



Learning Support Assistant

15 hours per week - Term time only

Epsom College is on an upward trajectory. With academic performance notably advancing in recent years, a sister school in Malaysia, a Lower School opened in September 2016 and a significant and on-going development programme now underway in the UK this is an exciting time to join the College community.

The College strives to develop the individual talents of every boy and girl, pupils are prepared for life beyond the College with an assured set of values and the belief that they can make a difference in society. There are high standards of excellence in academic studies and a clear expectation for pupils of all abilities to be involved in the vast array of co-curricular opportunities.

The College is now seeking to appoint a Learning Support Assistant to provide support for a specific pupil to ensure that she is fully included within the school community and is able to access all aspects of the broad curriculum on offer to pupils at Epsom College.

Initially this post will be for one academic year with a view to a further extension subject to on-going funding.

Reporting to: The Head of Academic Support and ultimately the Bursar.

The Post:

The Learning Support Assistant's (LSA) main role is to provide support for the pupil with a visual impairment and an Educational Health Care Plan (EHCP). The LSA will ensure that the pupil can integrate as fully as possible into the activities generally undertaken by the other children in the class and make progress.

Duties will include running specific programmes and activities to assist the pupil's individual learning and social needs. The LSA will be responsible for implementing the targets on the pupil's Education Health Care Plan (EHCP) in liaison with the form teacher and the Head of the Academic Support.

Key Responsibilities:

The main responsibilities of the post are:

Supporting the pupil

- To develop an understanding of the special educational needs of the pupil concerned;
- To take into account the pupil's special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials;
- To build and maintain successful relationships with pupil, treat them consistently, with respect and consideration;
- To help promote independent learning and to help reinforce learning;
- To help the pupil record work in an appropriate way, and to develop study and organisational skills;
- To help keep the pupil on task and to build motivation, confidence and enhance self-esteem;
- To model good practice;
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs;

- Provide support and facilitate interaction with peers in the classroom and around school;

Supporting the Teachers

- To have formal and informal meetings with teachers to contribute to planning lessons and activities;
- To prepare materials and resources;
- To prepare the pupils beforehand for a task;
- To supervise practical tasks;
- To carry out structured classroom assessment/ observation and feedback outcomes;
- To be involved in keeping records and evaluating the pupil's progress;

Supporting the School

- To work as part of the team in relation to the individual pupil, liaising, advising and consulting where appropriate;
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour;
- To identify personal training needs and to attend appropriate internal and external in-service training;
- To organise the Annual Review of the EHCP;
- Any other reasonable tasks as requested by the Head of the Lower School or other senior members of staff.

The above list is not exhaustive: the actual tasks will reflect the needs of the individual pupil.

Skills, Experience and Qualifications:

Essential

- Evidence of having worked with children in some capacity; this could be as a parent/carer;
- A good level of literacy and numeracy;
- Demonstrate evidence of strong verbal and written communications skills;
- Evidence of strong organisational skills and the ability to work independently, with a highly proactive, flexible and positive approach to all duties and responsibilities;
- Evidence of a good working knowledge of IT software including Word, Excel, PowerPoint and keyboard/typing skills;
- Present a professional appearance with a warm and friendly approach in order to liaise with staff, pupils and parents;
- A genuine interest and passion to support children with special educational needs.
- Provide evidence of team working skills;
- High level emotional intelligence with a sense of humour and an enabling attitude;
- Demonstrate evidence of diplomacy, discretion, professionalism and an ability to keep one's counsel as required.

Desirable

- Experience of working with children with visual impairments, preferably at secondary age;
- Have an understanding of the importance of lesson planning, EHCP's and learning objectives to contribute to learning;
- Provide evidence of experience of working within a school environment.

The selection panel reserves the right to enhance the desirable criteria to attain a manageable field.

Terms and Conditions

- **Salary:** Circa £6,300 per annum (FTE circa £24,800pa) depending on experience.
- **Hours:** 15 hours Monday to Friday during Epsom College term time, 34 weeks per year.
- **Holidays:** The holiday entitlement is 20 days paid holiday per annum, pro rata for part time working, increasing by 1 day per annum to a maximum of 25 days per annum and pro rata bank holiday entitlement and has been included in the annual salary. Holidays are to be taken during Epsom College school holidays
- **Pension:** The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of Basic Salary and the College will contribute 4% in compliance with current legislation
- **Employee Benefits include:**
 - Life Assurance:** Members who are automatically enrolled or who choose to opt into the College Pension Scheme will be provided with free life assurance cover at two x contractual annual basic salary.
 - Dining Facilities and Refreshments**
Whilst at work a free meal and refreshments are available when the dining room is open
 - Health Fitness and Wellbeing**
Free use of Fitness suite and swimming pool are available to staff at certain times
 - Cycle to Work/Parking**
Following a qualifying period, the College offers a cycle to work loan scheme
Free car parking for staff is available on campus
 - Computer Loan**
Following a qualifying period, the College offers a computer loan scheme
Free parking on site
- **Offer of Post:** The post will be offered subject to receipt of written references, pre-placement medical assessment, appropriate qualifications, and disclosure from the Disclosure and Barring Service all satisfactory to Epsom College, as well as confirmation that the successful candidate is able to work in the UK.

Method of Application

Candidates to complete an application form which can be downloaded via our website www.epsomcollege.org.uk

Applicants are encouraged to contact the Head of Academic Support, Rosemary Doyle, for an informal chat: R.doyle@epsomcollege.org.uk .

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment including regular training attendance.

Closing date **23rd June 2019**

Interviews will take place Wednesday 26th June 2019