



TANFIELD
SCHOOL

HARD WORK | TRUST | FAIRNESS

JOB APPLICATION PACK POST: LEARNING SUPPORT ASSISTANT

Reports to:	DFO/Assistant Headteacher SENDCO
Start date:	Jan 24
Grade:	Grade 5 (Scale point 7-12)
Salary:	£24,294 - £26,421 (actual salary will be pro-rata to contract type)
Contract type:	37 hours per week, term time only, temp linked to maternity leave

Do you want to be part of a team that will help children to do the seemingly impossible?

We are looking for an exceptional Learning Support Assistant to work with students with Education Health Care Plans (EHCP). You will join a strong team providing in class, small group and 1:1 support for pupils with learning difficulties.

The right candidate will be totally aligned to our values of hard work, trust and fairness and completely committed to our mission: the school will get students to attend the best university, or real alternative, succeed in their dream job and thrive in all aspects of their life.

At Tanfield School we are creating a culture of success through the operation of strict routines and protocols, an unwavering focus on results and by offering the very best teaching and support. If you want to work in an environment where you will really make a difference, Tanfield is for you.

Why choose us?

- Culture of high expectations
- Focus on feedback NOT marking
- Weekly coaching
- Visible SLT

Learn more:

www.tanfieldschool.co.uk

Or call the school on 01207 232881 and speak to Steven Clough, Headteacher, to discuss the role further.

Closing date for applications: 9am Thursday 30th Nov 23

Interviews will take place: TBC

Tanfield School is committed to safeguarding children and the appointment will be subject to receipt of an Enhanced DBS clearance, safer recruitment procedures, satisfactory references and completion of a six-month probationary period.

Eden Learning Trust is an Equal Opportunities Employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community.

Applicants with disabilities will be invited for an interview if the essential job criteria are met.

TANFIELD SCHOOL
HEADTEACHER Steven Clough BSc (Hons) NPQH

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JOB DESCRIPTION

Job Purpose:

- To contribute to the delivery of the national curriculum and provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes
- To work collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources. Also to deliver learning to individuals, small groups and whole classes
- To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life

Line Management:

- The Learning Support Assistant will be responsible to the DFO/AHT SENDCO
- The Learning Support Assistant will work under the direction of the SENDCO/Assistant SENDCO on a day to day basis to support teaching and learning.

Duties and Responsibilities Specific to the Post:

- Plan, prepare and deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of individual pupils;
- Be aware of and work within school policies and procedures;
- Assess, record and report on development, progress and attainment as agreed with the teacher;
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher;
- Plan and evaluate specialist learning activities with the teacher, including writing reports and records and providing focussed personalised provision as required;
- Select and adapt appropriate resources/methods to facilitate agreed learning activities;
- Maintain a clean, safe and tidy learning environment;
- Ongoing guidance and support of pupils in their social development and their emotional well-being, reporting problems to the appropriate person;
- Supply specialist support with direction and guidance from teaching staff, allowing pupils to access the curriculum and participate fully in school activities.
- Under the guidance of a teacher support the role of parents/carers, in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc

Enhanced Teaching Assistants are expected to undertake at least one of the following:

- a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties (SEND);
- b. Provide specialist support to pupils where English is not their first language;
- c. Provide specialist support to gifted and talented pupils;

- d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

(Staff must demonstrate specialist skills relevant to their role in (a-d) above)

- Establish and maintain relationships with families, carers and other professionals, e.g. speech therapists;
- Provide short term cover of classes on a regular timetabled basis planned by the teacher. The normal expectation on a weekly basis would be to cover half a day per week and could also provide cover on a non-timetabled basis, usually within their own class;
- Supervise the work and development of other classroom staff as appropriate;
- Be responsible for the preparation, maintenance and monitoring of stocks of materials and resources;
- Invigilate examinations and tests;
- Accompany teaching staff and take responsibility for pupils on visits, trips and out of school activities as required;
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes but not as a Supervisory Assistant;
- Prepare and present displays;
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas;
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
- Provide pastoral care to children
- Provide basic first aid, if appropriate, ensuring timely referral to health service in emergency situations;
- May be asked to administer medications subject to agreement and in line with school policy;
- Support pupils to develop their skills of independence, resilience and confidence;
- Contribute to the development and implementation of support plans including IEP's and EHC's., including attendance at, and contribution to, reviews as required;
- Work with pupils not working to the normal timetable.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Application	<ul style="list-style-type: none"> Well constructed application form 		<ul style="list-style-type: none"> Application form
Qualifications / Attainments	<ul style="list-style-type: none"> Minimum of 5 GCSE or GCE 'O' Levels (A*- C) including English and Maths Evidence of having undertaken continued and recent professional development Level 2 teaching assistant qualification 	<ul style="list-style-type: none"> Level 3 teaching assistant qualification A valid First Aid Certificate Any additional qualification or training in relation to Special Educational Needs 	<ul style="list-style-type: none"> Application form
Experience	<ul style="list-style-type: none"> Experience of working with individuals, groups and whole classes in a school environment. 	<ul style="list-style-type: none"> Experience of planning and evaluating learning activities at KS3 and KS4 	<ul style="list-style-type: none"> Application form References Interview
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> Excellent literacy skills including spelling, grammar and punctuation. Excellent numeracy skills. Ability to use initiative when required Ability to work as a member of a team A willingness to work co-operatively with a wide range of professionals Excellent communication skills – written and verbal Excellent ICT skills 	<ul style="list-style-type: none"> Knowledge & understanding of strategies used to support pupils with learning difficulties. The ability to work within a team to assess and develop skills, set targets and create opportunities for pupils to make progress. 	<ul style="list-style-type: none"> Application form References Interview

Personal Requirements	<ul style="list-style-type: none">● Be sensitive to the needs of children and their parents/carers● Ability to work as part of a team● Calm and positive approach● Committed to professional development	<ul style="list-style-type: none">● An interest in becoming involved in extended activities and clubs	<ul style="list-style-type: none">● References● Interview
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