

Esher Church School



Learning Support Assistant Recruitment Pack

Esher Church School
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Learning Support Assistant

Part time or full time

Esher Church School

Start date: Start of Spring 2 term 2024

Apply by: 16th February 2024

Interview date: 19th February 2024



Exciting opportunity to join a successful and innovative academy at the heart of a thriving local community in Esher, Surrey.

Esher Church School promotes the highest standards for all our children, widening their horizons and raising their aspirations, embracing new technologies and initiatives to fully prepare the children for their future and to make a difference in an ever-changing world.

We are looking for:

- a successful Learning Support Assistant who is able to support high quality teaching and sustain high standards
- a classroom practitioner who has excellent interpersonal skills with pupils, staff and parents
- a Learning Support Assistant who has an excellent knowledge of Mathematics and English
- a Learning Support Assistant who is able to enthuse and inspire children
- somebody who can proactively contribute to a passionate, dynamic and hardworking team

Our school:

- has excellent and supportive middle and senior leaders
- is committed to supporting continued professional development
- has a team of staff that is recognised for its enthusiastic, friendly and rigorous approach to teaching and learning
- has children who thrive in a creative and aspirational learning atmosphere
- has parents and carers who are supportive and ambitious for their children

Applications are welcome from both experienced Learning Support Assistants and those who are in their first few years in teaching.

To get a true feeling of the school and to chat with children and staff, visits to the school are strongly encouraged. Please contact the school office on 01372 463 139 to book a school tour and meeting with the Headteacher or Deputy Headteacher.

An application form, job description and person specification can be obtained from the school at email:

office@esherchurchschool.org.uk

Closing date: ongoing

Electronic applications to be submitted to Becky Warner (School Business Manager) at sbm@esherchurchschool.org.uk

Short listing date: dependent on start date

Interview date: dependent on start date



Job Description

Post Title: Surrey Support Staff pay scale

Line Manager/s: Inclusion Leader and Deputy Headteacher

Core purpose

- To support the teacher with their responsibility for the development and exceptional education of children in schools. Using routine supervision and care skills to support children.
- To aid the children to learn as effectively as possible and make good progress
- Clarify and explain instructions
- Motivate and encourage children as required
- Help pupils to concentrate and finish work
- Develop resources appropriate to the children, under direction of the class teacher
- Develop children's self-esteem and self confidence
- Develop children's own sense of worth and gain a sense of pride in achievements
- To work, as directed by the teacher 1:1, in pairs, or in groups, as appropriate to meet the needs of the children at that particular time
- To assist in the production and adaptation of differentiated resources to support individual pupils

Key accountabilities

- To assist in the delivery of educational work programmes by participating in day to day learning activities, supporting children so that they achieve to the best of their abilities.
- To support in planning and evaluating programmes and adapting teaching materials to suit the particular requirements of individual children or groups of children.
- To discuss with and report back to the teacher on the assessment of children's work.
- To contribute to the carrying out of child programmes, including literacy and numeracy, keyboard skills, life skills and to ensure that the programme is delivered professionally at all times.
- To participate in staff development activities and, where required to contribute to any multi-disciplinary discussion of a child's needs/progress.
- To organise and maintain the learning environment
- To work as part of a team to ensure that the well-being, behaviour and personal development of children enhances their learning opportunities and like skills.
- To maintain confidentiality in and outside the workplace.
- To understand and assist in interpreting school policies

Other

- Any other duties commensurate with the role as directed by the Headteacher.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment



Person Specification

Key Criteria in addition to the statements in the advert

Learning Support Assistant Person Specification – Selection Criteria

Essential Prerequisite

Ability to wholeheartedly support the Christian ethos and values of the school

Satisfactory enhanced DBS check and references.

Educational Achievements, qualifications and training

Essential

- Good level of written and spoken English
- Excellent numeracy and literacy skills to GCSE Grade C minimum or equivalent
- Ability to effectively use ICT to support learning
- Understanding of emotional literacy

Desirable

- NVQ Level 2 or equivalent in Teaching Assistance
- NVQ Level 3
- First aid qualification
- SEND training

Experience

Essential

- Some experience of working with children in an educational setting
- Good understanding of child development and learning
- Able to follow instructions.
- Able to maintain confidentiality
- Able to plan and prioritise regular and spur-of-the-moment tasks

Desirable

- Current experience in a primary school
- Good understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.
- Good understanding of the Primary Curriculum and the related assessments
- ELSA experience
- Experience of delivering Cognitive Behavioural Therapy

Personal Qualities

Essential

- Confidence, warmth, sensitivity, reliability, and enthusiasm
- Good interpersonal skills
- Creative outside interests that can be shared with children, such as crafts, sport, outdoor activities, music etc

Job related knowledge, aptitudes and skills

Essential

- Knowledge of child development
- The ability to communicate effectively and to interact positively with parents and colleagues both orally and in writing
- Able to communicate effectively with pupils including clarifying and explaining instructions
- Able to motivate pupils to learn, using lively and interesting resources
- Good personal organisation e.g. time management
- Able to maintain records and pupil files



- Ability to work independently and as part of a team
- Ability to show initiative in a range of situations working with tact and diplomacy
- Some experience of planning as part of a team
- Good ICT skills

Equal opportunities

Essential

- Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin

Training and development

This will include:

- Induction training
- On job training
- Training for specific responsibilities of the post, including ELSA training if required
- Regular professional supervision from external bodies for example Educational Psychologists, Surrey Support Services

Our School Ethos:

The school is committed to:

- Being an active member of the local and parish community;
- Providing a safe and stimulating environment in which children love and value their learning;
- Encouraging all children to become successful learners, confident and healthy individuals and responsible citizens who make a difference;
- Promotion of the ethos that at Esher Church School all children are important, their opinions are listened to and valued.

We are an inclusive faith school, not just for Christians but for children and families of all faiths and those of none. We recognise and celebrate the diversity and backgrounds of all our pupils and their families. Our school is a welcoming and exciting place to work and learn.





More information about Esher Church School

| Key School Data | |
|--------------------------|---|
| Type of school | Primary |
| Age range | 4-11 |
| Location | Esher, Surrey |
| Type of establishment | Faith School |
| Co-ed. or single sex | Co-educational |
| Budget | Academy |
| Number of children | 420 capacity (including 60 Reception places) |
| Average class size | 27 |
| Overall Attendance | 96.6% |
| Last Ofsted Inspection | Good with Outstanding features - January 2019 report |
| School awards | School Awards: Gold United Against Bullying 2023 Gold Eco-Schools Green Flag 2023 Music Mark Award School Games award 2023 |
| Number of teaching staff | 22 teachers and 17 teaching assistants |
| % of children with FSM | 5.1% |
| % of children with SEND | 18.4% |
| % of children with EAL | 14.9% |

