



CHIPPING NORTON SCHOOL

Learning Support Assistant

**Grade 5 (currently £19,312 pro rata)
Part time (term time only)
18 hours per week**

Temporary Post

We are seeking to appoint an enthusiastic individual to join our friendly and supportive team of dedicated professionals. The successful candidate must be skilled at making students feel engaged and motivated, and will play an important role in contributing to improving student outcomes. He/she will be joining a dedicated, ambitious and innovative department that is at the heart of our rural comprehensive school. The role includes regulated activity relevant to children.

This permanent post would suit a person who:

- Has a passion to support students with additional needs
- Has high expectations in all areas of their work
- Is able to contribute to the practice of a strong team

If you are interested, please complete a Chipping Norton School application form and include a letter of application outlining your reasons for applying and your suitability for the post. Application forms and further details are available on the school's website or from Morag Robinson (tel. 01608 649500/email office@chippingnortonschool.org). The closing date for receipt of applications is **28 January 2022**. Interviews will take place the week beginning 31 January 2022. Visits to the school are welcome.

Chipping Norton School and the River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role. It is an offence to apply for certain within schools if you are barred from engaging in regulated activity relevant to children. You should contact the school if you are unsure if this role includes regulated activity relevant to children. Chipping Norton School is an equal opportunities employer.



CHIPPING NORTON SCHOOL

JOB DESCRIPTION

Learning Support Assistant

Job Title	Learning Support Assistant				
Reporting To:	SENCo				
Line Management:	Not applicable				
Salary Grade	5		Point	5-7	
Hours per week	18	Working weeks per year	39	Hours of work	2 days 0830-1600 1 day 0830-1230

JOB PURPOSE:

To give general practical support in the classroom or through withdrawal to individual or groups so students. The post holder will be expected to help identified children achieve their potential by overcoming barriers to learning, both inside and outside the school.

Main responsibilities

Teaching and Learning

- Assist in the educational and social development of students under the direction and guidance of the SENCo.
- Assist in the implementation of SEN profiles, targets for students and help monitor their progress.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Work with other professions and advisory staff when necessary.
- Assist class teachers with maintaining student records.
- Support students with emotional or behavioural difficulties and help develop their social skills.
- Monitor and record the progress of students in lessons.
- Undertake such other duties as may be reasonably expected.

Administrative Duties

- Prepare and present displays of students' work.
- Support class teachers in photocopying and other tasks in order to support teaching.
- Undertake other duties from time to time as the SENCo requires.
- Maintain an accurate log of students supported, where appropriate.

Working with Students

- Develop an understanding of the special educational needs of the students concerned.

- Take into account a student's SEND and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
- Build and maintain successful relationships with students, treat them consistently, with respect and consideration.
- Help promote independent learning.
- Help reinforce learning.
- Assist students with physical needs.
- Help students record work in an appropriate way.
- Develop study and organisational skills.
- Help keep students on track and to build motivation and engagement.
- Model good practice.
- Support lunchtime supervision of SEND students.
- Use baseline data to ensure the progress of SEND students.
- Maintain regular contact with parents/carers of the students receiving support, to encourage positive family involvement in the student's learning.

Working with Colleagues

- Meet regularly with the LSAs and SENCo to review the support timetable and review student progress.
- Plan and arrange meetings with the classroom teachers where necessary to contribute to planning lessons/activities.
- Prepare materials and resources.
- Support classroom teachers with planning differentiated activities for identified groups.
- Supervise practical tasks.

Health and Safety

- Undergo basic first aid training and update courses.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with health, safety and welfare.

Standards and Quality Assurance

- Support the aims and ethos of the school.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned, for example, to collect information for Annual Reviews.
- Be proactive in matters relating to health and safety.
- To support the implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- To identify personal training needs and to attend appropriate internal and external in-service training
- To set a good example in terms of punctuality and attendance.

General

The post holder will be required to:

- Adhere to the school's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible
- Work in accordance with the Data Protection Act.
- Provide a healthy and comfortable working environment, smoking is strictly prohibited.
- This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the school. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Signed
(Employee)

Dated

Signed
(Line Manager)

Dated

Job Description updated December 2021

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CHIPPING NORTON
SCHOOL

**Person Specification
Learning Support Assistant**

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Qualifications in English Language and Maths to at least GCSE/Level 2 or equivalent	A relevant qualification in childcare or education. Level 3 qualification. Educated to Level 3 or Degree level within the specific subject of support
EXPERIENCE	Experience of working with children of secondary school age	Experience of working with secondary school children in school setting
KNOWLEDGE AND UNDERSTANDING	The LSA should demonstrate knowledge and understanding of: <ul style="list-style-type: none"> - The needs of young people - Child development and the ways in which children learn - The roles played by various adults in a child's education - Behaviour management strategies - Equal opportunities and safeguarding 	
SKILLS	The LSA will be able to: <ul style="list-style-type: none"> - Help professional staff to achieve their objectives - Assist children on an individual basis, in small group and whole class work - Explain tasks simply and clearly and foster independence - Supervise children, and adhere to defined behaviour management policies - Accept and respond to authority and supervision - Work with guidance, but under limited supervision - Liaise and communicate effectively with others - Demonstrate good organisational skills - Be able to use ICT confidently - Reflect on and develop professional practice - Display work effectively and make and maintain basic teaching resources 	In addition, the LSA might also be able to: <ul style="list-style-type: none"> - Monitor, record and make basic assessments about individual progress - Suggest alternative ways of helping children if they are unable to understand - Describe in simple terms, the process of behaviour management with children - Identify gaps in their own experience that they need help in filling - Demonstrate the ability to learn and adapt from past experience
PERSONAL QUALITIES	<ul style="list-style-type: none"> - commitment to the school's vision and ethos - a willingness to take on new responsibilities and develop new skills - polite, friendly and welcoming - able to deal with others with empathy and sensitivity - commitment to the safeguarding and welfare of all pupils - Integrity 	

