

Job Title	Learning Support Assistant
Job purpose	<p>This role will support the classroom teacher to deliver exceptional educational and social learning opportunities to pupils, including managing behaviour and resources as well as preparing the classroom for lessons.</p> <p>This varied role provides support to whole classes, small selections of pupils and individual pupils with SEND needs on a 1-2-1 basis, dependant on school need.</p>
Reporting line	Acting SENDCo
Start date	January 2024
Salary	United learning Support Pay Scale
Tenure	Permanent part/full-time ideally full days (eg 8:45am – 4:10pm) Term time only

Key responsibilities:

Support our Pupils

- Supervise pupils to undertake agreed learning activities, encouraging them to achieve their full potential.
- Make adjustments for pupils with varying needs including SEND, enabling them to learn and thrive.
- Support the implementation of Individual Education Plans and Behaviour Plans.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils on their progress and achievement under the guidance of a teacher.
- Help pupils access learning activated through specialist support, this may include liaising with internal and external professionals including; therapists, medical staff and education specialists.
- Help students focus their attention and keep on task.
- Develop knowledge and awareness of individual students, so that their needs can be met to the highest possible standard. Remain vigilant, sensitive and responsive at all times so that students gain confidence, and progress and problems can be observed, reported and acted upon.
- Develop and promote student's independence, social and communication skills, equal opportunities and racial equality including support for students in the community
- Support any individual student taking part in an integration programme in a mainstream school, following plans agreed between teachers and parents, and under the direction of teachers the school
- Support individual students who may have challenging behaviour to ensure their access to the curriculum
- Work with multidisciplinary teams including therapists, psychologists and visiting professionals. Implementing agreed support work as appropriate.
- Support KS4 Maths and English.

Support the Teacher

- Assist the teacher to promote good pupil behaviour and deal promptly with conflicts in line with company procedures.
- Oversee the preparation of classrooms with learning materials and resources to best enable teaching and learning.
- Provide detailed feedback to the teacher on achievements, progress and concerns for the pupils supported and keep accurate records as required.
- Delivering feedback to pupils as appropriate.
- Correct use of necessary equipment and resources to meet the lesson plans/needs, including IT.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Liaise with, assist and support teachers in the delivery of lessons, including at times the preparation and maintenance of resources
- Assist in the creation, maintenance and development of an excellent learning environment in the classroom and the school
- Contribute towards recording student progress and towards reports. Attend meetings about student progress on an 'as need basis'

Support the School and Community

- Demonstrate the importance of inclusion, equality and diversity when working with pupils and colleagues and when representing the school at all times.
- Build respectful and trusting relationships with pupils and families, acting as a role model for our professional behaviours and high aspirations.
- Proactively engage with activities outside the classroom, working as part of a team to oversee pupils and support with activities such as; breakfast club, play times and lunchtimes.
- Supervise pupils on visits and trips outside of school as required.
- Provide cover for the class teacher on occasion.
- Help students develop positive relationships with other children and adults.
- To assist with any administrative tasks/work as assigned by the SENDCo/Acting SENDCo.
- Support students in assessments to include GCSE exams and where required invigilate exam rooms

Safeguarding

Ensure that you fully understand and implement all the roles and responsibilities in relation to Safeguarding Children and Young People.

Person specification

Qualifications

GCSE English and Maths (grade C/4 or higher)

Willingness to participate in training, particularly First Aid and Team-Teach

Experience

Working with children across the age and ability range appropriate to the role
Ability to recognise potential barriers to learning and an ability to develop strategies to overcome these
Working with children with additional needs in a similar role
Implementing individual support programme

Skills and Knowledge

A broad understanding of effective learning strategies/styles
Understanding and enthusiasm for inclusion and the capacity to engage students in learning
A commitment to own continuous professional development and learning
The ability to use ICT effectively to support tasks and activities
Working knowledge of strategies available to support children with additional needs
Knowledge of the role of external agencies and the role that they can play to provide support for students

Personal Qualities

Well organised
Thrive in a busy working environment
Excellent interpersonal skills
Flexible attitude
Uphold the values of The Royal School

Commitment and other requirements

Committed to safeguarding and promoting the welfare of children and young people
Good written and verbal communication skills
Demonstrates a commitment to treating others fairly, consistently and with respect
championing our inclusive culture

To Apply

Please apply online via the school's website

Please note that the School reserves the right to appoint at any stage during the recruitment process.

For any queries relating to the role or your application, please email recruitment@royal.surrey.sch.uk



Benefits of working for The Royal School

- Competitive Salary
- CPD Opportunities
- Complimentary School Lunches when school is in session
- Fee reduction for children attending the School or within the United Learning group
- Generous Rewards Programme
- Working as part of a motivated and committed team



About The Royal School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

The Royal School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school **with a real heart and soul**, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that The Royal School's pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

The Royal School has approximately 200 pupils aged between 9 and 18.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become a leading school for academic creativity and intellectual curiosity.

Read more on our website: www.royal-school.org

Additional Information

Equal Opportunities

The Royal School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In the Royal School those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

The Royal School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.