



## **Ravens Wood School**

### **Learning Support Assistant**

#### **Full or Part-time**

31 hours per week, 38 weeks a year

NJC Scale 2 Point 3 – actual salary £18,881 (FTE £26,238)

A career with Ravens Wood School and the Impact Multi Academy Trust is rewarding and inspiring.

We are an extremely ambitious and creative school, who believe in progression from within. We have a strong, forward thinking leadership team who support and inspire our staff to be the best they can be.

We are looking for someone to join our exceptional Pupil Development department who is:

- Forward thinking
- Enthusiastic
- Able to inspire students
- Able to impact students to be the best they can be
- Positive, creative and determined
- Educated to GCSE level with C or above in Maths and English
- Empathetic, resilient, and flexible
- Experience of and/or interest in supporting students with SEND

In return we can offer you:

- An excellent induction and support programme for new staff
- Continuous and forward thinking CPD
- A supportive Senior Leadership Team who consider staff well-being
- Pathways into teaching as we are a founding member of the Bromley Schools' Collegiate
- A 24/7 Employee Assistance Programme (EAP)
- A friendly working environment
- An on-site fitness suite available for free use by staff
- Excellent catering facilities including a coffee shop

We are committed to equality of opportunity for all our staff. We particularly welcome applicants from ethnic minority backgrounds as they are currently under-represented on our staff body.

We recognise the vital contribution that members of a diverse team make to our students learning. The range of cultural experiences, differing viewpoints and role models this brings is essential in our Trust and we recognise the gap that would be left in our offering without these.

We are committed to safeguarding and promoting the welfare of children. Employees of the Trust must uphold Safeguarding Policies and Procedures. The successful candidate will be subject to an enhanced DBS check.

To apply please download an Application Form from our website under Support Staff vacancies at [www.ravenswood.bromley.sch.uk](http://www.ravenswood.bromley.sch.uk)

**Closing Date: Friday 21<sup>st</sup> June at 9am**

**Early applications are encouraged, we reserve the right to close the vacancy once a suitable candidate is found.**

For enquiries please contact Jo Acott on: [jobs@rws.uk.net](mailto:jobs@rws.uk.net) or Ravens Wood School, Oakley Road, Bromley, BR2 8HP, Tel: 01689 856050 Fax: 01689 869948. Ravens Wood School is part of the Impact Multi Academy Trust



## **LEARNING SUPPORT ASSISTANT – JOB DESCRIPTION**

**31 Hours per week (full term time), 38 weeks per year**

### **Full or Part-time**

As a member of the Pupil Development Department, your role is to support the progress and attainment of students, to enable them to access the curriculum and to exceed their potential.

The support of an individual will inevitably be defined by the needs of the individual and therefore will require you to be informed of these needs. All of the information that you require is held in the pupils' files in the Pupil Development Office. These files hold all their relevant documentation such as Educational Health Care Plans, Pupil Learning Passports, and school records.

### **Supporting the students**

- Use specialist (curricular/learning) skills/training/experience to support students in lessons.
- Work with students on a one to one basis as the lesson is being delivered, to support their progress and access to the curriculum and/or work with a group of pupils with similar needs, either in class or in another suitable learning environment to develop their key areas of need.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote student independence and employ strategies to recognise and reward achievement of self-reliance.
- Develop students' confidence and self-esteem. Encourage pupils to interact and work co-operatively with others and engage all students in activities.
- Utilise the Pupil Learning Passport to ensure personalised strategies are used with students in order to maximise their individual learning outcomes.
- Monitor student progress, particularly according to individual targets (as identified on Pupil Learning Passports for EHCP students), in order to provide progress reports and identify additional support to be put in place.
- In conjunction with the SENCo, ensure good communication with parents so that they are involved in the student's education and are aware of the support that is being given to the student.
- Support students with their organisation. Ensure students have recorded homework correctly and have understood what tasks have to be completed.
- Keep the SENCo and any other staff (class teacher/ form tutor/ Head of Year) informed of any problems the pupil may be having, monitoring this, and recording any difficult situations that arise within the class.
- To be a point of reference for a student (i.e. a designated member of staff) and to keep the SENCo aware of any issues that may arise.

### Supporting the teachers

- Work with the teacher to establish an appropriate learning environment and to support effective delivery of the curriculum to SEND students.
- Liaise with staff in advance to provide alternative recording methods or activities and provide adjusted resources for students.
- Work with a group of children on a differentiated task set by the teacher.
- Monitor and evaluate students' responses to learning, observing students' progress and recording successes and problems.
- Keep the teacher informed of pupil's progress and anxieties.
- To be aware of and follow school disciplinary procedures.
- To support the teacher in using specific strategies identified on the student's Pupil Learning Passport.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

### Wider Responsibilities

- To undertake administrative tasks at the direction of the SENCo, including assisting with routine student testing, writing reports for EHCP (and possibly other key SEN support students), and collecting samples of student work to be filed.
- Monitor and evaluate students' progress and suggest interventions and targets where required.
- Attend CPD in order to further your professional development within the school. Attendance at certain PD days will be expected, with payment received for example Safeguarding CPD.
- To act as a reader or scribe in exams where deemed appropriate. To invigilate during tests and internal assessments as well as external examinations.
- To have a good working knowledge of equal opportunity policy and other policies relating to child protection, health and safety etc.
- To attend staff meetings as required and offer and seek advice/strategies from colleagues to improve practice.
- To liaise with staff, parents and external agencies as required, attending meetings to share expertise and knowledge of students at school.
- To be prepared to supervise pupils on school trips and to carry out visits to pupils on work experience.
- To advise careers department on SEND pupils and to help with interviews for work and further education.
- To undertake duties (such as break or lunch time supervision of students) where appropriate.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to the appropriate person.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. All employees are expected to uphold the ethos of the school.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

<b><u>Person Specification</u></b>		
<b><u>Learning Support Assistant (LSA)</u></b>		
<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working with children of the age with which the post is concerned</li> </ul>	<ul style="list-style-type: none"> <li>• Have considerable experience (at least 3 years) of working to support children’s learning</li> <li>• Have an understanding of special educational needs as defined in the SEN Code of Practise</li> <li>• Prior experience as an LSA</li> </ul>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Have been educated to at least CSE/GCSE/O level</li> </ul>	<ul style="list-style-type: none"> <li>• Have NVQ Level 2 or equivalent knowledge, experience and skills</li> <li>• Be working towards NVQ Level 3 or have equivalent knowledge, experience and skills</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Be able to present information effectively, verbally and in writing to others (for formal SEN reviews etc.)</li> <li>• Good organisational skills</li> <li>• A positive role model of professional practice and conduct of others, who can inspire students to be the best they can be</li> <li>• Can use ICT effectively to support learning</li> <li>• Forward thinking</li> </ul>	

<b>Engaging with Others</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills (both oral and written)</li> <li>• Ability to communicate effectively with individuals and groups of students, teachers and other members of staff, parents and professionals.</li> <li>• Ability to work as part of a team.</li> <li>• Ability to deal with parents sympathetically.</li> </ul>	
<b>Valuing Diversity</b>	<ul style="list-style-type: none"> <li>• Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application</li> </ul>	
<b>Learning Effectively</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake relevant training and identify own development needs</li> <li>• Committed to ongoing CPD and Professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Have attended Inset on aspects of the curriculum; literacy/numeracy/SEN/early years/behaviour management/training and learning</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Knowledge, understanding and commitment to safeguarding and promoting the welfare of students</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with students</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• A willingness to undertake paid training to develop job-related skills</li> <li>• Ability to be flexible in relation to working hours, as required.</li> <li>• A commitment to inclusive education.</li> </ul>	