



Sidney Stringer
Primary



Sidney Stringer
Multi Academy Trust

Information Pack **Learning Support Assistant (Grade 2)**

Required for September 2018





Sidney Stringer Primary

Sidney Stringer Primary Academy opened in September 2015 with two forms of entry for reception children. It is part of the Sidney Stringer Multi Academy Trust, which includes Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy and Sidney Stringer. All schools are working together with the ambition of becoming outstanding.



Sidney Stringer Primary has 180 children across Reception, Year 1 & 2 and is over subscribed. In September 2018 we will admit another 60 children into Reception and our Year 2 children will move into Year 3. The school will expand by two forms of entry every year until full in 2021 with a capacity of 420 children.

We have had extremely complementary DFE visits, excellent feedback from parents and we have established a good reputation within the community.

Our ambition from the start has been to provide the same high quality outstanding education that the secondary school offers and for staff in the two schools to work closely together.

We have a brand new building and have high quality new resources and equipment, and state of the art technology, which we use to ensure that all our children make outstanding progress.



The school is very well led by the head Teacher and she has established a strong and effective team of teachers and Learning Support Assistants. You will be part of this team helping to ensure that the children make excellent progress. We go above and beyond to help our children achieve.

What are we looking for?

We are seeking to appoint 3 enthusiastic and committed Learning Support Assistants for our expanding school. You will be either be part of an Early Years team of 2 reception teachers and 4 Learning Support Assistants or work in key stage 1 or year 3 depending on your experience, strengths and our need. You will work closely with the class teachers as well as being expected to work independently with individuals and small groups and plan and prepare for this. You will need to have good behaviour management skills or the ability to develop them. We offer excellent professional development to ensure you are well supported and continue to learn.

This could be a great opportunity for someone who wants to consider a career in teaching. Many of our Learning Support Assistants in recent years have gone on to PGCE or School Direct courses or SCITT courses and have found their experience as Learning Support Assistant invaluable

Fantastic opportunity

This is a really exciting time to join a school that has already established itself as a high quality provider and where there are many professional development opportunities on offer as the school continues to grow.



Why work at Sidney Stringer Primary

There are many benefits to staff
working at Sidney Stringer Primary

- 100% attendance - 1 day off following year
- Staff Development- High quality programme and subsidies for Master's degree courses
- iPads for teaching staff and class sets for lessons
- Free tea and coffee



- Social committee with subsidised events
- Occupational health and counselling support

- Cycle Scheme
- Childcare voucher Scheme
- Free parking
- Free Flu jabs
- Long service awards



JOB DESCRIPTION – Learning Support Assistant (Grade 2)

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Reporting to: Head teacher

Hours: Monday to Friday 8.30 a.m. to 3.30 p.m.
Term time only to include 5 teacher training days.

Job Purpose: Under the instruction/guidance of class teacher and within the overall ethos of the Academy, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specific support for those with special education needs. Enable access to learning for children and assist the teacher in the management of children and the classroom. Work may be carried out in the classroom or in other teaching areas.

In relation to the individual child

- To develop an understanding of the needs of the child/ children
- To take into account the child/ children special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials
- To build and maintain successful relationships with children, treat them consistently, with respect and consideration.
- To help promote independent learning
- To help reinforce learning
- To assist children with physical needs
- To help children record work in an appropriate way
- To help keep the children on task and to build motivation
- To model good practice
- To help build the child/ children confidence and enhance self esteem
- To have formal and informal meetings with teachers to contribute to planning lessons/activities
- To prepare materials and resources
- To prepare children beforehand for a task
- Use strategies, liaison with the teacher, to support pupils to achieve learning goals.
- To work on differentiated activities with identified groups
- To support the teacher in implementing specific teaching programmes
- To supervise practical tasks
- To carry out structured classroom assessment/ observation and feedback outcomes
- To be involved in keeping records and evaluating identified children's progress
- To work as part of the team in relation to individual children, liaising, advising and consulting where appropriate
- To support 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

Any other tasks as directed by the Head which fall within the range of the post.
To undertake any other duties that may be reasonably deemed part of the role.

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

Safeguarding

Employees are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

Sidney Stringer Primary Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Reviewed by E.McCann (July 2018)

PERSONNEL SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and Training	Good numeracy/literacy skills	Evidence of qualifications in this area Education to A level or its equivalent and beyond Qualifications in ICT NVQ2 or equivalent
Experience	Evidence of having worked with children in some capacity	Relevant work experience in a similar environment Experience of working with EYFS or key stage 1 and children with SEN, preferably at primary age
Qualities, Skills, Knowledge and Abilities.	<p>A positive interest in working with children</p> <p>Knowledge of relevant policies/codes of practice and awareness of legislation.</p> <p>General understanding of National Curriculum, the foundation stage and other basic learning programmes</p> <p>Ability to relate well to children and adults; sense of humour</p> <p>Adaptability</p> <p>Able to work on own and as part of a team</p> <p>Ability to build good working relationships with a range of colleagues</p> <p>A clear communicator</p> <p>Ability to work calmly and with patience</p>	<p>An interest in ICT</p> <p>Knowledge of phonics or ability to learn.</p>
Health	<p>A good attendance record</p> <p>Evidence of the stamina required to cope with the demands of the post</p>	
References	Supportive	

All employees of Sidney Stringer Academy are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.

Learning Support Assistant

Grade 2 - £12,617 - £13,197 pa (actual salary)
32.5 hours per week - Monday to Friday 8.30 a.m. to 3.30 p.m.
Term time only plus 5 days.

We are looking for energetic, enthusiastic and creative Learning Support assistants with real passion for working with young children, to join our happy and dedicated team of Learning Support assistants.

Our motto 'Achieve, Succeed Believe' is apparent in everything we do and we firmly believe all children can succeed given the right support. As a growing school there will be many fantastic opportunities as we grow further and expand each year group. Come and join us on our exciting journey.

How to apply

For further details, an application form, and to apply, please visit our website:

sidneystringerprimary.org.uk – Vacancies page

Please return completed application forms to Ghausia Bhatti (Admin Assistant) -
gbhatti.staff@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

Closing date : Friday 7 September 2018 at 12 noon

Interview date: to be confirmed

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.

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