

NORTHERN JUNIOR SCHOOL



INFORMATION PACK FOR THE POST OF

1:1 Learning Support Assistant

Northern Junior School

1:1 Learning Support Assistant

Hampshire

- **Closing Date:** Monday 27th April 12 Noon
- **Interview date:** Monday 4th May
- **Job Start Date:** ASAP
- **Contract/Hours:** Fixed term, 1:1 contract
- **Salary Type:** EHCC / Support Staff
- **Salary Details:** Pay Grade B or C depending on experience
- **Hours of Work:** Monday-Friday (8:30am – 3.30pm) (28.75 hours per week)
- **Location of Role:** Northern Junior School

Job/Person Summary

'Believe, Succeed, Achieve'

The Federation of Northern Schools requires a 1:1 learning support assistant to join our happy and enthusiastic team at Northern Junior School as soon as possible. We are looking to appoint a positive, flexible and professional individual to join our established and dedicated learning support and whole school team. The position is fixed term for one year initially depending on the SEN needs within the school.

The successful candidate will be supporting a pupil with social, emotional and behavioural needs, on a one to one basis. Our Learning Support Assistants work in close partnership with the class teachers, as well as under overall direction of the SENCO.

Qualifications, previous school experience and/or experience of SEN is essential.

We are looking for someone who:

- relates well to both children and adults and has excellent interpersonal skills and is caring, calm and patient
- is able to work as a part of a team, learning with and from other colleagues
- enjoys working independently and with initiative
- is able to work effectively with children either individually and in small groups to enable them to achieve their best
- is highly organised and has good time management skills
- is flexible, proactive and resourceful
- demonstrates excellent behaviour management skills
- demonstrates good English and Mathematics skills (GCSE Grade C or equivalent)
- has excellent communication skills, both oral and written
- understands confidentiality and safeguarding procedures

We can offer:

- a vibrant and happy school
- children who want to achieve and give their best
- a supportive team who believe in each and every child
- excellent professional development opportunities
- opportunities to work within a federation

Application Procedure

If you feel you can make a positive contribution to our school, we would love to hear from you. Please contact our Admin Officer, Ann Pickersgill for an application pack by emailing a.pickersgill@northern-jun.hants.sch.uk, or by telephoning 02392 370613. The pack and application form is available on the school website.

Thank you

“Believe, Succeed, Achieve”
Job Description: 1:1 Learning Support Assistant – KS2

Hours: Monday-Friday (8:30am – 3:30 pm) term time only

Pay Scale: Grade B/C depending on experience

Experience of: Previous experience of supporting children and working in a school is essential.

Job Description:

Duties include but are not limited to:

- *Work closely with the class teacher and undertake activities with the children as directed by the class teacher.*
- *Work with individuals and groups of pupils during focused and child initiated learning*
- *Provide support for identified children with Special Educational Needs.*
- *Provide class support for individual or small groups of children as directed by the class teacher, SENCO or other senior member of staff.*
- *Support and work with teacher in testing/assessment.*
- *Where applicable, in conjunction with teacher, liaise with parents/outside agencies on pupil progress.*
- *Preparation/organisation of resources to support these key learning activities as required by the teacher.*
- *Record observations on child behaviour and progress as required by the class teacher.*
- *Undertake playground supervision and other school duties as required.*
- *Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.*
- *Under teacher direction, contribute to the school learning environment eg. help with displays*

Personal Specification:

Personal Qualities	Essential	Desirable
<i>Enjoy being with children</i>	✓	
<i>Good organisational qualities</i>	✓	
<i>Ability to communicate clearly and effectively.</i>	✓	
<i>Good communication skills both written and verbal – including being a good listener</i>	✓	
<i>Ability to use initiative, be flexible, sensitive to the needs of others and adaptable</i>	✓	
<i>Be in good health and have a good attendance record, being able to cope with pressures and stress</i>	✓	
<i>Ability to work as a team member and ask for help when needed</i>	✓	
<i>Positive ‘can do’ disposition and good sense of humour</i>	✓	
<i>Have a high level of commitment and motivation</i>	✓	
<i>Ability to challenge children to think independently</i>	✓	
<i>Professionally discreet and able to respect confidentiality</i>	✓	
<i>Ability to provide appropriate and constructive feedback</i>	✓	
<i>Ability to take responsibility for own professional learning</i>	✓	
<i>Empathy with children and understanding of their needs</i>	✓	
<i>Well-developed interpersonal skills, enabling effective relationships with a variety of different people.</i>	✓	
Knowledge and Understanding		
<i>Good understanding of child development, particularly Primary National Curriculum</i>		✓
<i>Good understanding of how children learn and how to help them make progress</i>		✓
<i>Good understanding of the Primary National Curriculum</i>		✓
<i>Good knowledge and understanding of how to support children with Special Educational Needs</i>		✓
<i>Good communication, literacy and numeracy skills</i>	✓	
<i>Knowledge of interventions</i>		✓
<i>NVQ Level 3 or equivalent</i>		✓
<i>Understanding of how to use Makaton</i>		✓

Knowledge of:

Safeguarding children

Northern Federation Vision and Values

'Believe, Succeed, Achieve'

At Northern Junior school we encourage our children to develop a lifelong love of learning so they are confident, motivated pupils who are open minded, positive learners who believe, succeed and achieve. We want to inspire children to become life-long learners by fostering an open-minded, positive attitude towards the world, its people, their history and cultures. We want our children to embrace the future by being confident with new technology and able to take on new challenges confidently and positively. We want pupils to feel good about themselves, think about and show respect for others and become responsible, hardworking citizens of the future. Our school will endeavour to create a dynamic learning environment for children where they can be happy, value themselves and others, grow in confidence, know success and gain knowledge and skills for the world of today and tomorrow. We will strive for the fullest development of each child in all areas of school life, social, moral, intellectual, physical, spiritual and emotional. We believe that children who feel happy and believe in themselves can succeed and achieve.

At Northern Junior School we aim to:

- Inspire children so that they aspire to be the very best they can be
- Provide a caring happy, safe environment, so that everyone feels part of a school community where they are valued and their contributions, and views are respected
- Foster the development of a "Growth Mindset" so that everyone in our community understands the importance of effort and trying again, of being resilient and not giving up
- Foster independence by giving children opportunities to plan and complete their own work, as well as encourage them to work with and learn from others
- Ensure that learning is exciting, challenging and fun as well as fostering creativity of thought by nurturing our children's natural curiosity, enthusiasm and interest
- Use the curriculum, our school and wider environment to provide a stimulating and supportive learning environment, which will challenge and motivate each child to be able work to the best of his or her ability
- Achieve high standards of work and presentation, and develop qualities of perseverance and self-discipline
- Lead through example by having high expectations and setting high standards in all that we do

Core Values: (4Rs)

- **Emotional Resilience (being ready, willing and able to lock onto learning)**
Absorption & focus, managing distractions, persistent, perceptive...
- **Cognitive Resourcefulness (being ready, willing and able to learn in different ways)**
questioning, make links, imagining, reasoning, flexible
- **Learning Relationships (being ready, willing and able to learn alone and with others)**
Interdependent, collaborative, supportive, empathetic, able to pick up good learning habits
- **Strategic Reflection (being ready, willing and able to become more strategic about learning)**
self-evaluative, self-coaching, adaptive, self-aware as a meta-learner

Application Procedure

Candidates should fully complete the application form and return it no later than Thursday 12th March at 12:00 noon and either send it to (see below), or email to a.pickersgill@northern-jun.hants.sch.uk

**John Bailey
Executive Headteacher
Northern Junior School
Richmond Rise
Portchester
FAREHAM
Hants
PO16 8DG**

Tel No: 023 92 370613

Email: a.pickersgill@northern-jun.hants.sch.uk

You are advised that in section 7 (statement in support of application) you should not restate factual details already included elsewhere on the application form, but should specifically address the areas outlined below:

- Explain why you feel professionally prepared to undertake this role
- Outline your philosophy and approach to primary education with particular reference to the Key Stage 2/Primary age group
- Reflect on the key factors necessary for this post and how you will be able to be an effective part of the school team

Your letter should be confined to the space available on the application form.

Selection Procedure

Candidates shortlisted for interview will be notified.