

Learning Support Assistant **Hargrave Park School**

HAR/618



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Learning Support Assistant

Salary Grade: Scale 4 Spine Point 18-21 £21,810 - £23,610 (pro rata) + SEN Allowance

Contract:

Permanent

35 hrs per week



We are looking for an inspiring and talented Learning Support Assistant to join our team, under the leadership and supervision of the Teacher/SendCo and Senior Staff.

Why work at Hargrave Park?

At Hargrave Park you will be working as part of a supportive team. We offer excellent professional development opportunities, many of which are accredited and recognised nationally.

We would also offer:

- An ambitious, successful and vibrant place to work;
- Wonderful children;
- A supportive working culture that focuses on positive learning behaviour and high expectations for all our children;
- A senior leadership team that is highly committed to developing others

Applicants are encouraged to visit the school prior to applying.

Hargrave Park Primary School is committed to safeguarding and promoting the welfare of children and young people.

Appointment to the position is subject to an Enhanced DBS check.

Informal visits to the school are warmly welcomed and encouraged – please contact Melanie Rymer the SendCo, via the school office.

Deadline: Monday 23rd April 2018 at 10.00am

Visits to the school are strongly encouraged. Please contact our school office on 020 7272 3989 or email office@hargravepark.islington.sch.uk, to arrange an appointment.

Please apply online at <http://jobs.islington.gov.uk/> following the jobs link. If you need assistance please email the HR Team at schoolsrecruitment@islington.gov.uk quoting reference number HAR/618

Hargrave Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

JOB DESCRIPTION

POST: Learning Support Assistant based in the Early Years

GRADE: Scale 4 + SEN allowance

LINE MANAGER: Class teacher and SENCo

CONTRACT: – Permanent - Scale 4 +SEN allowance; term time only; 35 hours per week

PURPOSE OF JOB: To assist and support assigned pupils with SEN; to support the delivery of individual plans and contribute to assessment.

PRIMARY JOB FUNCTION

The Learning Support Assistant's (LSA) main role is to provide support for assigned pupils with Special Educational Needs. The LSA will ensure that assigned can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.

Duties will include running specific programmes and activities to assist with individual learning and social needs. The LSA will be responsible for implementing the targets on the pupils' Individual Plan (IP) in liaison with the class teacher and SENCo.

DUTIES AND RESPONSIBILITIES

Supporting the pupil:-

- To provide learning support for assigned pupils in class or in withdrawal situations, either 1:1 or small groups.
 - To develop knowledge of the particular needs of assigned children and seek advice from the SENCo, class teacher and outside agencies as required.
 - To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required.
 - To make or modify resources as suggested and advised by the SENCo, Educational Psychologist or other outside agencies.
 - To be involved in the planning and preparation of the day to day class activities.
 - To organise and maintain an inclusive learning environment both in the classroom and outside.
 - To support assigned pupils in the playground, being mindful of health and safety and encouraging safe interactive play.
 - Motivate and encourage assigned pupils to have a go at activities they may be unsure of.
 - Provide positive reinforcements, praise and rewards.
 - Facilitate inclusion in small group activities with peers and support interaction.
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- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- Provide support and facilitate interaction with peers in the classroom and around school.
- To support transition points at the beginning and end of day/sessions with assigned pupils' families.

Supporting the Class Teacher and SENCO:-

- To work as part of the team to ensure that the well being and personal development of the pupil enhances their learning opportunities and life skills.
- To attend planning meetings with the SENCo and class teacher to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning ,behaviour and communication skills.
- To provide regular feedback to the class teacher, SENCo and relevant outside agencies about both difficulties and progress.
- To contribute to annual reviews by writing a brief report and attending the meeting.

Supporting the School:-

- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate for the needs of the child.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to pupils' needs.
- To fully comply and implement the safeguarding policies and procedures of the school.
- To carry out duties as directed by the SENCo, Class teacher or Head Teacher.

Signed:

Date:

PERSON SPECIFICATION

POST: Learning Support Assistant based in the Early Years

GRADE: Scale 4 + SEN allowance

LINE MANAGER: Class teacher and SENCo

CONTRACT: – Permanent - Scale 4 +SEN allowance; term time only; 35 hours per week

You should demonstrate on your application form how you meet the following essential criteria.

REQUIREMENTS		
EDUCATION and EXPERIENCE		A/I/T
E1	Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C) (or by test).	A
E2	Experience of working with children (either in a paid or unpaid capacity) preferably in an education setting.	A
E3	Undertaking the relevant qualification either an NNEB Certificate, NVQ Level 3 - Childcare/Early Years Care, BTEC Nationals in Childhood Studies (Nursery Nursing) with suitable practice placements)	A
E4	Recent training or experience in supporting young children with SEN	A
KNOWLEDGE, SKILLS and ABILITY		
E5	Knowledge and understanding of the needs of young children.	I
E6	An understanding of the needs of children from ethnic minorities, including children who are bi or multi lingual.	A
E7	An understanding of the importance of Child Protection and the willingness to acquire knowledge of Child Protection issues and procedures.	I
E8	An understanding of the importance of confidentiality and the ability to deal sensitively with difficult situations.	A

E9	An understanding of Equal Opportunities and a commitment to putting it into practice in daily work.	I
E10	An understanding of health and safety in the workplace and how to implement it in this area of work.	I
E11	The ability to promote all aspects of children's learning and development.	A/I
E12	The ability to relate easily to children, staff, parents and other agencies and to work as part of a team.	I
E13	The ability to communicate clearly both orally and in writing.	A/I
E14	The ability to work within a multi racial setting and to ensure that each child's racial identity is respected, maintained and enhanced.	A/I
E15	A commitment to staff development and training.	A/I
E= Essential D= Desirable		
Assessed by: A= Application I= Interview T= Test		

How to apply

Application Deadline

Completed application forms must be received by **10.00 am Monday 23rd April 2018**. Please note that late applications will not be accepted.

Please note that we only accept online application forms. CV's and hard copy applications will not be accepted.

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Visits

Visits to the school are welcome and encouraged. Please contact the school office on 0207 272 3989.

Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. However, further information will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



Guidance for candidates applying for a job with Islington Schools

Please read this carefully BEFORE you start to complete the application form.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not be accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the professional email address for references coming from an employer.
- One reference must be from your present or most current employer.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.

- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Childcare (Disqualification) 2009 Regulations

If this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, you will be required to complete a declaration form to establish whether you are disqualified under these regulations.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate.

Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.