



Learning Support Assistant

32.5 hours per week, Monday-Friday (or split across two candidates working 6.5 hours per day, two/three days each). 8.20 am to 3.20 pm, with 30 minutes' break

Term-time (38 weeks) plus two training days

Pay Scale: H2 (Points 3-5)

Full-time equivalent salary £18,562 - £19,312 + £626 fringe allowance

Actual paid salary for five days per week £14,124-£14,676. (Two or three days per week would be exactly pro rata.)

We are looking to appoint enthusiastic, energetic and motivated individuals to add to our capacity in our Learning Support Department. Roundwood Park is committed to supporting all students so they can reach their full potential, and the right candidate(s) will play a key part in making this happen.

The successful candidate(s) will be supporting students with a range of Special Educational Needs and Disabilities, including ADD, VI, ASD and ADHD. You will be given the opportunity to mentor students, acting as keyworkers, for our most vulnerable students, as well as the opportunity to carry out 1:1 intervention and plan and deliver learning activities, once experience has been gained. Previous experience of working with young people is desirable but not essential.

We are a friendly team in a supportive and successful school where support staff are valued. Personal development for all staff is given high priority.

Application is by completion of the on-line application form/process on Teach in Herts or My New Term, or by downloading an application form from the school website and emailing it to our HR Manager, Ian Stowe i.stowe@roundwoodpark.co.uk. In your application you should explain why you are interested in the role and how your knowledge, experience and competencies will allow you to meet the job requirements. You should also explain any constraints on your availability (i.e. how many/which days you would/would not be available to work).

Closing date: Monday 8th February 2021 at 9.00am

Date of interviews: The week after half term (week commencing February 22nd)

We are committed to the safeguarding and promotion of children's welfare. We also have a sincere commitment to equal opportunity and celebrate diversity, including in our staff recruitment. We welcome applications from all sections of our community very warmly, and we recognise the huge strength and opportunity that comes from diversity in all aspects of our make-up. We will need to obtain references in advance of interview for any candidate short-listed, and all job offers are subject to satisfactory enhanced Disclosure and Barring Service clearance.

JOB DESCRIPTION

Learning Support Assistant H2

Date: Sept 2018

Pay Scale: H2

Hours: Mon-Fri 8.20am – 3.20pm. Term-time only (38 weeks) plus two training days

Reporting to: Head/Deputy Head of Inclusion

Purpose of the role: To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Responsibilities:

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment

Learning Support Assistants in this role may also undertake some or all of the following:

- Record basic pupil data
- Support children's learning through play
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Invigilate exams and tests
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

Knowledge	Competencies
NVQ level 1 (or equivalent) Basic knowledge of ICT Awareness of health, wellbeing and safety Awareness of keeping children safe Awareness of data protection and confidentiality Basic knowledge of First Aid Understanding School ethos and values	Communication (written and verbal) Problem Solving Team working Active Listening Motivation