Ley Top Primary School

Recruitment Information Pack

Required ASAP

SEND Learning Support Assistant

Dear Prospective Applicant,

I am delighted that you are considering applying for the post of a SEND Learning Support Assistant at Ley Top Primary School.

Ley Top has been serving our local community since 1965. We are situated right at the heart of our community in the heart of Allerton in West Bradford. We are a two form-entry school and provide our children and families with the very best opportunities and experiences we can. Ley Top Primary is an aspirational and inclusive school and believe in the potential of every individual to make exceptional progress from their starting points and to thoroughly enjoy their time at our school.

We believe that the wellbeing and happiness of every child is essential and the needs of our children are at the heart of everything we do. Our journey is focused on having very high expectations. It means ensuring our children are successful and strive to achieve their best, know they are valued, believe in themselves and have respect for others.

At Ley Top Primary School and Nursery, we offer a curriculum and learning environment that promotes interest, excitement, motivation, achievement and success. Our classrooms are bright, cheerful and welcoming and we work very closely with our families and community to ensure that our children achieve their goals of good attendance, punctuality, behaviour and a positive learning outcome.

We aim to consistently promote fundamental British values and pupils’ spiritual, moral, social and cultural development. You will hear the word ‘family’ mentioned a lot and we operate very much in this way.

We are very proud of our school grounds and have 4 playgrounds, one of which we have developed as a multi-use games areas complete with a soft play surface. Being situated on a hill, part of our land is outside our school fence and it is available for our community to use for sports which includes a football and rugby pitch, as well as park benches to enjoy the scenery and relax looking over Allerton and its surrounding areas.

Governors are passionate about teaching and learning and believe that every child should have the very best possible education and opportunities within their primary years.

We believe that all our pupils, regardless of starting point, can achieve great things, we never give up on any child.

To ensure this happens we wish to recruit positive, forward-looking and committed individuals who will work effectively with myself, the Senior Leadership Team and colleagues across the school.

We feel very proud of what we achieve at Ley Top, if you share our values and think you have what it takes to help drive forward our agenda for excellence and continuous improvement, then we would welcome the chance to show you round and talk to you in greater detail if you are interested in applying.

I look forward to meeting and interviewing motivated candidates interested in joining our successful school.

A sincere thank you for your interest.

Mrs Phillippa Firth

Acting Headteacher



SEND Learning Support Assistant

Term Time Only

We value partnership and teamwork and are looking for a fabulous SEND Learning Support Assistant who loves working with children with Special Educational Needs, who loves building positive relationships with children and has energy and enthusiasm. We want to help all our children become successful and happy members of our school community, and this crucial role is instrumental in providing support to children in our school. If you have experience of working with children and enjoy the rewarding nature of making a real a difference for the children you work with, this job is for you.

If you have the desire and passion to support our children to reach their full potential, we would love you to join our team. We’re looking for someone with a calm, nurturing and caring disposition who enjoys the challenges and rewards of working with a special group of children or on a one to one basis. You will have the benefit of working within our SEND team with a highly skilled and forwarding thinking SENCO. We believe strongly in developing our own staff team and can offer support, advice and opportunities to develop and progress during your time with us.

In return, we can offer you a creative, exciting and supportive setting within a strong community which is committed to change and the best outcomes for our pupils. We pride ourselves on our busy, active and innovative school, and can offer you an unforgettable experience working with our amazing children and staff team.

Ley Top strives to be diverse and inclusive employer a place where we can all be ourselves. We encourage and welcome applications from everyone.

Closing date: 10/06/2024 at 9.00 am

Interviews: w/c 17/06/2024

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To apply, please read the job pack and complete the application form on our school website <https://www.leytopprimary.co.uk/Vacancies/>

Please email your completed application forms to kathryn.murphy@leytop.bradford.sch.uk

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| **Post Title:** | **SENd/Teaching Assistant** |
| **Grade:** | **Band 5, SCP’S 4 - 6** |

**Introduction:**

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
4. This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Prime Objectives of the Post:**

To complement, appreciate and support the role of teachers and other professionals by undertaking work/care/support programmes, which enables access to learning in the community as part of a teacher-planned approach.

To support the class teacher in the management of the classroom, and other senior staff on a range of teaching and learning experiences which deliver an appropriately differentiated and suitably challenging creative curriculum for all pupils whilst meeting statutory requirements.

Work within school policies and procedures under the direction and guidance of senior staff and within an agreed system of supervision.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

**Effort Demands:**

* Will assist in maintaining the good discipline of pupils throughout school and be expected to use good common sense, as well as use initiative in all matters relating to the conduct and behaviour of individual pupils, groups of pupils and whole classes, the safety, mobility (if required), hygiene and well being of the pupils; making decisions within established working practices and procedures.
* Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school policy and procedures.
* Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
* Acting as a role model, will establish productive and constructive working relationships with pupils, setting high expectations, motivating and interacting with them, being aware of their individual needs, supporting difference and ensuring all pupils have equal access to opportunities to learn and develop whilst responding appropriately.
* Will have the ability to cope with the requirements of the post, which may include working with pupils who have emotional/behavioural/physical difficulties.
* Will contribute to the overall ethos/work/aims of the school.
* Will appreciate and support the role of other professionals.
* Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

**Responsibilities:**

* Assist in the management of the learning environment.
* Assist in the planning of learning activities.
* Undertake structured and agreed learning activities/teaching programmes appropriate to the pupil’s needs to ensure physical, social, emotional and intellectual development, taking into account diversity e.g. language, culture, ability, race and religion.
* Will supervise and support pupils consistently at all times; recognising, responding and meeting the individual and physical needs of each child whilst ensuring their safety and education in the learning environment.
* Assist with the development and implementation of Individual Education Plans and Personal Care Programmes; attending to the pupils’ personal needs and maintaining related personal programmes with the correct use of care materials including the safety and well being of the pupils, therapy and medical intervention needs of the pupil and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility.
* For posts, working with pupils who are physically less able, it may be necessary to be able to physically assist the pupil in line with school polices and good practice.
* Will occasionally be required to supervise the class for brief periods during a morning or afternoon session where the classroom teacher is not available.
* Promote and reinforce the inclusion, acceptance and integration of all pupils, including those from different cultures and/or with a different first language as appropriate.
* Set challenging and demanding expectations whilst promoting self-esteem and encouraging pupils to act independently as appropriate as well as interact and work co-operatively with others and engage in activities led by the teacher.
* Will prepare, create and maintain a purposeful, orderly and supportive learning environment to meet the lesson plans. Take responsibility for the care, preparation, maintenance and use of relevant equipment, assisting pupils in its use and clearing/storage afterwards.
* Will be aware of pupil progress, monitor/record pupil responses against pre-determined learning objectives as well as provide accurate, constructive and detailed feedback/reports to the teacher and pupils.
* Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own actions whilst supporting the teacher in managing this. Deal promptly with conflict and incidents (including those involving restraint) and reporting challenging behaviour where appropriate in line with established policy.
* Will gather/report information from/to parents/carers as directed, taking into account parental/carer concerns, dealing with them sensitively under the direction of the teacher.
* Will provide clerical/administrative support as directed by the teacher.
* Will support pupils in the use of ICT in learning activities as directed by the teacher, and develop pupil’s competence and independence in its use.
* Will participate in own performance development, identify and address any training needs/other learning activities.
* Will assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, accompanying teaching staff and pupils on visits, trips and out of school activities; taking responsibility for a group under the supervision of the teacher.
* Will assist in the supervision of students on work experience, trainees and voluntary helpers.

**environmental demands/Working Conditions:**

* Will have long periods of sitting or standing.
* Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
* Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
* The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
* This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
* Report all concerns to an appropriate person.

**Fluency Duty**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role, the post holder is required to meet the Intermediate Threshold Level

Intermediate Threshold Level

The post holder should demonstrate:

* They can express themselves fluently and spontaneously with minimal effort and,
* Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

**Special Conditions of Service:**

* No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

**Other considerations**

* To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school’s nominated Child Protection Co-ordinator or the Headteacher.
* To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
* Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
* Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
* Must be legally entitled to work in the UK.

SEND Learning Support Assistant

Selection Process Guidance

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, marital status, sexual orientation or gender identification. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate’s suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact Kathryn.murphy@leytop.bradford.sch.uk to arrange a mutual appointment. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

Applications

We do not accept CVs or incomplete application forms as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position and fill in all parts of the form.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

Interview Day

The interview day will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome.

Offer of Employment

We will make a verbal offer of employment by telephone usually on the day of the interview and this will be confirmed in writing.

Any offer is made subject to:

We will make a verbal offer of employment by telephone usually on the day of the interview and this will be confirmed in writing.

Any offer is made subject to:

* + References satisfactory to us
	+ A satisfactory DBS check
	+ Right to work in the UK check
	+ Satisfactory online checks
	+ Provision of proof of identity and qualifications

Key Dates

Closing date: 10/06/2024 at 9.00 am

Interviews: W/c 17/06/2024

How to contact us:

Ley Top Primary School

Avenel Road

Allerton

Tel: 01274 541554

Email: office@leytop.bradford.sch.uk