



# Applicant Information Pack Learning Support Assistant



Growing, Learning, Succeeding

"Start children off on the way they should go, and even when they are old they will not turn from it." Proverbs

22:6



THE GOOD  
SHEPHERD TRUST

# ST PAUL'S CHURCH OF ENGLAND PRIMARY SCHOOL



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Addlestone  
Surrey  
KT15 1TD  
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[www.st-pauls-school.net](http://www.st-pauls-school.net)

Thank you for the interest you have shown in our school. St Paul's C of E Primary School is situated in the town of Addlestone. It is a wonderful Church of England school, with the children drawn mostly from the local area.

We are a popular school with around 420 children on roll, in 14 classes. There are two classes in each year group, so teachers plan and share expertise together.

Whilst our school is large in terms of the number of children, it has a close-knit feeling of a much smaller school. The school grounds are vast, including a wonderful Forest School area. Recently we were achieved the OPAL Play Platinum award.

St Paul's is a successful school. Our Senior Leadership Team is constantly in pursuit of excellence whilst putting the children's best interests at the heart of all decision making. We are a very dedicated whole school team who set high expectations for the children and have the children's well-being, enjoyment and progress at the centre of our positive ethos.

We are committed to enriching the curriculum for our children through a wide range of after-school clubs, trips, performances, House competitions, community work and collaboration with other schools. It is important to us to offer as many opportunities as possible to the children and regularly draw on the local links and town centre history that sits on our door step.

We have a very inclusive approach. Our Inclusion Team (including a Family Support Worker) support children, parents and teachers within the school.

Pupils are well behaved, enjoy their learning and consider school to be an important part of their life, along with their teachers - of whom they value very much.

We are committed to continued professional development for all our staff and foster open, professional and respectful relationships. Our staff well-being and happiness is paramount as we see them as our greatest asset.

A handwritten signature in black ink that reads "Louise Kaye".

Louise Kaye, Head Teacher



# LEARNING SUPPORT ASSISTANT JOB DESCRIPTION

Location: St Paul's C of E Primary School, Addlestone

Supports the teacher with their responsibility for the development and education of children in schools including those with special needs. Uses routine supervision and care skills to support pupils, including those who have physical, emotional or educational needs. Under the direction and supervision of the teacher:

- Assists in the delivery of educational work programmes by participating in day-to-day learning activities including individual work programmes for pupils special educational needs.
- Monitors pupil progress and contributes to future planning.
- Works with small groups of pupils and individuals as required
- Discusses with, and reports back to the teacher on the planning and assessment of pupil work.
- Organises and maintains the learning environment.
- Works as part of a team to ensure that the wellbeing, behaviour and personal development of pupils enhances their learning opportunities and life skills.
- Maintains confidentiality inside and outside the workplace
- Understands and applies school policies
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	Job profile
Training, Qualifications, Development	<p>Good general education. GCSE English and Maths at grade C or above is desirable.</p> <p>The core National Occupational Standards for Supporting Teaching and Learning and certain optional standards are relevant to this role Training and development should include:</p> <ul style="list-style-type: none"> <li>• Induction training</li> <li>• On job training including attendance at regular support staff meetings and attendance at joint training with teaching staff when necessary Training may include: Dyslexia / Speech Language communication / Autism / Behaviour and other specific learning needs as necessary.</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• Good level of written and spoken English.</li> <li>• Numerate.</li> <li>• Computing skills.</li> <li>• Able to follow instructions.</li> <li>• Able to plan and prioritise regular and irregular tasks.</li> <li>• Able to clarify and explain instructions to pupils.</li> <li>• Able to communicate effectively with pupils.</li> <li>• Able to motivate pupils to learn.</li> <li>• Able to assist with the organisation of the learning environment.</li> <li>• Able to undertake routine tasks under the direction of a teacher.</li> <li>• Craft skills.</li> <li>• Able to maintain records and pupil files including evidence of pupil progress.</li> <li>• Able to work effectively with adult team members.</li> <li>• Able to maintain confidentiality.</li> <li>• Able to use initiative</li> </ul>





## WHAT WE OFFER

In addition to exclusive access to a reward and discount scheme, comprehensive induction, commitment to your ongoing training and career progression, paid for enhanced DBS, we also offer:

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24-hour access for you and your family members
- 1:1 Counselling Service
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Local Government Pension Scheme
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Special Leave Policy
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

## APPLICATION AND APPOINTMENT PROCESS

An application form is available to download from Eteach and MyNewTerm

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process should you be the successful candidate.

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website <https://www.st-pauls-school.net/about-us/policies>