



JOB PURPOSE:

We are looking for a confident, hard-working and committed Learning Support Assistant who is passionate about supporting all children to achieve their potential, no matter what individual challenges they may face. We can offer a friendly and welcoming working environment, with a dynamic and energetic whole school team who work in partnership to support all children to succeed at our school.

The successful candidate will encourage our children to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life. Early Years Foundation Stage experience would be desirable for this position but if required, full training will be provided.

We would encourage applications from those interested in working with us, either on the basis of full school days or alternatively we can be flexible to consider part-time or job share options for the right candidate. Please do contact us to talk in more detail about our school and what we can offer.

HOURS PER WEEK (BASED ON FULL SCHOOL DAYS; PART-TIME OPTIONS WOULD BE PRO-RATA ACCORDINGLY):

- 8:30am to 3:15pm Monday to Friday during term time plus all Insets including one additional hour per week to run an after school club.
- 32.25 hours per week (including one after school club) over 36.8 weeks per year

SALARY: £14,044.53 pro rata (£19,313 full time equivalent) Surrey Grade PS3

START DATE: As soon as possible

RESPONSIBLE TO:

The Headteacher

MAIN DUTIES:

1. Teaching and / or one-to-one support

- To work as part of a team at the direction of the Headteacher/SENCo/Class teacher to support teaching provision and pupils' learning.
- As required, attend to individual children's personal needs and implement related personal programmes and interventions
- Under the guidance of teaching staff, organise and deliver appropriate support or interventions to small groups and individuals.

- Monitor and report on pupil's progress in intervention programmes, including those with special educational needs as directed.
- Be involved in planning individual educational plans, review meetings and meetings with parents
- To undertake observations relevant to the learning outcomes of the activity.
- To ensure that any significant information relating to an individual's behaviour development or ability is passed to the relevant teacher.
- In conjunction with other staff, to supervise children during breaks and lunchtimes and on any educational outing.
- Assessment and record-keeping.
- Attend relevant in-service training.
- Attend and contribute to team meetings as appropriate.
- Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.

2. Welfare

- To assist in meeting children's needs for encouragement, reassurance and comfort.
- To attend to physical care and encourage independence and self-help at all times. This may include changing nappies, assisting with a child's personal hygiene or supporting a child with additional needs when required.
- To administer, under direction and with proper training, minor first aid to children and ensure that any relevant health information is reported.
- To support children's emotional and social development.

3. Personal Responsibilities

- Be aware of key school plans, policies and procedures, especially the Health and Safety Procedures and Child Protection Procedures.
- Take part in Performance Management in order to identify and agree development and training needs.
- Within your contracted hours, undertake Induction Training and other training as identified in Performance Management Processes, as may be required to enable you to provide the school with effective support.
- Be aware of the learning and physical needs of the pupils you support.
- Respect the confidentiality of pupil information and respond sensitively to pupil's needs.
- To promote the safeguarding of children.

4. Lunchtime and playground supervision:

To actively supervise the pupils in the dining room, playground and throughout the school premises during break and lunchtime periods:

- Support pupils while they eat their lunch and making sure tables are clean and that water is available;
- Clear away the lunchtime area after the lunchtime period;
- Ensure standards for healthy eating and table manners are maintained – and encourage pupils to try a range of food and eat sufficient lunch;
- Administer First Aid as required according to the level of training received and in line with policy and complete an accident form if necessary;

- Support good discipline around school in line with the Behaviour Policy;
- Ensure the safety of pupils at play and in general at all times;
- Lead the children in suitable play activities;
- Record inappropriate pupil behaviour according to the Behaviour Policy.

5. Essential

- The ability to build good relationships with children, parents/carers and teachers.
- To work as part of a team
- To be flexible and creative
- Good literacy and numeracy skills (GCSE Grade C or equivalent in Maths and English)

Health and Safety

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must co-operate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This role is subject to an Enhanced Disclosure and Barring Service Check.

Person Specification for Level 1 Teaching Assistant and Midday Supervisor
 Brookwood Primary School
 October 2022

Essential	Desirable	Evidence
<p>1. Education, training and work qualifications</p> <ul style="list-style-type: none"> • GCSE grade C (or equivalent) in English and Maths • Relevant qualifications which may include NVQ Level 2 or 3 in a relevant teaching assistant course 	<ul style="list-style-type: none"> • First Aid trained • Training in intervention programmes such as First Class @ Number, FFT Wave 3, Oracy, Springboard, ELS, ALS and FLS • Evidence of personal commitment to continuous professional development 	Application form Interview
<p>2. Experience</p> <ul style="list-style-type: none"> • Practical, hands-on classroom experience as a teaching assistant • Evidence of having worked effectively to contribute to children's learning 	<ul style="list-style-type: none"> • Experience of working within the Early Years Foundation Stage. • Experience within a lunchtime supervisory role • Experience in working with children who have social, emotional and behavioural difficulties. • Experience of working with children with physical disabilities. 	Application form Interview
<p>3. Skills and Personal Qualities</p> <ul style="list-style-type: none"> • High standard of effective and sensitive communication with adults and children, both verbal and written, including appropriate record keeping. • Empathy, patience, diplomacy, good listening skills, flexibility and ability to stay calm under pressure. • Strong time management and organisational skills. • Good team working skills and the ability to work independently. • Willingness to learn. • Ability to work with other professionals. • Good knowledge of school system. • Self-motivated, enthusiastic, creative and adaptable. • Enjoy being with parents and their children. • Good at solving problems. 		Application form Interview

If you would like to apply for this position please email your completed application form to Kelly Fookes at admin@brookwood.surrey.sch.uk