

Stoke Park Primary School

SEND Learning Support Assistant

Job description

Job title	SEND Learning Support Assistant
Location	Stoke Park Primary School
Salary	£26,847 - £27,274 (1.0 FTE). Pro-rata salary will depend on your contracted hours.
Role Summary	Make a real difference to the lives of our children and families by helping to raise standards of learning and achievement of children with disabilities and special educational needs. Help children participate in learning activities and develop social skills, ensuring an inclusive and positive learning environment.
Working pattern	Monday to Friday, term time only, 0845-1515 (30 hours per week)
Responsibilities	- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. - Supporting children's learning - Under the guidance of the teaching staff, provide direct support for the learning of individual children or groups of children, including those with special needs, to achieve defined progression targets in a child's individual education plan and in class plans through: - activities, interventions, empathetic and sympathetic listening, direct guidance and the provision of appropriate positive feedback to behaviour - facilitating children's general physical, emotional and educational development - supervising and encouraging safe behaviour of individual and groups - reinforcing structured learning habits which meet defined targets for accessing the curriculum as set by the line manager - Supporting the learning environment - Under the guidance of the teaching staff, prepare, store, retrieve, sort and display materials, finished work, equipment, topic work plans and/or assignment documents to assist in providing an effective learning environment as determined by the teacher to: - facilitate the required standards of achievement and performance, including feedback through structured assessment, for individuals and groups within the classroom - support the development of continuous improvement in both personal performance in the job and the work of the team

	- assist in the development, monitoring, reviewing and progression of children's' learning plans - support invigilation and assessment processes, following procedures and under supervision, which promotes the attainment of standards in learning progress by the school required by the Head and Governors, the LEA and the Office for Standards in Education [OFSTED] • Caring and supporting for children Attend to the day to day needs of children, inside and outside the classroom, by - supervising children at unstructured times, including break times and lunchtimes - providing personal, social, hygiene, welfare and behaviour support - having awareness of the progress of individual children in attaining defined goals - promoting effective pastoral care for individual children, under guidance, and liaising with colleagues to provide accurate records - reporting concerns about progress, identifying possible solutions, to the teacher - assisting educational and therapeutic professionals in their delivery of specialist support programmes - carrying out specified medical care procedures following direct specific training by a qualified practitioner - contributing to the assessment by the teacher of individual children's development through observation, record keeping, discussion with colleagues and teachers Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.
Reporting to	Head Teacher and Assistant Head Teachers
Safeguarding	<i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i>

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Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- A commitment to safeguarding and promoting the welfare of children, young people and adults
- A commitment to equal opportunities and inclusive practice
- An understanding, and ability to demonstrate, the importance of motivating children, creating a good working atmosphere and promoting positive attitudes towards good behaviour
- An ability to provide supportive and caring relationships with children, promoting their independence and raising their self-esteem and confidence

You are likely to have:

- An approach and attitude towards teaching and school life which is in line with our ethos
- Evidence of being a reflective practitioner
- Excellent organisational skills
- Evidence of being a good team player who will contribute to the development of our school

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

You may have:

Relevant recognised UK Qualifications e.g.:

- CACHE Level 2 Certificate for Teaching Assistants
- NCFE Level 2 Certificate
- BTEC Level 2 Certificate
- ABC Level 2 Certificate.

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

You are likely to have:

- Previous relevant experience in a childcare setting

You may have:

- Evidence of being a good quality classroom practitioner

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.