at all times carry out his/her responsibilities with due regard to Hackney Education policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Job title:	Learning Support Assistant
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## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
1. At least intermediate level qualifications such as GCSE A* - C in mathematics and English or NVQ level 2 and willingness to work towards advanced or level 3	✓	
2. Degree Educated	✓	
<b>Experience</b>		
3. Previous experience of working within a school setting	✓	
4. Experience of providing educational support to pupils within a mainstream class, in a small group and on an individual basis	✓	
5. Experience of developing and sharing strategies to meet a specific area of additional need	✓	
6. Experience of planning, developing and reviewing support to meet the needs of individual students	✓	
7. Experience of monitoring, recording and reviewing student progress	✓	
8. Experience of liaising with external agencies	✓	
<b>Knowledge</b>		
9. Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation.	✓	
10. Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.	✓	
11. Awareness of themes underlying Every Child Matters	✓	
12. Awareness of pupils' diverse needs, backgrounds and aptitudes	✓	
13. Working knowledge of a range of additional needs and strategies that may be employed to overcome barriers to learning	✓	
<b>Skills</b>		
14. Very good numeracy/literacy skills.	✓	
15. Can use ICT effectively to support learning.	✓	
16. Good communication skills orally and in writing	✓	
17. Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
18. Ability to relate well to children and adults	✓	
19. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	✓	
20. Displays commitment to the protection and safeguarding of children and young people.	✓	

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21. Willingness to assist with personal care as necessary

✓

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