

## Required: Learning Support Assistant (LSA)

**Bishop Rawle C.E. Primary School, Royal Walk, Cheadle, Staffordshire, ST10 1QA**

<b>Starting date:</b>	06 <sup>th</sup> January 2025, or as soon as possible
<b>Salary:</b>	£24,790 – £25,183 pro rata (actual £12,800 - £13,003); Grade 4 SCP 5 – 6, term-time only
<b>Working hours:</b>	22 hours per week, days and times to be agreed at interview.
<b>Contract:</b>	Initial contract fixed-term to 18 <sup>th</sup> July 2025 (subject to funding)
<b>Closing date for applications:</b>	Friday 29 <sup>th</sup> November 12:00
<b>Interviews:</b>	from 09:00 onwards Monday 9 <sup>th</sup> December 2024

We are looking to recruit a caring, skilled, dedicated, qualified and patient practitioner to work with our amazing children and be part of our staff team. You will form part of a talented teaching and learning team based at Bishop Rawle C. E. Primary School, offering pastoral, spiritual and academic guidance to our amazing children. Every day you will have the opportunity to make a difference.

We are looking for:

- An outstanding, skilled, Learning Support Assistant, with school-based experience.
- A consummate professional, who is able to demonstrate loyalty and sound interpersonal and organisational skills with all members of our school and Trust family, including: children; colleagues; Parents/carers; Trustees; and also within the Parish and wider community.
- A hard-working, kind and reliable colleague, who has the ability to work on their own initiative, as well as part of a team.
- A trustworthy and professional team-player who has strong literacy and mathematical skills and is able to offer children a high standard of academic and pastoral guidance.
- An empathetic colleague to support the school culture and ethos and to safeguard children.
- A practitioner who will reflect and respect our Christian values, and show love and warmth towards all.

In return we can offer you:

- An opportunity to work with our 'amazing' children in our lovely school and fabulous Trust.
- A range of training opportunities within our Multi-Academy Trust family of schools.
- A friendly, dedicated and hard-working staff team with a strong and genuine commitment to our school and the children we serve.
- A supportive Leadership Team, Trust Board, Church and community.
- A welcoming, happy and caring Christian school.

### For further details, please contact:

Miss A Kirk (School Leader) [akirk@tmpf.staffs.sch.uk](mailto:akirk@tmpf.staffs.sch.uk)

To apply please complete the associated Application Form, including Supporting Statement (limited to two pages) and two referees. CVs are not accepted. Please ensure that all sections are completed and that there are no unexplained gaps in employment or education.

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 convictions.

As part of our recruitment process, we may carry out an online search of shortlisted candidates. Any relevant findings may be explored as an additional element of the interview. The post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

## Job Profile

<b>The Moorlands Primary Federation</b>
<b>Post Title</b>
Teaching Assistant – Teaching and Learning (Learning Support Assistant)

**Responsible to:** School Leader

### School Mission Statement

'To ensure our children are given every opportunity to develop into loving, caring individuals, who are united in Christ to love, live and go for gold in all of their endeavours'.

### Statement of Purpose

To work under the direct instruction of the leadership team and teaching staff. Provide specific support to the teacher/s and children with the care and support of individual and groups 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

- Help children to progress across the curriculum and to grow in confidence.
- Provide pastoral support to pupils within the school environment.
- Assist children in matters of personal needs, intimate care, 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 and support teachers in the review of these.
- Provide support to pupils, ensuring their safety, by complying with - and promoting – good Health and Safety practice.
- Accompany teaching staff, pupils and colleagues on educational visits, trips and out-of-school activities as required.
- Encourage pupils to interact with others safely and engage positively in activities led by the teacher.
- To follow school and Trust safeguarding guidelines to keep children safe.
- To adhere to any pupil Care Plans.



## Support to Teaching and Learning Staff

- Provide structured support in accordance with specific work programmes designed and supervised by teachers and colleagues.
- Support the teacher and Welfare Co-ordinator in the development and implementation of Individual Education/ Behaviour Plans.
- To support any pupil Education Health and Care 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 under the direction of a qualified teacher.
- Occasional class cover to support different situations.
- Assist 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, or other out-of-school activities under the guidance of the teaching and learning team.
- Provide supervision for breaktime duties.
- Provide general administrative support for learning activities e.g. produce (and offer feedback on) worksheets for agreed activities etc.
- Maintain positive, professional and sensitive relationships with parents/carers and outside agencies.
- Lead one-to-one and group activities.
- Positively reflect the children, colleagues, school and Trust, both within school and beyond.
- Attend all relevant appropriate CPD/training.

## Support to Curriculum

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

## Professional Accountabilities (this list is not exhaustive)

The post holder is required to be aware of, and comply with, policies and procedures relating to safeguarding/child protection; health, safety and security; confidentiality; and data protection; reporting all concerns to an appropriate person. All staff are expected to sign and adhere to the Trust Code of Conduct.

In addition, staff are expected to contribute to the achievement of the school's improvement objectives through:



### Safeguarding

- Promote and safeguard the welfare of children and young persons for children with whom you come into contact. This includes (but is not limited to) online safety and adherence to the Prevent Duty in regards to extremism and anti-radicalisation.

### People skills/ management

- To comply and engage with people management policies and processes.
- Contribute to the mission statement, aims, motto, vision and objectives of the school and wider Trust.
- Establish constructive professional relationships and communicate with colleagues, parents/carers, and 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.

### Diversity, Equity and Inclusion

- Ensure that all work is completed with a commitment to equity and anti-discriminatory practice, as a minimum to standards required by legislation.
- Reflect the school ethos of '*Developing Potential and Christian Values within a nurturing school*'.
- Demonstrate respect for all protected characteristics and Fundamental British Values.

### Health and Safety

Play a part in ensuring and maintaining a work and learning environment, which protects people's health, safety and welfare, promotes physical and mental wellbeing, and is in accordance with the Trust's Health and Safety policy.

#### Note:

**The content of this job description will be reviewed with the post holder on an annual basis in line with the Trust/school's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.**

The position for the remainder of the academic year 2024/5 is intended to be based at Bishop Rawle C E School, Royal Walk, Cheadle, Staffordshire, ST10 1QA, but please note that The Moorlands Primary Federation has the right to deploy its staff across any of its Trust schools at any time.

**Person Specification**

Teaching Assistant – Teaching and Learning  
(Learning Support Assistant)

	<b>Criteria</b>	<b>Measured by</b>
	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Supporting children's learning in a school.</li> </ul>	A
	<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>Good numeracy/literacy skills.</li> <li>Completion of DfES Teacher Assistant Induction Programme.</li> <li>NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience).</li> <li>First aid training as appropriate (e.g. emergency first aid course).</li> </ul>	A/I
	<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>Understanding of relevant policies/codes of practice.</li> <li>Good understanding of areas of learning, e.g. English, Maths, Science, SEND or Early Years.</li> <li>Use of other equipment technology – laminator and photocopier.</li> <li>Well-developed interpersonal skills to be able to effectively relate to a wide range of people.</li> <li>Work constructively as part of a team whilst being able to demonstrate initiative.</li> <li>Good written and verbal communication skills.</li> <li>Effective use of IT to support learning.</li> <li>Willing to under continuing professional development (CPD).</li> <li>Awareness of basic safeguarding procedures and either holding (or commitment to completing) Level 1 Safeguarding qualification.</li> </ul>	A/I
	<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>Child-focused.</li> <li>Has a friendly yet professional and mutually-respectful approach which demonstrates support and care.</li> <li>Open, honest and is an active listener.</li> <li>Takes responsibility and accountability.</li> <li>Committed to the needs of the pupils, parents/carers and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>Is committed to the provision and improvement of quality service provision.</li> <li>Is adaptable to change/embraces and welcomes change.</li> <li>Acts with pace and urgency being energetic, enthusiastic and decisive.</li> </ul>	A/I



	<ul style="list-style-type: none"> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up-to-date with training and research and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges. Open to ideas and developing new skills.</li> </ul>	
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A = Assessed at Application I = Assessed at Interview

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.

