

St Paul's CE Primary School



LEARNING SUPPORT ASSISTANT/PLAYLEADER

Actual Salary Range: £8,951 - £9,112 pa inc (Scale 2)

Hours: Between 18 hours per week (more hours available and can be discussed at interview) x 38 weeks.

Contract Type: 1 year fixed term contract with the possibility of renewal

Commencement Date: as soon as possible.

We are an outstanding, heavily over-subscribed, friendly and welcoming two form entry Voluntary Aided Church of England primary school.

This is an exciting and exceptional opportunity for candidates to become fully involved in school life and we are looking for people who are confident in their abilities to deliver assistance in the classroom and have an impact on all pupils.

Applications from people with appropriate proven abilities, good communication and organisational skills are invited.

We can offer:

- A positive, warm, friendly and supportive environment where learning and enjoyment go hand in hand
- A commitment to your continuing professional development
- Exceptionally well behaved, happy children who are eager to learn.
- Strong community ethos.
- Spacious well maintained and resourced school building set in beautiful grounds.

Visits to the school are recommended, following COVID guidelines. Please contact Mrs Zmajkovic by emailing office@st-pauls.enfield.sch.uk to arrange a visit. The recruitment pack can be downloaded from <https://www.st-pauls.enfield.sch.uk/>

Closing date: 12 noon, Friday 1 October 2021

Shortlisting: Monday 4 October 2021

Interviews: Monday 11 October 2021

St Paul's is committed to safeguarding and promoting the welfare of pupils attending the school and expect all staff to share this commitment. Any offer to the successful candidate will be conditional upon an Enhanced Disclosure being obtained via the Disclosure and Barring Service. All candidates are required to complete the school's 'Keeping Children Safe in Education' declaration.





JOB DESCRIPTION

2021-2022

Position: LSA/Playleader

Job Purpose:

- 🏆 To support children's learning and to share in the care and wellbeing of the children throughout the school and, if required, to support specific pupils with special educational needs in line with their EHCP

Responsible to:

- 🏆 Class Teacher, KS1/KS2 Age/Stage Co-ordinator, SENCO, Senior Playleader, Deputy Headteacher, Headteacher and Consultant Headteacher

LSA duties

Support for pupils:

- 🏆 support pupils' learning activities, attend to additional learning needs, and help in development
- 🏆 provide positive and constructive feedback to pupils
- 🏆 help with the care, pastoral needs and support of pupils
- 🏆 contribute to the health and well-being of pupils
- 🏆 achieve and maintain an up to date first aid qualification
- 🏆 establish and maintain relationships with individual pupils and groups
- 🏆 be an effective model for pupil behaviour
- 🏆 as an LSA to support the teacher in working towards the targets for the individual child when required
- 🏆 as an LSA to develop and implement support and therapy programmes provided by external agencies for example physiotherapy, speech and language, occupational therapy when required
- 🏆 as an LSA to advise the SENCO on specific resources required to ensure the curriculum can be accessed when required

Support for the teacher:

- 🏆 help with classroom resources and records for the child
- 🏆 carry out photocopying, laminating, filing and other administrative duties as required by the class teacher
- 🏆 contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required
- 🏆 support the school curriculum, especially literacy and numeracy activities
- 🏆 provide support for learning activities working with individual children and small groups
- 🏆 support the use of ICT in the classroom



JOB DESCRIPTION

2021-2022

- 🏆 assist in the maintenance of a safe environment for pupils and staff
- 🏆 assist in the presentation of display materials
- 🏆 support teaching staff or senior colleagues with routine administration
- 🏆 complete focus sheets to record pupil progress and maintain the teaching assistant file provided by the Deputy Headteacher
- 🏆 work with the class teacher to establish an inclusive classroom environment
- 🏆 provide feedback on individual pupils to the class teacher
- 🏆 as an LSA help to integrate children with SEN into class activities when required
- 🏆 as an LSA liaise with parents and other professionals involved with the child when required
- 🏆 supervise at lunchtimes and playtimes as is appropriate to the child when required

Support for the school:

















- 🏆 establish effective working relationships with colleagues and parents
- 🏆 contribute to the maintenance of pupils' safety and security
- 🏆 ensure that the e-safety policy for staff and pupils is strictly adhered to
- 🏆 review and develop their own professional practice
- 🏆 assist with seasonal events and school activities
- 🏆 accompany classes and small groups on educational visits
- 🏆 assist in keeping school resources tidy and well maintained
- 🏆 attend support staff meetings and appropriate training events as requested by the Headteacher or Consultant Headteacher
- 🏆 help with playground, kitchen and hymn practice duties as part of the staff rota
- 🏆 recognise the importance of, and adhere strictly to, confidentiality guidelines, child protection procedures, e-safety procedures, health & safety regulations and the policies of the Governing Body and the LA
- 🏆 as an LSA attend and contribute to the termly reviews of SEN children when required
- 🏆 to play a full part in the life of the school community, to support its Christian vision, values, ethos and policies, and to encourage staff and students to follow this example
- 🏆 carry out any additional duties as requested by the Headteacher or Consultant Headteacher



JOB DESCRIPTION

2021-2022

Playleader duties

-  set up play equipment ready for pupils to participate in organised games during the lunch time period and/or after school
-  collect and store all play equipment making sure any faulty apparatus is reported to the appropriate member of staff
-  as directed organise manageable groups of pupils ensuring children are selected appropriate to their capabilities, and when necessary, support on a one-to-one basis
-  check that pupils are wearing suitable clothing and footwear for these organised games and make sure that pupils have due regard to safety and good behaviour at all times
-  actively encourage pupils to have fun and participate in games making certain that they are adequately supervised at all times
-  control behaviour of pupils in the playground, with particular regard to safety and school rules
-  keep pupils out of corridors and classrooms when they should be outside and keep young pupils appropriately occupied when they stay indoors
-  control the dinner queue making sure pupils queue in an orderly manner
-  supervise and control pupils' behaviour whilst they are eating their meals, preventing them from taking food outside the hall
-  help kitchen staff with routine tasks, mop up spillages and maintain tidiness and order in the dining hall
-  work alongside other support staff in school in order to create a positive environment for all children at all times
-  deal with minor accidents in the dining hall and playground, reporting more serious incidents to the Headteacher, Consultant Headteacher or other senior member of staff
-  ensure that pupils do not leave the school premises unless authorised to do so
-  carry out these duties with due regard to the School policies, procedures and priorities
-  attend regular meetings and courses as requested by the Senior Leadership Team
-  any other duties required by the Senior Leadership Team within the scope of this post

the postholder shall ensure the duties of the post are undertaken with due regard of the School's Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.














PERSON SPECIFICATION







2021-2022

Position: LSA/Playleader

Professional Skills and Experience

-  The ability to be part of creating a happy, challenging and effective learning environment.
-  Helpful, positive, calm and caring nature.
-  Excellent speaking and listening skills.
-  Understanding of safeguarding and child protection procedures.
-  A thorough understanding of what constitutes effective teaching and learning.
-  An understanding of effective monitoring, evaluation and assessment.
-  An understanding of effective practice in early years and know when to seek advice and support.
-  Adaptable and resourceful and able to meet new challenges. Have a flexible and positive approach to challenge and change.
-  Able to plan, organise and prioritise.
-  The ability to be proactive.
-  Competent in the use of IT.

People, Relationships and Communications

-  Be committed to maintaining the distinctive and inclusive Christian ethos in the school.
-  Be able to relate to all pupils and staff in a positive and constructive way.
-  Be part of a team which seeks and develops a variety of opportunities to support and work with pupils.
-  Have qualities which earn the trust and respect of pupils, staff, parents and governors.
-  Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
-  Possess excellent written and verbal communication skills.