

Job Description – Learning Support Assistant

PIMLICO PRIMARY

RANGE 2 – FIXED TERM CONTRACT

MARCH 2019

8.30 AM– 3.30 PM, TERM TIME ONLY

The successful candidate will be required to:

- Support a pupil with autism 1:1 in the classroom.
- Provide targeted support outside of the classroom, including in the playground and at lunch if needed.
- Provide support, at an outstanding level, to all pupils in the class, the teacher and the school in order to raise levels of attainment and inclusion.
- Contribute to outstanding attainment and progress
- Play a central role in school organisation, including contributing trips, special events etc.
- Have an excellent working understanding of the physical and learning needs of the students with whom you work, including being comfortable with personal care and lifting.
- Liaise with colleagues within the SEND team and accessing attainment data and information from Statements/Educational Psychologist reports.
- Show commitment to working in partnership with teachers, parents, learning and helping to implement the knowledge-led curriculum.
- Support the school's aims and objectives for teaching and learning
- Show flexibility, innovation and intelligence in responding to the needs of the pupils and school as a whole.

Support for the School:

- To support Future Academies' commitment to safeguarding children and promoting their welfare at a level appropriate to this role.
- Be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos and aims of the school;
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.
- Any other duties commensurate with the duties and responsibilities of the post.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, including playground and lunchtime supervision.

Person Specification

The successful candidate will:

- Have passion and commitment and the drive to help children learn and develop
- Have an understanding of how to support children with Special Educational Needs and Disabilities and a commitment to inclusion for these students
- Have a working knowledge of strategies to manage behaviour, focus on learning and inclusion
- Have excellent communication skills, and the ability to plan and prioritise effectively.
- be willing to advocate for students who require bespoke teaching and learning approaches;
- Be organised, energetic and self-directed.
- Be committed to the wider school life and willing to engage in a range of extra-curricular activities.

It is desirable that the successful candidate will:

- Have an interest in, and experience of, supporting children with ASD.
- Have experience of working with children in a school environment.
- Be comfortable and confident with undertaking personal care and lifting

Application Process

- Please read the application pack carefully.
- Complete the enclosed application form; CVs will not be accepted.
- Please make sure you address the criteria outlined in the person specification when writing your personal supporting statement.
- Should you have any queries on the application process, please contact:
- Completed applications should be sent by email to:
- References will be sought for shortlisted candidates prior to the interview date. The successful candidate will be required to complete an enhanced DBS check.

Future Academies reserve the right to appoint at any stage during the recruitment process.

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post

Safer Recruitment at Future Academies

Future Academies is committed to safeguarding and promoting the welfare of children and young people. We undertake very thorough checks to ensure that we meet our obligations to protect the children attending our schools. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced DBS and barred list check. We also ensure staff in a teaching capacity are not subject to a prohibition order or an interim prohibition order. Teachers from the EEA are also subject to a check for any restrictions/sanctions. Those appointed to a management position will be subject to a 'Section 128 direction' to ensure they are not prohibited from taking part in the management of a school.

1. Candidates should be aware that all posts at Future Academies involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. All members of staff will have access to the DfE Keeping Children Safe in Education guidance, September, 2018.
2. Longlisted candidates will be required to complete a Disclosure of Criminal Record form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Independent Safeguarding Authority.

Invitation to Interview – please bring with you:

- Disclosure of Criminal Record, or Disqualification Declaration form in a sealed envelope. This form will be sent to candidates invited to interview.
- Documentary evidence of identity that will satisfy DBS requirements such as a current UK Photo card driving license and/or a current passport and/or a full birth certificate
- Documentary proof of address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Original certificates confirming any educational or professional qualifications that are necessary or relevant for the post



- Evidence that you have the right to work in the UK

Please note that originals of the above are necessary. Photocopies are not sufficient.

Candidates will be asked to account for any gaps in their employment history and to address any discrepancies or anomalies in their application form. We will require information in accordance with statutory guidance for anyone who has worked or been resident overseas in the previous five years.

We will seek references on longlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.