



LEARNING 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**

-
- Required as soon as possible
 - Salary: GRADE 5 (£23,057 - £24,218) Pay Award pending
 - Closing date: 9:00am Friday 1st December 2023
 - Interview date: W/C 4th December 2023

Welcome



HEADTEACHERS MESSAGE

Dear Applicant,

Thank you for showing an interest in the position of Learning 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 Learning 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. 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

Qualifications and training		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 of general clerical/ administrative work.	✓	
1.4	Experience in a relevant discipline.	✓	
1.5	Experience Working with children with additional needs.		✓
1.6	Training in SEND and relevant strategies.		✓
1.7	Experience of delivering speech & language groups.		✓

Professional knowledge, understanding, skills and attributes		Essential	Desirable
2.1	Strong organisational, interpersonal and communication skills.	✓	
2.2	Good keyboard skills and knowledge of relevant ICT packages.	✓	
2.3	Ability to use your own initiative to identify issues, problem solve and implement solutions.	✓	
2.4	Knowledge of relevant policies and codes of practice and awareness of relevant legislation.	✓	
2.5	Able to use basic ICT including computer, audio, video equipment and photocopier.	✓	
2.6	Ability to work quickly and efficiently with minimum supervision.	✓	
2.7	Ability to observe, monitor and provide constructive feedback on pupils progress.	✓	
2.8	Ability to provide necessary personal care to children.	✓	
2.9	Ability to successfully complete first aid training as required.	✓	
2.10	Ability to relate well to children and adults.	✓	
2.11	Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.	✓	
2.12	Ability and willingness to self-evaluate learning needs and actively seek learning opportunities.	✓	
2.13	To be responsible for promoting and safeguarding the welfare of children and young people within the school.	✓	

Commitment		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 specific supervision, instruction and guidance of the line manager to support the teaching and learning activities in and out of the classroom.
- To provide general support to the class teacher in the organisation and management of pupils and 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 access to 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 work with individuals and groups of pupils to deliver speech and language therapy.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
- 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 be aware of and comply with 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 assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
- To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required.
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To attend relevant meetings and participate in relevant training and performance development as required.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.

Support for the curriculum:

- To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities.
- To undertake broadly similar duties commensurate with the level of the post as required by the head teacher.