

Job Description

Job Title: Learning Support Assistant and Midday Meal Supervisor

Scale: National Pay Scale 3 Spine 6-7 (depending on experience)

Shalford is looking to to appoint a Learning Support Assistant, primarily to work across the EYFS and KS1 stages. The successful applicant will need to have a patient, positive and kind attitude, with excellent communication skills and a genuine love of working with children. Working as part of a team, you will need to be calm, flexible, dedicated and be able to form positive relationships with staff and children. You will be working with individual pupils and alongside other children in the class to support their learning, with a particular focus on supporting children to secure strong standards of writing and reading. As such, all potential candidates will need to demonstrate high standards of English.

The successful candidate will receive training from the Head Teacher and SENCo.

If you have any queries regarding the role please contact Tim Arding, Head Teacher by emailing shalford@compassps.uk

We reserve the right to close the post before the date stated above if sufficient applications have been received. We therefore advise that you submit your completed online application form as soon as possible.

All appointments are subject to safer recruitment requirements to ensure the safeguarding of children and young people. All positions will involve appropriate checks and clearances.

Children and their learning come first. We want our staff to be highly skilled and well equipped to enable them to deliver a programme of learning that challenges and excites young minds. Most of all, we want everyone in our community to want to be the very best they can.

Every member of staff, from every area of school, is provided with an opportunity to grow and be a special part of our organisation.

Applications close date: Midday on Friday 3rd July

Date of short listing: Monday 6th July

Visits to the school are welcome. Please call our school office on 01376 850336 to arrange a convenient time and date.

About the school:

Shalford Primary School is a half-form entry school, judged by OFSTED in December 2024 to have taken effective action to maintain a good standard. We are a research-engaged community and are constantly seeking new and innovative ways of developing teaching and learning. We foster an ethos of mutual respect and positive values for lifelong learning. We are part of an innovative and forward-thinking Trust comprising of 26 schools covering London, Essex, Suffolk and Sussex. The Trust offers immense opportunities to develop the quality of provision, sharing of good practice and professional growth. We pride ourselves on being highly supportive school that has a close community between children, parents and staff.

Responsible to:

- The Head Teacher.

Relationships:

- Liaison with the teaching and non-teaching staff of the school, Local School Committee, parents, children, advisers and other professionals

Responsibilities:

- Working with individual or small groups of children under the direction of teaching staff. The focus will be on securing strong standards of reading and writing in these children. This will include interventions that follow the Little Wandle systematic synthetic phonics programme.
- Implement planned learning activities/teaching programmes/interventions as agreed with the teacher adjusting activities according to pupils' responses as appropriate.

Duties:

- Establish positive relationships with pupils supported and encourage excellent learning behaviours and skills including a 'growth mindset'.
- Support pupils with activities which support the acquisition of knowledge skills and attributes, in particular literacy and numeracy skills.
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Interact with, and support pupils, according to individual needs and skills promoting independence and prosocial skills.
- Promote the inclusion and acceptance of children with special educational needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Contribute to information and meetings with parents/carers/other agencies as requested
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the pupil and teacher on pupil progress and behaviour to support assessment and next steps in learning.
- Monitor and record pupil activities as appropriate writing records and reports as required
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- To assist with the preparation and development of high-quality displays.
- To assist with the general classroom management and routines.
- Liaise with other staff and provide information about pupils as appropriate.
- To supervise pupils for limited and specified periods such as assembly, and break-times.
- To assist with escorting pupils on educational visits.

- To undertake break and lunch duties as directed including, when appropriate, supervising the lunch hall (assisting children in selecting their meal and sitting appropriately in the lunch hall; clearing tables and floor after eating; assisting children with eating their meal if appropriate) as well as supporting children with positive play activities at break and lunchtimes.

General:

- To understand and apply school policies in relation to health, safety and welfare.
- To undertake all mandatory training, such as Safeguarding; attend relevant training and take responsibility for own continuous professional development
- Attend relevant school meetings as required
- To respect confidentiality at all times
- To participate in the performance appraisal and development process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification**Post Title:** Learning Support Assistant + Midday Meal Supervisor

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school environment
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and understanding of the School
	Literacy	Good reading and writing skills Preferable: GCSE Grade C English or equivalent, willing to work towards obtaining these qualifications
	Numeracy	Good numeracy skills Preferable: GCSE Grade C Mathematics or equivalent willing to work towards obtaining these qualifications
	Technology	Knowledge of ICT to support learning in a primary school setting
Communication	Written	Ability to write reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Overcome communication barriers with children and adults

	Negotiating	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Ability to understand and support children with developmental difficulty or disability
	Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure

	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role