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| Description: Sayes Court  School | **I can, I can, I can** | Sayes Court School  Sayes Court Farm Drive,  Addlestone,  Surrey,  KT15 1NB  Telephone: 01932 845093  Fax: 01932 859967  Email: [admin@sayescourt.surrey.sch.uk](mailto:admin@sayescourt.surrey.sch.uk)  Headteacher: Rochelle Richmond |
| **Committed to safeguarding and promoting the welfare of children**  **and young people** | |

**GRADUATE LEARNING SUPPORT ASSISTANT – JOB DESCRIPTION**

Are you a graduate whose long-term career goal is to teach? Would you like to gain experience in the classroom with a vision to moving into the teaching profession? Would you like to work in a school that not only encourages progression into teaching but helps facilitate the move?

**Salary Grade: S3 - £15,308 to £17,316 dependent on skills and experience**

**Hours: 35 per week, term time only**

**Responsible to the Headteacher**

**Purpose:**

To provide support for pupils, teachers and the school in order to raise standards of achievement for all pupils; to encourage pupils to become independent learners; to provide support for their welfare; and to support the inclusion of pupils in all aspects of school life.

**We are offering:**

* Hands on experience for graduates who plan to train as a teacher
* The opportunity to move into the School Centred Initial Teacher Training programme
* Enthusiastic and responsive children who are ready to learn
* Quality professional development and staff training during working hours
* A strong, supportive team of colleagues
* Excellent support and guidance from Senior Leaders
* A positive and caring culture

**Responsibilities:**

* To work as part of a team at the direction of the Headteacher/Deputy Headteacher/SENCo/Class Teacher
* Under the guidance of the Class Teacher and following school policies, to work with individuals and groups of pupils in class and encourage their learning
* At the direction of the Class Teacher, to help organise classroom activities and prepare resources
* To provide support for pupils emotional and social development, modelling positive behaviour, and dealing with disruption as agreed in the school’s Behaviour Policy
* To ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed. This may include assisting with a child’s personal hygiene when required
* To communicate and liaise with other members of school staff in order to ensure the most effective provision for pupil’s academic, emotional, and social development
* To supervise pupils in the playground and lunch hall, and to organise play time activities
* To deal with minor incidents and the health and hygiene of the children
* To attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils’ care and welfare, and with the learning activities undertaken
* To undertake any other reasonable duties from time to time as may be directed by the Headteacher

**Duties:**

To provide support in the classroom under the direction of the Class Teacher. This may include:

1. Encouraging language development
2. Supporting the development of skills
3. Supporting the emotional development of children
4. Undertaking practical activities e.g. baking, art, play
5. Supporting and carrying out behaviour management
6. Supporting reading, writing, and other aspects of the learning process
7. Carrying out tasks planned, prepared, and monitored by the Class Teacher
8. Supervising children during play and lunch times

**Personal responsibilities:**

* Be aware of key school plans, policies, and procedures, especially the Health and Safety procedures and Child Protection policy
* Take part in performance management in order to identify and agree developmental and training needs
* Within your contracted hours, undertake Induction Training and other training as identified in the Performance Management process as may be required to enable you to provide the school with effective support
* Within your contracted hours, to attend staff meetings as required
* Be aware of the learning and physical needs of the children you support
* Promote the safeguarding of children

**Essential:**

* The ability to build good relationships with children, parents/carers, and staff
* To work as part of a team and promote the school ethos
* To be flexible and creative
* Have excellent literacy and numeracy skills (GCSE grade C or above, or equivalent, in Maths, English, and preferable, Science)
* Have an undergraduate degree or equivalent

**This advert will remain active until the position is filled.**

**Only candidates shortlisted for interview will be contacted**

For more information or to arrange a visit to the school, please email Jackie Hammond at financemanager@sayescourt.surrey.sch.uk