

The Valley Primary School

School Drive, Oakamoor, Staffordshire. ST10 3DQ. Tel: 01538 702355. e-mail: office@valley.staffs.sch.uk



Vacancy: Learning Support Assistant – Maternity cover contract

Starting date: Monday January 6th 2020. Actual salary: £9881 - £10079

Working hours: Monday – Friday 09.00 - 12.00 Monday, Tuesday and Thursday 13:00 – 14:30 (22.5 hours per week).

Thank you for expressing an interest in our fabulous vacancy. We are looking to recruit a patient, caring and skilled practitioner to work predominantly in our Nursery and Reception class. You will form part of an amazing teaching and learning team at The Valley Primary School, offering pastoral and academic guidance. Every day you will have the opportunity to make a difference being supported by a skilled and caring team.

We are looking for:

- An outstanding Learning Support Assistant, with a high level of skill, knowledge and experience of academic guidance.
- A consummate professional, who is able to demonstrate sound interpersonal and organisational skills with all members of our school family, including: colleagues; parents; Trustees; and also within the Parish and wider community.
- A team-player with energy, commitment, strong pastoral skills, an understanding nature and self-motivation towards all aspects of school life.

In return we can offer you:

- An opportunity to work with our 'fabulous' children in our 'fabulous' school.
- A multitude of training opportunities within our Multi-Academy and Cluster.
- A friendly, dedicated staff with a strong and genuine commitment to our school.
- A supportive Leadership Team, Trust Board and community.
- A welcoming and caring school at the heart of its village.

Visits to the school are welcome and shall be conducted by the School Leader on a one-to-one basis. Please contact Miss Natalie Ainsworth (e-mail: nainsworth@tmpf.staffs.sch.uk) to arrange a mutually convenient time to visit between the dates of Monday November 18th to Friday November 22nd.

Applications closing date: Monday November 25th at 12:00.

Activity observations: Tuesday November 26th and Wednesday November 27th.

Interviews: Friday November 29th from 13:30 onwards.

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose all criminal conviction.



www.tmpf.staffs.sch.uk

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Job Profile

The Valley Primary School - The Moorlands Primary Federation

Post Title

Teaching Assistant – Teaching and Learning
(Learning Support Assistant)

Responsible to: Natalie Ainsworth – School Leader

Statement of Purpose

To work under the direct instruction of the leadership team and teaching staff. Provide specific support to the teacher in the care of pupils and management of the classroom. Work may be carried out in the classroom or outside the main teaching area. Assist teachers in the following:

Support to Pupils

- Provide pastoral support and academic guidance to pupils within the school environment.
- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers
- To contribute to raising standards by ensuring high expectations are promoted for pupils.
- Involvement in the implementation of Individual Education/Behaviour/Support/Mentoring plans.
- Provide general support to pupils, ensuring their safety, by complying with good H&S practice.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Encourage pupils to interact with others and engage in activities led by the teacher.

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Support to Teacher

- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- Support the teacher in the development and implementation of Individual Education/Behaviour Plans.
- Assist in maintaining classroom discipline through the implementation of the school's behaviour management strategies.
- Provide support to pupils to achieve learning goals, e.g. guided reading.
- Supervise pupils for a particular curriculum activity under the supervision and guidance of a qualified teacher.
- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Co-ordinate and organise pupils attending extra-curricular activities/work experience or other out of school activities under guidance of teacher.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Provide general admin support, for classroom activities e.g. produce worksheets for agreed activities etc.

Support to Curriculum

- To provide support in literacy/numeracy/SEND strategies.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Contribute to curriculum planning, evaluation and implementation.
- Contribute to development of school policies and procedures by participation in working groups.
- Contribute to the development, preparation and dissemination of appropriate materials.

Professional Accountabilities (this list is not exhaustive)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:

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Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with uphold the Trust Safeguarding Policy.

People Management

- To comply and engage with people management policies and processes
- Contribute to the mission statement, aims and objectives of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Trust's Health and Safety policy.

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy.

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Person Specification - Teaching Assistant – Teaching and Learning (Learning Support Assistant)

Minimum Criteria for Two Ticks *	Criteria	Measured by
	Experience <ul style="list-style-type: none"> Previous experience of supporting children's learning in a school. 	A
	Qualifications/Training <ul style="list-style-type: none"> Good numeracy/literacy skills. NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience). First aid training as appropriate (e.g. emergency first aid course). Level 1 Safeguarding 	A/I
	Knowledge/Skills <ul style="list-style-type: none"> Understanding of relevant policies/codes of practice. Good understanding of areas of learning, e.g. literacy, numeracy, science, SEND or Early Years. Use of other equipment technology – computer, tablet, photocopier. Well-developed interpersonal skills to be able to relate well to a wide range of people. Work constructively as part of a team whilst being able to demonstrate initiative. Good communication skills. Effective use of IT to support learning. 	A/I
	Behavioural Attributes <ul style="list-style-type: none"> Customer focused. Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener. 	

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	<ul style="list-style-type: none"> • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	A/I
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A = Assessed at Application I = Assessed at Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview. We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

