



# Birchfield Community Primary School

Yeovil, Somerset



## Recruitment Pack



Learning Support Assistant



Dear Applicant

Thank you for your interest in the Learning Support Assistant vacancy at Birchfield Community Primary School. We are looking to appoint an additional member to our existing team.

Our vision is 'to provide a happy, caring and stimulating environment where children will recognise and achieve their fullest potential, so that they can make their best contribution to society.' All staff and governors are committed to Birchfield's future success and we are looking for staff that will join us in achieving our vision.

We hope you will find this recruitment pack beneficial and provide you with you the information you require and welcome you to contact the school and arrange a visit, prior to interview.

We look forward to receiving your application. Should you have any queries please do not hesitate to contact us on 01935 427609 or [office@birchfieldprimaryschool.co.uk](mailto:office@birchfieldprimaryschool.co.uk)

Best Wishes

*Richard Culham*  
HEADTEACHER



## The Vacancy

---

### Learning Support Assistant

**32.5 hours per week, Monday to Friday, term time only (includes a half an hour lunchtime duty per day).**

**Grade 15: £16,755 - £17,391 pro rata (£8.68-£9.01 per hour).**

**Start date: ASAP**

Birchfield Primary School has an exciting opportunity for a Learning Support Assistant to work 1-1, working in Upper stage 2.

The successful candidate will:

- be able to share experience of previous good classroom practice
- be able to support the class teacher/year group across the whole curriculum
- have experience of small group and intervention work
- be able to show evidence of relevant training
- have experience of working with children with complex SEMH needs
- have experience of nurture curriculum
- have experience of a range of behaviour management techniques
- display a range of attributes including personal organisation, initiative, enthusiasm and a caring nature
- some knowledge of Thrive/ELSA

At Birchfield we refer to the 'Teaching Team', and as a member of that you will be fully supported in your day to day role. The person appointed would be expected to work collaboratively with the SENCO along with many other members of staff.

We would welcome all prospective candidates to visit the school prior to interview.

For an informal discussion once you have read the job details, please contact Judy Parker, SENCO on 01935 427609.

Please apply online at [www.birchfieldprimaryschool.co.uk](http://www.birchfieldprimaryschool.co.uk), or [www.somerset.gov.uk/jobs](http://www.somerset.gov.uk/jobs)  
Please email completed application forms to the School Office at [recruitment@birchfieldprimaryschool.co.uk](mailto:recruitment@birchfieldprimaryschool.co.uk)

**Closing date:** 5pm on 4<sup>th</sup> December 2018

**Interview date:** Friday 7<sup>th</sup> December 2018



(due to the volume of applicants we are not able to respond to every applicant individually, therefore if you have not heard from us by 5<sup>th</sup> December 2018 at 5pm you have not been successful in reaching interview stage).

## Selection Procedure

---

- Advert placed in Somerset County Council jobsite, Dorset County Council jobsite, school website and Blue Sheet Bulletin.
- Closing date for applications: 4<sup>th</sup> December 2018
- Shortlisting: 5<sup>th</sup> December 2018
- Letters sent out to successful candidates for interview (via email): 5<sup>th</sup> December 2018
- Interviews take place: Friday 7<sup>th</sup> December 2018





## Main Duties and Responsibilities (Job Description)

---

### JOB SUMMARY

Providing support to Class Teachers and SEN Co-ordinator in supervising and assisting pupils (1:1 or in groups) across a wide range of activities, promoting the physical and mental welfare of pupils and contributing to the administrative support of the school

### PRINCIPAL ACCOUNTABILITIES

1. Supporting pupils' learning within the classroom under the direction of the teacher.
2. Assisting in the preparation and maintenance of learning materials and the classroom environment
3. Supervising and monitoring pupils in the playground

### JOB CONTENT

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

1. Supporting pupils' learning within the classroom under the direction of the teacher, including:
  - Supporting pupils, including those with SEN individually or in small groups, assisting in implementing individual education plans in consultation with the SENCO and teaching staff
  - To contribute to updating pupils' IEP's and learning targets
  - Assisting with reading, word and number games, art and craft activities, science activities
  - Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity
  - Keeping/contributing to records of pupil support in line with school policy
  - Liaising with other professionals eg social workers, psychologists, health visitors, family resource workers etc
  - Helping to sort games and equipment etc, preparing and clearing up activities with the pupils
  - Assisting in the management of pupils who are showing socially unacceptable or challenging behaviour under the direction of guidelines in operation at the school
  - Assisting pupils with mobility difficulties
  - Occasional classroom supervision to cover an emergency
  - Attending relevant meetings as required
2. Assisting in the preparation and maintenance of learning materials and the classroom environment, including:



- Mounting pupils' work and preparing displays
  - Repairing books and apparatus, ensuring any equipment is properly assembled and safe for use
  - Maintaining classroom resource areas, plants, animals, fish etc
  - Assisting in the preparation of teaching materials including occasional photocopying
  - Checking that AVA equipment is available and ready for use, recording tapes and videos
  - Keeping cupboards tidy, throwing out old stock and advising when new stock is required
  - Performing other duties that benefit the education of all the children
3. Supervising and monitoring pupils in the playground
- Encouraging pupils to play games, initiating and joining in as necessary
  - Encouraging pupils to include other pupils in their games
  - Ensuring pupils are always supervised and safe, discouraging any potentially hazardous activities
  - Helping to avoid arguments and fights, assisting pupils to sort out their disagreements by talking and listening to one another
  - Listening to pupils' worries and concerns, comforting/referring to appropriate person if necessary

Safeguarding is everyone's responsibility and all employees are expected to adhere to safeguarding policies and procedures. You are therefore expected to have a clear understanding of your own role and responsibilities to ensure our children's safety.



## Person Specification

---

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
1. Requirements	<ul style="list-style-type: none"><li>• Previous LSA experience</li><li>• Previous experience of working with individuals with a range of additional needs</li><li>• Experience of working with children both in class and in groups.</li><li>• Experience of working within a team.</li><li>• Behaviour management awareness / strategies.</li><li>• Basic IT skills, knowledge of word, excel, email and content management systems.</li><li>• Willingness to attend training / courses.</li><li>• Minute taking, record keeping and report writing experience.</li><li>• Tracking and target setting using bespoke software.</li><li>• Ability to work and communicate with a range of stakeholders (inc staff, parents, and external agencies).</li><li>• Willingness to contribute to all aspects of school life so as to improve the quality of educational provision.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a nurture environment.</li><li>• Experience of internal sharing of good practice.</li><li>• Familiarity with SEND diagnostic tests</li><li>• Experience of working with vulnerable groups i.e. pupil premium and looked after children.</li></ul>
2. Qualifications	<ul style="list-style-type: none"><li>• English and Maths GCSE (or equivalent)</li></ul>	<ul style="list-style-type: none"><li>• Higher education: Degree/Diploma</li><li>• Moving and Handling qualification</li><li>• Team teach</li><li>• First Aid</li><li>• Hold a HLTA or equivalent qualification</li></ul>



3. Personal Qualities	<ul style="list-style-type: none"><li>• Ability to be flexible within the day.</li><li>• Ability to be proactive and reactive.</li><li>• Sensitive and caring.</li><li>• Reflective practitioner.</li><li>• No convictions that impact on job.</li><li>• No gaps in CV timeline.</li><li>• Sense of humour.</li><li>• Work effectively in a team.</li><li>• Able to 'think on feet'.</li><li>• Willingness to go that 'extra mile'.</li></ul>	
4. Other	<ul style="list-style-type: none"><li>• 2 fully supporting references which cover the candidates' professional, personal and leadership qualities.</li><li>• DBS check</li></ul>	





## Recruitment and Selection Policy

---

### 1 INTRODUCTION

- 1.1 The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:
- attract the best possible applicants to vacancies;
  - deter prospective applicants who are unsuitable for work with children or young people;
  - identify and reject applicants who are unsuitable for work with children and young people.
- 1.2 In recruiting new members of staff we do not discriminate in terms of race, gender, ethnicity, sexual orientation or disability.

### 2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met.

### 3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will ensure that at least one recruiter has successfully received accredited training in safe recruitment procedures.

### 4 INVITING APPLICATIONS

- 4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful appointments are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”
- 4.2 Prospective applicants will be supplied, as a minimum, with the following:
- job description and person specification;
  - the school’s recruitment policy (this document);
  - the selection procedure for the post;
  - an application form.
  - the school’s child protection policy will be made available on request.
- 4.3 All prospective applicants must complete, in full, an application form.

### 5 SHORT-LISTING AND REFERENCES

- 5.1 Short-listing of candidates will be against the person specification for the post
- 5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.



5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

5.4 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.6 Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

## **6 THE SELECTION PROCESS**

6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

6.3 Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a CRB disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## **7 EMPLOYMENT CHECKS**

7.1 All successful applicants are required:

- to provide proof of identity
- to complete a CRB disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

## **8 INDUCTION**



- 8.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.
- 8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).