

## Salmons Brook School

*Improving the quality of children's lives by developing their potential*



## Learning Support Assistant

Permanent /Full-time

Scale 4 (Outer London)

Required: As soon as possible

**Headteacher:** Kimberley Matthews

**Telephone:** 020 3089 5900

**Email:** [office@salmonsbrook.edact.org.uk](mailto:office@salmonsbrook.edact.org.uk)

**Website:** [www.edact.org.uk](http://www.edact.org.uk)

**Salmons Brook School:** Bell Lane, Enfield EN3 5PA

# About EdAct



<https://www.edact.org.uk/>

Our Trust comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, and Salmons Brook School (SEMH) and the Konrad Halls Centre – EdAct’s children’s therapy and alternative education centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

**E**xcellence in all we do

**D**eveloping a shared understanding of teaching and learning by sharing strengths and best practice

**A**mbitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

**C**reative in our approach to achieving the best for the children

**T**rusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us, you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you.

**Dr Susan Tranter**  
**Chief Executive**



# About Salmons Brook School



<https://www.edact.org.uk/>

Salmons Brook School is a mixed special school, which caters for young people with social, emotional and mental health (SEMH) needs.

Our students' primary need will be SEMH and some may have co-occurring needs in one or more of the following areas: communication and interaction; cognition and learning; sensory and/or physical needs.

Our vision and core purpose is **improving the quality of children's lives by developing their potential.**

We are focused on developing positive character traits within our students and approach this through a shared commitment to our 'CREATE' values.

## **Our aim is that all students at Salmons Brook:**

- Engage and grow together as part of an inclusive Community, rooted in fairness.
- Develop secure and lasting Relationships, fostered by kindness.
- Share experiences that provide Enrichment, enhanced by teamwork.
- Foster ambitious Aspirations, through a commitment to learning.
- Build a culture of Trust, by displaying honesty in their actions.
- Achieve their potential, supported by a personalised Education and a curiosity for learning

## **We will achieve these aims by:**

- Delivering an innovative, ambitious and highly specialised curriculum, which includes exposure to enrichment activities that develop personal growth.
- Creating a therapeutic, student-centered learning experience, which focuses on the specific needs of the student, develops self-esteem and helps build secure and lasting relationships.
- Fostering community cohesion to challenge inequality and embrace diversity.

Salmons Brook School opened in September 2022 for 40 students Year 7–10. The building was designed and built to meet the needs of the students attending the school.

**Kimberley Matthews**  
Headteacher

# Job Description: Learning Support Assistant

<b>Post Title:</b>	<b>Learning Support Assistant</b>
<b>Grade:</b>	<b>Scale 4</b>
	<b>Actual Salary Range: £26,719 - £28,292 pa inc</b>
<b>Hours:</b>	<b>36 hours per week 40 weeks per annum (pro rata)</b>
<b>Responsible to:</b>	<b>Deputy Headteacher – Inclusion and Wellbeing</b>

## **Purpose of the Role:**

- To support young people at Salmons Brook School with their learning and development including:
  - Promoting academic and social targets
  - Encouraging students to become more independent in their learning
  - Providing support for young people's emotional, social and physical welfare
  - Encouraging the inclusion of young people in all aspects of school life
- To contribute to the school community by upholding the school ethos, supporting young people during both onsite and offsite learning activities, or at other settings as required
- To assist in meeting the special educational needs (SEN) of all students through partnerships with families, teachers and other professionals
- To lead specific interventions including planning, delivery, assessment and monitoring
- To be a lead practitioner in the support of students across the curriculum

## **General Responsibilities:**

- To run the CREATE Space, our internal reflection space, alongside our Inclusion Team
- To plan interventions in line with the needs of the students and in support of the wider curriculum
- To deliver interventions and small group sessions in support of the wider curriculum
- To assess progress against agreed benchmarking and progress criteria, including updating evidence, providing feedback and assessing attainment
- To provide high quality feedback to students within your interventions
- To monitor and report progress over time using the school's assessment processes
- To meet with parents to give feedback on progress at agreed times of the year
- To contribute to the planning, delivery and running of our extra-curricular enrichment offer which includes a breakfast club (8am – 8.30am) and an after-school provision (4pm – 6pm). This would be undertaken alongside other members of the Inclusion Team on rotation, a flexible approach to supporting the school will be required
- To provide support to the wider school as required, including covering lessons if required

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# Job Description: Learning Support Assistant

**This is in addition to the responsibilities of a Learning Support Assistant, which can be found below:**

- To support learning and behaviour within the classroom alongside a class teacher, taking an active role in supporting the ongoing development of the young people
- To carry out interventions or targeted pieces of work, to support the learning of young people
- To contribute to discussions about the progress of young people with teachers, parents and other professionals
- To take an active role and responsibility when supervising and supporting young people.
- To carry out and complete administrative duties alongside office staff as are relevant to the role
- To take a proactive role in supporting engagement in CREATE Learning, this will include leading on interventions such as movement breaks, sensory regulation activities etc.
- To support the smooth running of the school by carrying out break and lunch duties, as required
- To work creatively and therapeutically with young people with a wide range of complex SEN, some of whom may present with challenging and/or delayed development
- To work co-operatively with other professionals in a multidisciplinary setting to meet the needs of the young people
- To have a willingness to operate flexibly within the role, which may mean reallocation to a different class or group of young people without notice in order to provide the best outcomes and support for the young people at Salmons Brook School
- To promote and safeguard the welfare of young people that you are responsible for or come into contact with
- To follow positive behaviour support plans for all young people, feeding back any comments to the Pastoral Lead
- To carry out positive handling techniques
- To support the uploading of student progress evidence for assessment
- To develop relationships with young people
- To support young people and other staff in promoting the achievement of goals and outcomes identified in young people's Education Health and Care Plans
- To provide first aid support, if required
- To promote the ethos of the school including Zones of Regulation, Emotion Coaching and The Restorative Approach
- To attend and contribute to meetings as required
- To actively gain an understanding of young people's individual special needs and communicate these to others who may be less familiar with them
- To communicate with parents and carers as required
- To liaise closely with all staff in order to share information about the young people you are supporting
- To support the school with any administrative tasks as directed
- The school can choose to provide the opportunity for training to drive the school minibus (a full driver's licence is required), in order to support offsite learning and trips
- To attend parent events as appropriate

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# Job Description: Learning Support Assistant

## Professional Responsibilities:

- To ensure any urgent safeguarding concerns are raised immediately with the DSL or deputies to ensure prompt and appropriate action is taken
- To communicate with your line manager regularly
- To participate in appropriate and relevant training as identified by the line manager or the Senior Leadership Team
- To carry out any reasonable requests made by the line manager or Senior Leadership Team
- To carry out all duties in the context of, and in compliance with school policies
- To ensure that you are up to date with all relevant safeguarding changes, and have signed to say that you have received these

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by the Senior Leadership Team or their Line Manager, commensurate with the skills, abilities and grade of the post. This job description may be amended at any time following discussion between the headteacher and member of staff.

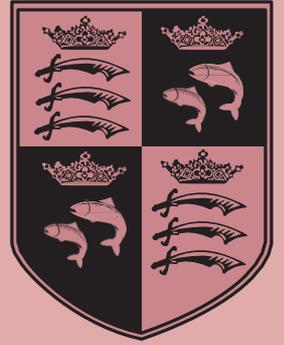
Whilst every effort has been taken to explain the duties and responsibilities of the post, certain individual tasks may not be identified. The post holder will be expected to comply with any reasonable request from a manager to undertake any task of a similar level that is not specified in the job description.

All employees are expected to follow the staff code of conduct.

# Person Specification: Learning Support Assistant

Category	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>GCSE Grade C or above in Maths and English</li> <li>Training, or ability to undertake training, in Positive Handling techniques</li> </ul>	<ul style="list-style-type: none"> <li>Relevant high education qualifications</li> <li>Evidence of Continuing Professional Development relevant to role</li> <li>First aid certification or ability to undertake this</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with young people with SEMH and/or SEND</li> <li>Experience of working effectively with the parents /carers of young people</li> <li>Commitment to ensuring that all children are well safeguarded, supported and guided in both their personal development and academic</li> <li>Experience of working within schools</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and experience of young people with SEND, especially SEMH &amp; SLCN</li> <li>Experience of delivering small group interventions</li> </ul>
<b>Skills, knowledge and aptitude</b>	<ul style="list-style-type: none"> <li>Good understanding of the emotional and psychological needs of young people</li> <li>Ability to work creatively and therapeutically with children with a wide range of complex SEN, some of whom may show challenging behaviours</li> <li>Ability to engage constructively with, and relate to, a wide range of young people from difference ethnic and social backgrounds and with their families and carers</li> <li>Ability to prioritise changing demands whilst remaining calm and professional</li> <li>An ability to use ICT effectively</li> <li>Ability to communicate effectively both orally and in writing with adults and young people</li> <li>The ability to work flexibly as part of a team and to work cooperatively and collaboratively</li> <li>The ability to communicate effectively with young people, parents and staff</li> <li>Knowledge of and commitment to strategies to ensure inclusion and equal opportunities including pro-actively ensure that 'Equality and Diversity policy' is implemented throughout</li> <li>Evidence of a good record of attendance and punctuality, and an ability to cope under pressure</li> <li>Work constructively as part of a team understanding classroom roles and responsibilities and your own position within the team</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and experience of zones of regulation and emotion coaching techniques</li> <li>Good working knowledge of restorative practices and nurture principles</li> <li>An understanding of child development and how young people with complex needs may differ</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>Energy, ambition and enthusiasm with a willingness to develop new skills</li> <li>Ability to establish inclusive, respectful, supportive and constructive relationships with young people</li> <li>A “can do” attitude towards supporting the aims and ethos of Salmons Brook School and contributing to its success</li> <li>Commitment to the protection and safeguarding of children and young people</li> <li>Ability to relate to young people and adults</li> <li>Willingness to undertake any training required for the development of this role</li> </ul>	<ul style="list-style-type: none"> <li>Flexibility and desire to adapt to different roles and tasks as required by the school</li> </ul>

# How to apply



You can apply online by completing the application form:

<https://edact.org.uk/careers>

We look forward to hearing from you.



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Headteacher: Kimberley Matthews

