



Stoke Newington School  
& Sixth Form

Recruitment Pack

# Learning Support Assistant

Immediate start

Compassion



Ambition



Resilience



Excellence



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# Headteacher's Welcome

Dear Applicant,

A warm welcome to Stoke Newington School (SNS) and thank you for your interest in the post for **Learning Support Assistant**. This is an exciting time to be working with us as we move forward to enhance our offer, so we achieve outstanding academic outcomes and close the gaps in student achievement.

We are an oversubscribed school with a diverse and enthusiastic student intake reflecting our local vibrant community. Our recent Ofsted inspection (July 2022) recognised us as a "Good" school with many strengths. Our students are "proud of the diverse nature and inclusive ethos of their school. Enthusiastic and committed teachers make lessons interesting for pupils," and "teachers have strong subject knowledge and are passionate about their subjects."

The SEN team is a large busy and supportive team of learning support assistants committed to providing the best quality support for some of the school's most vulnerable students. The department works in different teams led by a team leader. The department offers an excellent induction and training programme.

We expect you to

- have strong interpersonal, teamworking skills
- be keen and able to support school behaviour protocols
- be self-motivated and able to work independently to manage a small group of young people
- be able to build good relations with staff, students, parents/carers, and the wider school community

You must have excellent interpersonal skills, a strong team ethic, drive, determination, energy, and the highest expectations of every student. You must be committed to excellent provision for our students in terms of classwork, homework and additional catch-up or enrichment classes.

We are committed to our pledge of being an anti-racist school and strive to have a workforce reflective of our school body. Applicants from Black and Global Majority backgrounds are strongly recommended to apply.

Best wishes,

Zehra Jaffer  
Headteacher





## Equality at SNS

**We are incredibly passionate about creating a fair and equal community within our school. We set out these objectives to achieve and maintain an environment where every young person feels valued, cared for, and empowered to succeed.**

### **Objective 1**

Actively close gaps in attainment and achievement between pupils and all groups of pupils; especially pupils eligible for free-school meals, pupils with special educational needs and disabilities, looked after children and pupils from minority ethnic groups.

### **Objective 2**

Reduce the incidence of the use of racist, homophobic, biphobic, transphobic and sexist language by pupils in the school.

### **Objective 3**

Promotion of cultural understanding and awareness of different religious beliefs between different ethnic groups within our school community.

### **Objective 4**

Monitoring and promotion of the involvement of all groups of pupils in the extra-curricular life of the school, including leadership opportunities, especially pupils with special educational needs and disabilities.

## Performance

You can view and download the full 2022 Ofsted report [here](#). For performance tables and more statistics about our school, please visit our page on the [Department for Education website](#).

# Staff Benefits

We understand teaching and working in schools can be hugely rewarding but can also be demanding. Our staff are totally committed to the young people, colleagues, and families in our community. We seek for all our staff to have a healthy work-life balance. Our staff benefits are one way we show our appreciation to our staff.



## Development and Training

Quality continuing professional development is essential to ensure everyone maintains and enhances the knowledge and skills necessary for a positive learning environment. As practitioners, we seek to be well-informed about recent evidence-based research. At SNS, we allocate time to implement strategies so teaching practice maximise the learning in the classroom. The SNS Teaching and Learning Hub is the teacher training, professional development, and quality assurance element of our school. The Hub, led by the Assistant Headteacher leading on Teaching and Learning together with the Lead Practitioner and Early Careers teacher Mentor, provide support and expertise to staff and departments across the school.

## Flexible and Family Friendly

We know it can be challenging finding the right work-life balance. We want the absolute best people to work in our school, and so we want to support flexible working. We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements. The number of part-time staff is above average for similar schools, and we always try to accommodate if the timetable and resources permit. It is important that staff who are parents, do not miss important milestone events, such as your child's first day at school or graduation. Where we can, we will support these important



moments. As part of our admission policy, staff members with children who wish to attend SNS are given a priority school allocation.

## Pensions



Pensions are an important part of our life planning. We understand that and we want to make it as easy as possible for you to access the right pension scheme for you. When you join SNS, you are eligible to join the relevant pension scheme.

## Health and Wellbeing

Balancing everyday life with the requirements for work and home can create pressures for all of us. Work is a large part of people's lives. Each member of the teaching staff is equipped with a laptop. However, it is vital to ensure that there is a productive, healthy environment that is conducive to a healthy lifestyle. We actively encourage emails to only be sent during 7am and 6pm of a school day, and not during the weekend. The school will operate a texting service to alert staff should there be a need in an emergency.

A subsidized lunch from our school canteen helps our staff through the day. The culinary offer is wide and highly popular with staff and students alike.

Optical expenses – we offer free eye tests for staff who use display screen equipment.

All employees are part of the Employee Assistance Programme. The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health, and wellbeing professional, financial and debt specialists, and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

## Getting to Work

**By public transport:** Season ticket travel loans are available so staff members can take advantage of discounted annual fares for travelling to work by public transport.

**By car:** We have on-site parking. Applications will be considered on an individual basis. Please note, Stoke Newington School resides on a School Street which means you cannot enter Clissold Road between 8.30am-9.30am or 3pm-4pm. You can leave the road at any time.

**Cycle Scheme:** We encourage all staff to walk or cycle to work if possible. The school's Cycle Scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.

### Discounts

Staff are offered a Vectis card, this is a discount card offering savings across retail shops, tourist attractions and holidays. Clissold Leisure Centre, immediately opposite our school, offers a 10% discount on their membership scheme.

### SNS Staff Association

A strong sense of belonging is essential for us to thrive in the workplace. Our staff association holds events for staff, and their families, from weekly football, half-termly socials and Family Fireworks evening. In addition, such events as the Community Evening and our annual school performance are open to all staff and their families.





# Job Advertisement

## Learning Support Assistant

Required for immediate start

Salary Scale 4, £23,152-£24,168 per annum, 31 hours per week, Term Time Only

### The School

This is an exciting opportunity to contribute to a successful and popular 11-19 inner-city comprehensive school. The school is especially committed to creative teaching and learning. We aim that every colleague has excellent professional development which leads to every student having an outstanding education. Stoke Newington School is dedicated to being anti-racist, and inclusive, by striving hard to challenge through our curriculum. We seek to inculcate and strengthen the knowledge, confidence, and skills for all in our community to challenge racism.

### The Post

In this post you will work with individuals and small groups to provide high quality learning support to students with special needs. Relevant paid experience of working with young people and excellent communication skills are essential.

### How to Apply

If you are interested in joining our team please apply via [TES](#).

Alternatively, you can download an application pack from our [website](#). When completing your application form, please name your application file with your full name and the role you're applying for and submit to [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk).

The closing date for receipt of applications is **midday Friday 5<sup>th</sup> September**.

Interviews to take place shortly after.

We are an equal opportunities employer committed to ensuring diversity in our workforce. As employers we are committed to safeguarding and promoting the welfare of children. A DBS clearance is a statutory requirement for all positions.





# Job Description

**Title of Post: Learning Support Assistant**

**Salary:** Scale 4, 31 hours per week, term time only

**Reporting to:** Senior Learning Support Assistant

**Function of the post:**

To work under the guidance and supervision of teaching/senior staff, usually in the classroom with the teacher to support access to learning for pupils and provide general support in facilitating learning in the classroom.

## Support for the Pupils:

- Attending to pupils personal needs, and implement related personal development programs including, social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils, ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

## Support for the Teachers:

- Prepare classroom as directed for lessons, clean afterwards and assist with the display of pupils work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from and to parents/carers as directed.
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.

## Support for the Curriculum:

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3 and early years, as directed by the teacher.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

## Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality, and data protection, reporting all concerns to an appropriate person.



- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as required and circumstances change. The person in this post may also have to carry out other duties as may be necessary from time to time.

### **General Requirements**

- The post holder must always carry out his/her responsibilities with due regard to Hackney Education policy, organization and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or encounter.
- Enhanced DBS check.



## Skills and Abilities

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS AND TRAINING</b>		
• NVQ 2 for Teaching Assistants or equivalent qualifications/experience	✓	
• GCSE Maths and English, Grade A-C	✓	
<b>KNOWLEDGE AND EXPERIENCE</b>		
• Basic understanding of child development	✓	
• Appropriate knowledge of first aid	✓	
• Experience working with or caring for children of a relevant age	✓	
<b>PERSONAL QUALITIES &amp; SKILLS</b>		
• Well organised	✓	
• Problem solving	✓	
• Liaising with parents/carers, external agencies, etc	✓	
• Well presented	✓	
• Ability to work using own initiative and with minimal supervision.	✓	
• Excellent interpersonal skills and be able to communicate effectively	✓	
• Ability to organise and prioritise workload and work on own initiative	✓	
• Ability to work as part of a team	✓	
• To be committed to school improvement and raising standards	✓	
• Ability to communicate effectively with staff, students, parents/carers and agencies/statutory bodies, and maintain good working relationships	✓	
• Good numeracy/literacy skills	✓	
• Use of basic technology including computer, video and photocopier	✓	
• Display commitment to the protection and safeguarding of children and young people	✓	
• Participate in development and training	✓	