



St Michael & All Angels C of E Primary School

Brookside, Rearsby, Leicestershire LE7 4YB
www.stmichaels.leics.sch.uk



Date as postmark

Dear Colleague

Learning Support Assistant 1:1 SEN – Foundation Stage

Thank you for showing interest in the above advertised vacancy at our school. The post commences as soon as possible. Please find enclosed:-

- a) Background details
- b) Job description
- c) Person specification
- d) School Mission, Aims & Strategic Vision
- e) Application/Equal Opportunities Form - download separately

If you decide to apply for the post I would be grateful if you could complete and return all the relevant forms, together with the names, addresses and email addresses of two referees, by Royal Mail or email to; office@stmichaels.leics.sch.uk, by the closing date, **12 noon, Friday 3rd November 2017**. It is our intention to interview candidates on **Wednesday 8th November 2017**. Please note the successful applicant will be subject to DBS clearance.

In the interests of economy, should you not hear that you are being asked to attend for interview, please assume that on this occasion your application has not been successful.

I look forward to receiving your application.

Yours sincerely
Mr Neil Bardsley
Head Teacher



St Michael & All Angels C of E Primary School

Brookside, Rearsby, Leicestershire LE7 4YB

www.stmichaels.leics.sch.uk



St Michael & All Angels C of E Primary School, Rearsby, Leicestershire
Background Details –LSA 1:1 SEN Support, commencing November 2017

The closing date for applications is 12 noon on Friday 3rd November 2017. Interviewing will take place on Wednesday 8th November 2017.

The Advertised Vacancy

The post is for a Learning Support Assistant to work 1:1 with an SEN child in our Foundation Stage. We are looking for an enthusiastic individual to bring a creative approach to classroom activities and to work alongside and feed back to the Class Teacher, ensuring that the support given is having an impact on learning.

The School

St Michael and All Angels C of E Primary School is a village primary school attractively set on the edge of Rearsby in Leicestershire. We became an academy on 1st November 2012. At present the school has 98 children on roll. We are a successful and growing school and it is envisaged that our numbers will be maintained for the foreseeable future.

The school has four classes and the structure for the forthcoming academic year is as follows:-

Class 1 -	Foundation	Class 2 -	Year 1, Year 2
Class 3 -	Year 3, Year 4	Class 4 -	Year 5, Year 6

The staffing of the school will be as follows:-

1 Head teacher	4 Teachers	1 Dining Hall Manager
4 Classroom Teaching Assistants	1 Bursar	
1 School Secretary	1 Receptionist/Clerical Assistant	
1 Premises Officer	2 Lunchtime Play Leaders	
1 ICT Technician	2 1:1 Learning Support Assistants	
2 Sports Apprentices	1 Kitchen Assistant	
	2 Breakfast Club Leaders	

The school has four classrooms. Specialist teaching and small group work take place in the designated group rooms. Other facilities include a food servery area, small hall, play ground with play equipment and playing field. The school is extremely well resourced for the delivery of the Primary Curriculum.

The Governors of the school are very active and supportive. The school is well supported by parents in many ways: there is a very active Home School Committee that raises money for the school and has in the past assisted the purchase of computers for the computer suite, Interactive White Boards in the classrooms, books for the library, Foundation Stage equipment, assistance with transport for educational visits, football and netball equipment.



Head Teacher: Mr Neil Bardsley

Email: head@stmichaels.leics.sch.uk

Tel: 01664 424453 Fax: 01664 424075

The school is a happy community that reflects the best aspects of village life and is committed to continually improving the quality of its pupils learning. The school has both a strong School Council and an active anti-bullying group.

An OFSTED inspection took place in November 2008. The OFSTED Team concluded the school was an 'outstanding' school in all areas of inspection and we are one of a few schools who have been awarded a second 'outstanding' judgement in Leicestershire. A SIAMS Inspection in February 2014 also judged the school to be an outstanding Church school. A copy of this latest report is available on our school website.



St Michael & All Angels C of E Primary School

Brookside, Rearsby, Leicestershire LE7 4YB
www.stmichaels.leics.sch.uk



THE SCHOOL'S VISION

This is a statement of the school's vision for seeking excellent outcomes in the years immediately ahead.

Our Mission

The Mission of our school is to educate pupils in all areas of learning to achieve their full potential by developing and sharing their talents in a stimulating, Christian and enjoyable environment.

Our Aims

- Promote a Christian ethos within our caring supportive environment.
- Create and inspire confident, resilient, independent learners.
- Promote respect for themselves, each other and the wider community.
- Encourage and develop enquiring minds.
- Expect high standards of behaviour and work.
- Value all children's individuality and celebrate their successes.
- Create a nurturing environment where children are motivated to achieve their best.

Strategic Vision Statement

- Strive for excellent and inspirational teaching, especially through mutual training and support, professional development and a relationship between staff and pupils that underpins supportive and effective teaching and learning.
- Ensure staff have an appropriate and thorough knowledge of their pupils' progress and attainment, that is properly monitored and recorded.
- Continue to develop a broad, creative and motivational curriculum.
- Seek creative and aspirational learning opportunities beyond the usual experience.
- Look for opportunities to enhance the extent and quality of the teaching environment and the facilities within it.
- Maintain financial stability and ensure financial sustainability by careful planning, strict budgeting and, so far as necessary, combination with other schools.
- Generate non-EFA income wherever reasonably possible.
- Deal with structural changes while preserving our Christian ethos, relative autonomy, and associations with other educational organisations.
- Encourage the engagement of parents, carers and the local community in our delivery of education.
- Challenge all children to strive and take responsibility for achieving ; academic, creative, sporting and personal excellence.

Our Success

- Pupils who are unafraid to ask questions, solve problems and take on board feedback.
- Pupils with a well-rounded education who are enquiring, confident, motivated and well-prepared for the next stage of their lives.
- Pupils who have experienced, appreciate and (where appropriate) celebrate diversity and tolerance in many aspects of life.
- Officially recognised for high academic attainment and progress throughout the school.
- A well-regarded, well run, locally managed, small village school.



St Michael & All Angels C of E Primary School

Brookside, Rearsby, Leicestershire LE7 4YB

www.stmichaels.leics.sch.uk



LSA SEN SUPPORT – JOB DESCRIPTION

Post title	Learning Support Assistant 1:1 SEN Support
Job purpose	<ul style="list-style-type: none">This LSA post will provide individual 1:1 support for a specific named child under the direct supervision of a teacher to provide support for teaching and learning and associated activities in accordance with school policies and procedures.
To whom the post holder reports to	<p>The post holder is responsible to:</p> <ul style="list-style-type: none">The Head teacher in all matters <p>The post holder is also expected to interact on a professional level with colleagues in order to promote comfortable, clean, safe and well maintained environment across the school.</p>
Main duties and responsibilities specific to the post	<ul style="list-style-type: none">To provide care and encouragement to child with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.To provide agreed support to the teacher in the delivery of planned learning activities.To work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives.To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.To observe and feed back to the teacher on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.To interact with and respond positively to children, young people and adults.To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.To support pupils to improve their maths and English skills through focussed learning activities and more generally across the curriculum.To prepare and utilise ICT resources to support pupils learning.To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.

	<ul style="list-style-type: none"> • To support, as appropriate, in instances where pupils are unwell whilst at the school. • To contribute to the provision of support for bilingual / multilingual pupils if required. • To invigilate internal and external tests and examinations under formal conditions. • To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required).
	<p><u>Extra responsibilities not affecting the grade of the post:</u></p> <p>None</p>
Special Factors	<p>The following special conditions apply :</p> <ul style="list-style-type: none"> • The nature of the work may involve the postholder carrying out work outside of normal working hours. • The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service. • Expenses will be paid in accordance with the Local Conditions of Service. • This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record <p>The job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.</p>



www.stmichaels.leics.sch.uk

[illegible]

	Essential	Desirable	How assessed
<u>Skills/Attributes</u> <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Good interpersonal skills. Empathy with children and young people. Ability to work effectively as part of a team. 	✓ ✓ ✓ ✓		App/Int Int/Ref Int/Ref Int/Ref
<u>General Circumstances</u> <ul style="list-style-type: none"> Attendance - evidence of regular attendance at work. An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓ ✓		App/Ref/ Med App/Int
<u>Factors not already covered</u> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)