



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

Scale 5 • 30 hours per week, term time only, one year contract in first instance

**Purpose of job:**

The Learning Support Assistant's (LSA) main role is to provide support for pupils with a statement of special educational needs/ Educational Health Care Plan. The students at SNS with statements or EHC plans have a range of needs including dyslexia, autism, emotional and mental health difficulties and physical disabilities.

One role is particularly to support a visually impaired student. Braille expertise is essential.

**The role:**

The LSA will ensure that pupils can integrate as fully as possible in the activities generally undertaken by other children in the classroom and make good progress. Duties will primarily be in class support to assist the pupil's individual learning and social needs. The LSA will be responsible for a number of statemented students in liaison with the class teacher and Inclusion Manager.

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

**The Inclusion Faculty:**

The Inclusion Faculty has a large team of enthusiastic and committed staff aiming to ensure all pupils at Stoke Newington School & Sixth Form fulfil their potential and fully participate in the school curriculum and community. We achieve this by providing a variety of interventions and support within lessons and in small groups as well as through extra-curricular activities.

We provide an outstanding provision for students with special needs and our work is recognised and well regarded across the borough. Our aim is to ensure we continue to be outstanding in all we do. As a team our expectations and aspirations for pupils is high and we work hard to ensure young people have the confidence, self-esteem and independence necessary to achieve their goals.

The Inclusion team is made up of highly trained and experienced Learning Support Assistants, specialist SEN teachers, pastoral counsellors and student support workers. This large and diverse team ensures a wide range of needs can be supported at Stoke Newington School & Sixth Form. We work closely with outside agencies and specialists including speech and language therapists, occupational therapists, educational psychologists and the child and adolescent mental health services.

The Inclusion Team also run a variety of popular activities at lunchtime and after school such as homework clubs, games rooms, a football team and a gardening club. These aim to ensure young people are able to participate fully in school life and are an important factor in raising their self-esteem.

**The School:**

Stoke Newington School & Sixth Form is a "good with outstanding features" school. We pride ourselves in providing our students with inspiring and creative teaching and learning

opportunities within the curriculum and through our programme of extra-curricular activities. We aim that every child aspires to and achieves excellence.

We are looking for conscientious, professional team players who are passionate about ensuring every one of our students achieves their full potential. We are particularly interested in hearing from applicants interested in supporting students with dyslexia or students with physical disabilities.

**Applying for the role:**

If you are interested in joining our team then please email [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk) for further information and an application pack. Alternatively, you can download an application pack (word) from our website [www.stokenewingtonschool.co.uk](http://www.stokenewingtonschool.co.uk)

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

The closing date for receipt of applications is **25<sup>th</sup> October 2017**.



## Job description

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Job title:	Learning Support Assistant
Directorate:	Stoke Newington School
Reporting to:	Senior LSA
Grade:	Scale 5 (30 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, 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.
  - 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.

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 The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's 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.

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**Person Specification**

		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		✓	✓
1.	NVQ 3 for Teaching Assistants or equivalent qualification or willingness to work towards.	✓	
2.	Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.		✓
3.	5 GCSE Grade A*-C in maths and English or equivalent.	✓	
4.	First Aid Qualified or willingness to work towards	✓	
<b>Experience</b>		✓	✓
5.	Experience of working with young people in a paid capacity.	✓	
<b>Knowledge</b>		✓	✓
6.	Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation.		✓
7.	Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.		✓
8.	Understanding of principles of child development and learning processes.		✓
<b>Skills</b>		✓	✓
9.	Very good numeracy/literacy skills.	✓	
10.	Can use ICT effectively to support learning.	✓	
11.	Use of other equipment technology – video, photocopier.		✓
12.	Ability to self-evaluate learning needs and actively seek learning opportunities.		✓
13.	Ability to relate well to children and adults	✓	
14.	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	✓	
15.	Displays commitment to the protection and safeguarding of children and young people.	✓	
16.	Willingness to assist with personal care as necessary	✓	