



## SEN LEARNING SUPPORT ASSISTANT RECRUITMENT PACK



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**“Working in partnership  
to provide excellent and  
enjoyable education  
which enables all  
children to achieve their  
highest standards”**

Mission Statement

**“TEACHING IS CONSISTENTLY GOOD WITH  
MANY EXAMPLES OF OUTSTANDING PRACTICE.”**  
OFSTED

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- Required: January 2024
- Salary: Grade 5 (£24,893 - £26,054)
- Monday – Friday 32.5 hours per week (Term Time)
- Closing date: 9:00am Friday 8<sup>th</sup> December 2023
- Interview date: W/C 11<sup>th</sup> December 2023

# Welcome



## HEADTEACHERS MESSAGE

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Dear Applicant,

Thank you for showing an interest in the position of SEN Learning Support Assistant at Gifford Primary School. Gifford Primary School is a popular four-form entry school with a Hearing Impaired Provision (HIP).

We are seeking to appoint an ambitious, innovative and hardworking SEN Learning Support Assistant. You must be an exceptional individual who is passionate about learning and is able to inspire children to achieve their full potential.

As a school, we pride ourselves on providing a learning environment and a rich variety of opportunities for our children so that every one of them may be helped to reach their full potential and make the most of their talents.

Visits to the school are essential. To arrange a visit please contact the HR team on 020 8845 4661 or email [HR@gifford.ealing.sch.uk](mailto:HR@gifford.ealing.sch.uk). If you are unable to visit, please arrange a virtual call. We look forward to hearing from you.

Yours faithfully,

Sarah Wilson  
Headteacher

# Our Vision

Gifford Primary School shares a vision of learning today for a better tomorrow.

## Are you:

- Someone who cares about children?
- Continually looking for ways to improve your own practice?
- A positive team player?
- Someone with a can-do attitude?
- Excited by a challenge and full of great ideas?

Then get in touch!

## In return, we can offer the successful candidate:

- Enthusiastic and motivated children
- Extensive support mechanisms and continued tailored professional development
- A personalised induction program
- An active wellbeing team
- A state of the art building with onsite parking
- Opportunities to work collaboratively with other schools



# Person Specification

<b>Qualifications and training</b>		Essential	Desirable
1.1	Good numeracy and literacy skills.	✓	
1.2	Experience of working with relevant age groups within a learning environment.	✓	
1.3	Experience Working with children with additional needs.	✓	
1.4	Experience of general clerical/ administrative work.	✓	
1.5	Experience in a relevant discipline.		✓
1.6	Training in SEND and relevant strategies in appropriate curriculum or learning area.		✓
1.7	Experience of delivering speech & language groups.		✓

<b>Professional knowledge, understanding, skills and attributes</b>		Essential	Desirable
2.1	Ability to work well as part of a team.	✓	
2.2	An understanding of classroom roles and responsibilities.	✓	
2.3	Working knowledge of national curriculum and other relevant learning programmes	✓	
2.4	An ability to understand the principles of child development and learning processes and in particular barriers to learning.	✓	
2.5	Ability to observe, monitor and provide constructive feedback on pupils progress.	✓	
2.6	Good working knowledge of relevant policies and codes of practice and awareness of relevant legislation.	✓	
2.7	Ability to contribute to plan effective actions for pupils at risk of underachieving.	✓	
2.8	Ability to build and maintain effective relationships with pupils, treating them equitably with respect and consideration.	✓	
2.9	Ability to understand the roles of parents and carers in pupils learning and demonstrate ability to liaise with parents and carers sensitively and effectively	✓	
2.10	Ability to provide necessary personal care to children.	✓	
2.11	Ability to successfully complete first aid training as required.	✓	
2.12	Ability and willingness to identify own training needs and participate in training and evaluate own learning.	✓	
2.13	To be responsible for promoting and safeguarding the welfare of children and young people within the school.	✓	

<b>Commitment</b>		Essential	Desirable
3.1	Demonstrate a commitment to safeguarding and child protection.	✓	
3.2	Willingness to attend occasional meetings outside of normal office hours.	✓	
3.3	Relating positively to and showing respect for all members of the school and wider community.	✓	
3.4	Promoting the school's vision and ethos.	✓	
3.5	Willingness to have an enhanced DBS check.	✓	

# Job Description

## **Main purpose of the job**

- To work under the guidance of the class teacher in the planning and implementation of work programmes with individuals or groups of pupils with special needs.
- To provide general support to the class teacher in the management and organisation of pupil(s) with special needs in the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

## **Main duties and responsibilities**

### **Support for pupils:**

- To support pupils with special educational needs through the delivery of specific learning programmes.
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
- To assist the pupils with personal needs as appropriate.

### **Support for the teacher:**

- To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
- To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
- To provide regular feedback to teachers on pupils' achievement and progress.
- To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.
- To administer and mark routine tests under the guidance of the class teacher and in line with the school's marking policy.
- To be aware of the planning of work and activities.
- To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.

### **Support to the school:**

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for special needs pupils under the supervision of the teacher.
- To assist with the general pastoral care of special needs pupils, including helping pupils who are unwell, distressed or unsettled.
- To adhere to school health and safety policy including risk assessment and safety systems.

### **Support for the curriculum:**

- To assist in the development of basic Literacy, Numeracy and ICT skills where appropriate and support the use of these learning activities as directed by the class teacher.
- To help adapt and plan the development of resources necessary to assist in learning activities of children with special needs, taking into account pupils' interests, language and cultural backgrounds.
- Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.