

Chase High School
Prittlewell Chase
Westcliff-on-Sea
Essex
SS0 0RT
Tel: 01702 354441
NOR: 1059 including
139 A-Level students



Headteacher: Andrew James

Learning Support Assistant

Start Date: Immediate

Hours: Monday to Friday 8.00 am – 3.30 pm

Term Time Only

Salary range: LGS level 3 point 11 – 14 £15,807 – £16,781 pa
Pro Rata Actual Salary £13,211 - £14,025 pa

Applications are invited for the post of Learning Support Assistant, term time only.

The successful applicant will be required to enhance the learning of students who have a wide range of special educational needs. Applicants must be friendly, enthusiastic and have excellent communication and interpersonal skills. Previous experience in a similar role would be an advantage.

For more information regarding this vacancy, please see our website www.chasehigh.org or contact Sue Callaghan on 01702 354441 or email sue.callaghan@chasehigh.org.

Closing date for this vacancy is 6 October 2017
Interview will be arranged upon receipt of application

We reserve the right to close this vacancy early upon successful appointment.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.



Learning Support Assistant

Chase High is a mixed gender 11 - 18 Academy, consisting of students with varied academic abilities. The school currently has a variety of students with Special and Additional Educational Needs including Communication or Interaction Difficulties, Cognition and Learning Difficulties, Emotional, Social and Mental Health Difficulties, Sensory and/or Physical Needs. The school is able to meet the requirements of each individual by personalising a timetable to meet the needs outlined. Chase High School also has a Learning Resource Base which caters for students with a range of needs. The SEN department is made up of a variety of support staff who work together to achieve the best possible outcome for our students.

Job Description

Job Title	Learning Assistant
Grade	Level 3 Point 11-14
Reports to	Head Teacher, Class Teacher, SENCO, Senior LSA
Hours	35.83 hours per week (0800-1530 less 20 mins lunch); term time
Liaison with	Teaching Staff, support staff, Headteacher, pupils
Job Purpose	To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures
Principal Accountabilities	Working with individuals or small groups of children under the direction of teaching staff. Support pupils with activities which support learning.
Duties	<ul style="list-style-type: none"> • Establish positive relationships with pupils supported • Support the use of ICT in the classroom and develop pupils' competence and independence in its use • Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate • Promote positive pupil behaviour in line with school policies and help keep pupils on task • Interact with, and support pupils, according to individual needs and skills • Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources • To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour • Monitor and record pupil activities as appropriate writing records and reports as required • To support learning by arranging/providing resources for lessons/activities under the direction of the teacher • Assist with the development and implementation of IEPs • To attend to pupils' personal needs including help with social, welfare, physical and health matters, including minor first aid • To assist with the preparation, maintenance and control of stocks of materials and resources • Liaise with other staff and provide information about pupils as appropriate

	<ul style="list-style-type: none"> • To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities • To assist with escorting pupils on educational visits
General	<ul style="list-style-type: none"> • To understand and apply school policies in relation to health, safety and welfare • Attend relevant training and take responsibility for own development • Attend relevant school meetings as required • To respect confidentiality at all times • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out the appropriate duties within the context of the job, skills and grade.</p>

PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	<p>Successful experience working with children in a school/early years environment</p> <p>Educated to NVQ level 2 in learning support/early years, NNEB or equivalent qualification/experience</p> <p>Completion of DCSF induction programme</p>

	Knowledge of relevant policies and procedures	Basic knowledge of first Aid and understanding of the School
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Knowledge of basic ICT to support learning
Communication	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Negotiating	Consult with children and their families and carers and other adults
	Languages	Overcome communication barriers with children and adults
Working with children	Behaviour management	Understand and implement the school's behaviour management policy
	SEN	Ability to understand and support children with development difficulty or disability
	Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies
	Child development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school. Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills. Ability to remain calm under pressure

	Line management	Ability to support the work of volunteers and other teaching assistants in the classroom
	Time management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role