



Burford Road  
Chipping Norton  
Oxfordshire OX7 5DY

Tel 01608 642007

Email [office.4010@chipping-norton.oxon.sch.uk](mailto:office.4010@chipping-norton.oxon.sch.uk)

Website [www.chipping-norton.oxon.sch.uk](http://www.chipping-norton.oxon.sch.uk)



**Headteacher** Simon Duffy

## **Learning Support Assistant – Numeracy Co-ordinator**

**Grade 5 (currently £17,681-£18,672 pro rata)**

**Part time (term time only)**

**20-30 hours per week**

### **Fixed term Post**

We are seeking to appoint an enthusiastic individual to join our friendly and supportive team of dedicated professionals.

This is an important post, with the holder reporting directly to our SENCo. The successful applicant will be numerate (ideally to Level 3 or beyond) and be responsible for leading the learning for specific students who need additional support in numeracy and Mathematics classes. The post holder will be expected to help students achieve their potential, both inside and outside of school.

If you are interested, please complete a Chipping Norton School application form and include a letter of application outlining your reasons for applying and your suitability for the post. Application forms and further details are available on the school's website or from Morag Robinson (tel. 01608 649500/email [office.4010@chipping-norton.oxon.sch.uk](mailto:office.4010@chipping-norton.oxon.sch.uk)). The closing date for receipt of applications is 9 July 2018. Visits to the school are welcome.

Chipping Norton School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.



CHIPPING NORTON SCHOOL – JOB DESCRIPTION			
<b>Post holder Job Title</b>	Learning Support Assistant (Numeracy Co-ordinator)	<b>Department</b>	Learning Support Department
<b>Reporting to</b>	Special Needs Coordinator (Inclusion team)	<b>Grade</b>	5 (£17,681-£18,627 pro rata)
<b>Hours</b>	20-30 hrs per week (allocation to be decided)	<b>Weeks per year</b>	39 (plus 5.45 weeks holiday leave)

### **Job Purpose**

To give general practical support in the classroom or through withdrawal to individual or groups of students. The post holder will be expected to help identified children achieve their potential by overcoming barriers to learning, both inside and outside the school.

### **Main Responsibilities**

#### **Teaching and Learning**

- To work closely with the Inclusion Team to ensure interventions are effective and build on the success of the interventions already in place
- To identify student with lower ability skills, understand the gaps in knowledge and prepare a programme for each Age Related Expectation student
- To co-ordinate numeracy interventions with Year 7 and 8 students with below Age Related Expectation level (registration, withdrawn from lessons, support within Mathematics lessons)
- To monitor progress of students involved in the intervention programme and to communicate progress with the student and parents
- To produce termly data analysis summarising progress for Heads of Department and the Leadership link
- To be responsible for leading the learning for specific students who need additional input in mathematics classes
- To develop a numeracy home record for all Year 7 students
- To set up a lunch time Numeracy Club to enable all students to access online numeracy resources
- To support students who have difficulty in accessing the 'Maths Mastery' programme by delivering 'Coaching Maths Mastery' materials
- Undertake such other duties as may be reasonably expected.
- Build and maintain successful relationships with students, treat them consistently, with respect and consideration.
- Model good practice.
- Support lunchtime supervision of SEND students.

#### **Administrative duties**

- Prepare and present displays of students' work.
- Support class teachers in photocopying and other tasks in order to support teaching.
- Undertake other duties from time to time as the SENCo requires.
- Maintain an accurate log of students supported.

#### **Working with colleagues**

- Meet regularly with the Lead LSAs and SENCo to review the support timetable and review student progress.

- Plan and arrange meetings with classroom teachers where necessary to contribute to planning lessons / activities.
- Prepare materials and resources.
- Support classroom teachers with planning differentiated activities for identified groups.

### **Health and Safety**

- Undergo Basic First Aid training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

### **Standards and quality assurance**

- Support the aims and ethos of Chipping Norton School.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned, for example, to collect information for Annual Reviews.
- Be proactive in matters relating to health and safety.
- 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.
- Set a good example in terms of punctuality and attendance.

### **General**

#### **The post holder will be required to:**

- Adhere to the school's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible
- Work in accordance with the Data Protection Act.
- Provide a healthy and comfortable working environment, smoking is strictly prohibited.
- This job description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the school. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This post is classified as having substantial access to children and appointment is subject to an enhanced Disclosure and Barring Service check. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

**Signed .....**      **Dated .....**

<b>Job Specification LSA</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Qualifications in English Language and Maths to at least GCSE/Level 3 or equivalent	A relevant qualification in childcare or education. Level 3 qualification. Educated to Level 3 or Degree level within the specific subject of support
<b>Experience</b>	Experience of working with children of secondary school age	Experience of working with secondary school children in school setting
<b>Knowledge and Understanding</b>	<p>The LSA should demonstrate knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• The needs of young people</li> <li>• Child development and the ways in which children learn</li> <li>• The roles played by various adults in a child's education</li> <li>• Behaviour management strategies</li> <li>• Equal opportunities and safeguarding</li> </ul>	
<b>Skills</b>	<p>The LSA will be able to:</p> <ul style="list-style-type: none"> <li>• Help professional staff to achieve their objectives</li> <li>• Assist children on an individual basis, in small group and whole class work</li> <li>• Explain tasks simply and clearly and foster independence</li> <li>• Supervise children, and adhere to defined behaviour management policies</li> <li>• Accept and respond to authority and supervision</li> <li>• Work with guidance, but under limited supervision</li> <li>• Liaise and communicate effectively with others</li> <li>• Demonstrate good organisational skills</li> <li>• Be able to use ICT confidently</li> <li>• Reflect on and develop professional practice</li> <li>• Display work effectively and make and maintain basic teaching resources</li> </ul>	<p>In addition, the LSA might also be able to:</p> <ul style="list-style-type: none"> <li>• Monitor, record and make basic assessments about individual progress</li> <li>• Suggest alternative ways of helping children if they are unable to understand</li> <li>• Describe in simple terms, the process of behaviour management with children</li> <li>• Identify gaps in their own experience that they need help in filling</li> <li>• Demonstrate the ability to learn and adapt from past experience</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• commitment to the school's vision and ethos</li> <li>• a willingness to take on new responsibilities and develop new skills</li> <li>• polite, friendly and welcoming</li> <li>• able to deal with others with empathy and sensitivity</li> <li>• commitment to the safeguarding and welfare of all pupils</li> <li>• Integrity</li> </ul>	