**Learning Support Assistant**

**Salary: L2 Point 12 - 15**

**£14,795 – £15,483** **actual salary**

**Term-Time Only + 5 days**

**To start: As soon as possible**

Lealands High School would like to recruit a Learning Support Assistant to support class teachers in all aspects of teaching and learning. The successful candidate will enhance opportunities for students and will bring to the role knowledge and practical experience gained through working with young people. The ability to support the learning of individuals and small groups is essential as are excellent communication skills.

Lealands provides a dynamic, friendly and vibrant environment where support, training and development for all staff is a priority. Our students and staff experience a supportive and caring atmosphere along with high standards and expectations for success.

A wide range of career development opportunities and training are also available to the successful candidate.

Interested applicants should complete the attached application form and return to: recruitment@lealands.luton.sch.uk

You can also get a taste for life at Lealands by watching our video, which can be found on our website.

Visits from prospective applicants are welcome and can be arranged by contacting Mrs Bonnard (PA to SLT) on 01582 611600.

Applicants for this public-facing post will need to demonstrate the ability to converse and provide effective help or advice fluently in spoken English.

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure Barring Service.*

***CVs will not be accepted for any posts based in schools***

**Closing date for applications:** Friday 29th March 2019 (9am) **Interviews will be held**: Wednesday 3rd April 2019

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| **TITLE:** | Learning Support Assistant |
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| **SCHOOL:** | Lealands High School |
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| **RESPONSIBLE TO:** | Headteacher/SENCO/Line Manager |
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| **GRADE:** | L2 |

**PURPOSE OF POST:** The Learning Support Assistant may be deployed to support pupils and staff through the provision of general assistance in the classroom and the school, or to support a child with specific needs (e.g. social & emotional difficulties/ or English as an additional language).

**ORGANISATION CHART:** Headteacher/SENCO/ Line Manager

Learning Support Assistant

**PRINCIPAL RESPONSIBILITIES:**

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| 1. | Provide support in the classroom to individuals/groups of pupils as directed by the class teacher/line manager (e.g. Inclusion Passports, care plans etc.) |  |
| 2. | Follow and implement the school’s behaviour and any related policies and procedures. Provide exam access support to students during tests and examinations as directed. |  |
| 3. | Provide support for learning in the classroom as directed by the class teacher/line manager and help to maintain the order and cleanliness of the classroom environment e.g. putting up displays, (may involve the ‘21 tasks of the National Agreement) |  |
| 4. | Assist in the supervision of children during the working day, including completing duties at break and lunch time if required, on/off site including for example school visits, swimming; accompany children home or to hospital before and after school. |  |
| 5. | Assist in classroom preparation. |  |
| 6. | Under the direction of the Assistant SENCO/SENCO/ Headteacher develop and maintain supportive relationships with parents, carers and others of the pupil’s community. Contribute to the care, health and welfare of pupils in accordance with the relevant school policies. |  |
| 7. | Keep records and provide feedback to teaching and other staff on pupils’ behaviour and progress. |  |
| 8. | Maintain and respect confidentiality at all times |  |

**DIMENSIONS:**

**Supervisory Management:** None

**Financial Resources:** None

**Physical Resources:** Classroom Materials, equipment and resources

**Other:**

**CONTEXT:**

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan (Achieving Excellence Plan). This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on [www.disclosure.gov.uk](http://www.disclosure.gov.uk) for any posts based in schools.

*The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service*

***CVs will not be accepted for any posts based in schools.***

**This post is classified ‘regulated activity’ in accordance with the Safeguarding Vulnerable Groups Act 2006. You must register with the Independent Safeguarding Authority, and have your registered status confirmed by Luton Borough Council, in order to undertake this post.**

**Physical Effort:** The job is likely to involve some lifting of children and equipment

on a regular basis. Training will be provided where necessary.

**Working Environment:** There could be a frequent requirement to deal with vomit and bodily fluids when children are unwell or when following care plans

**Person Specification**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

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Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

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| **Please make sure, when completing your application form, you give clear examples**  **of how you meet the essential and desirable criteria.** | | | | |
| **Attributes** | **Essential** | **How Measured** | **Desirable** | **How Measured** |
| **Experience** |  | 1,2 | Experience of working with children with SEND in an educational setting.  Demonstrable experience or knowledge of safeguarding children procedures and processes.  Experience of working in a secondary school environment. | 1,2  1,2,4  1,2 |
| **Skills/Abilities** | Demonstrable ability to communicate effectively with children and adults.  Basic numeracy to support the learning needs of pupils at the relevant Key Stage.  Basic literacy to support the learning needs of pupils at the relevant Key Stage.  Able to work as a member of a team.  Able to contribute to the support of children in all areas of personal development.  Able to form appropriate relationships with young people Emotional resilience in working with challenging behaviours. Appropriate attitudes to use of authority and maintaining discipline. | 1,2  1,2,5  1,2,5  1,2  1,2  1,2, | Able to demonstrate appropriate motivation to work with young people. | 1,2 |
| **Equality Issues** | An appreciation and understanding of some of the common forms of discrimination. | 1,2 |  |  |
| **Specialist Knowledge** | An appreciation and understanding of the ways in which children learn. | 1,2 |  |  |
| **Education and Training** | Willing and able to undertake training and development activities as required. | 1,2 |  |  |
| **Other Requirements** | Must be ISA registered/eligible for ISA registration  GCSE English or equivalent  GCSE Math or equivalent | 1,2  1,2  1,2 |  |  |

**(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to

enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council’s policies are reflected in all aspects of his/her work, in particular those relating to;

1. Equal Opportunities
2. Health and Safety
3. Data Protection Act (1984 & 1998).

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**Application for Employment**

**Lealands High School is committed to safeguarding and promoting the welfare of children and/or vulnerable adults and expects all staff and volunteers to share this commitment.  
Please read the information and guidance notes on our website before you complete the form.**

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| **SECTION A** | **Job Details** |
| **Job applied for:** |  |
| How did you hear about this position? |  |

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| **SECTION B** | **Personal Information** | | |
| **Surname:** | |  | |
| **First Name:** | |  | |
| **What title do you use?**  **(For e.g. Mr/Mrs/Miss/Ms/Dr):** | |  | |
| **Address (including post code):** | |  | |
| **Telephone Number:** | |  |  |
| **Mobile Number:** | |  |  |
| **Email Address:**  **(Please Print)** This address may be used to contact you during the recruitment process. | |  | |

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| **SECTION C** | **Current or most recent Employment/Voluntary Work** | | | |
| **Name and address of organisation:** | | | **Job held:** | **Current Salary/Pay Rate:** |
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| **Date of appointment:** | **Length of notice:** |
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| **Brief summary of duties and responsibilities:** | | | | |
| **Are you currently in employment?**  **Yes No** | | **If no, please state the date when last employment ended and the reason:** | |  |

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| **SECTION D** | **Educational and Professional/Specialist Qualifications** | | |
| **Please list details relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to interview.** (Please use an additional sheet if necessary) | | | |
| **Name and address of School,**  **College or University attended:** | | **Qualifications: (for example NVQ, GCSE, A level, Degree)** | **Grade/Result received:** |
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| **For teachers please provide your DfE no/ Teachers Reference Number:** | | | | |

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| **SECTION E** | **Training relevant to this post.** (Please use an additional sheet if necessary) | | |
| **Name of Organisation:** | | **Name of specialist training courses:** | **Result received:** |
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| **SECTION F** | **Employment History** | | | | |
| **Please give details of your full employment history in date order starting with the most recent.**  **You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps.**  (Please use an additional sheet if necessary) | | | | | |
| **Organisation’s name and address:** | | **Employment dates to nearest month** | | **Your role:** | **Reason for leaving:** |
| **From:** | **To:** |
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| **Please give details and reasons of any gaps in work history:** | | | | | |

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| **SECTION G** | **Additional Information** |
| **With this application form you will have received a person specification describing the skills and attributes we require for the job for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the job. It will help the short listing process if you address each area of the person specification separately, preferably using sub-headings. Please provide examples to illustrate your knowledge, skills, and experience.**  **(Please use an additional sheet if necessary)** | |
| **SECTION H** | **References** |
| Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present or last employer/voluntary organisation, if applicable.  The person you name must hold a managerial or personnel position in that organisation and have access to your records. If you do not give permission for your current employer to be contacted before interview, please provide us with an additional relevant referee to allow for two references to be available to the interviewing panel.  Where you are not currently working with children or vulnerable adults but have done so in the past, you are required to nominate a referee from the organisation where you were most recently employed to work with children or vulnerable adults as one of your nominated referees. If you are recommended for appointment in these circumstances we will then seek to gain your current employer as a referee.  **If you are unable to provide your employer’s details for reference purposes at that time your application will not be pursued further. In the event that you are not currently employed we will require details from your last employer.**  The referees provided will be asked if you have any live disciplinary offences and also about any ‘time expired’ disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.  **PLEASE NOTE THAT Lealands High School reserves the right to ask you for permission to contact a referee from any organisation you have been associated with. This can be in addition to, or instead of, the names you supply.** | |

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| **Referee from Present or Last Employer/Voluntary Organisation** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| **Address (including postcode):** |  | | **Telephone Number:** |  |
| **Email Address:**  **(Please Print)** |  | **I agree to this reference being taken prior to any interview:** | | **Yes No** |

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| **Second Referee** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| **Address (including postcode):** |  | | **Telephone Number:** |  |
| **Email Address:**  **(Please Print)** |  | **I agree to this reference being taken prior to any interview:** | | **Yes No** |

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| **Additional Referee – please provide an additional referee below if we are unable to contact your present employer prior to interview.** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| **Address (including postcode):** |  | | **Telephone Number:** |  |
| **Email Address:**  **(Please Print)** |  | **I agree to this reference being taken prior to any interview:** | | **Yes No** |

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| **SECTION I** | **Further Information** | |
| 1. Your job may require you to travel around the county (see person specification). Would this present any difficulty for you? | | **Yes No** |
| 1. Are you subject to any legal restrictions in respect of your employment in the UK?   You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service. | | **Yes No** |
| 1. Are you, to your knowledge, related to or have a close relationship with any, Officer or School Governor? | | **Yes No** |
| 1. Do you hold any other appointment that would continue if you were appointed to this job? | | **Yes No** |
| 1. Are you subject to a sanction or have you been at any time barred from working with children or vulnerable adults by the DfES, GSCC or been placed on List 99,   POVA or POCA? | | **Yes No** |
| 1. The post you are applying for is exempt from the 'Rehabilitation of Offenders Act 1974’. You are required to declare any unspent convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings/ cautions or reprimands.   Do you have any such record that you should declare? | | **Yes No** |
| **If you have answered 'yes' to questions 1, 2, 3, 4, 5 or 6 please give details below:** | | |

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| **SECTION J** | **Declaration** |
| Are you a friend or relative of, or do you have other links with, any councillors, senior officers of the council or school governors? **Yes No**  Further information in relation to any conviction may be required at interview. I declare that the information I have given is correct, and give my consent for it to be used for monitoring purposes and understand that this information may be checked for accuracy against information held by other institutions and/or government departments such as the Border Agency. I realise that false information or omissions may lead to dismissal without notice and that canvassing councillors or council officers in connection with this job will disqualify me. Lealands High School will keep and treat the information provided both electronically and in paper records, as confidential and won’t pass it on to any unauthorised person or organisation. However, Lealands High School is under a duty to protect funds it administers, and to this end may use the information you have provided on to it for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for this purpose.  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **If you lobby Governors or employees of the School, either directly or indirectly, in connection with your application you will be disqualified.** | |

**Please return your completed application form to:**

Lealands High School, Sundon Park Road, Luton, LU3 3AL or email to [recruitment@lealands.luton.sch.uk](mailto:recruitment@lealands.luton.sch.uk)

**Monitoring Equality and Diversity in Employment**

This section of the application form will be detached from your application form and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

Lealands High School recognise and actively promotes the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We have an Equal Opportunities Policy which aims to make sure that we treat everyone fairly.

To help us monitor this Policy, please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.

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| **SECTION A** | | |  | | | | | | | | | | | | | | |
| **Your full name:** | | | | | | | | | | | **Title:** | | | **Date of Birth:** | | | |
| **Gender: (please specify)** | | | | | | | | | | | **National Insurance Number:** | | | | | | |
| **Other names you have been known by:** | | | | | | | | | | | | | | | | | |
| **Please state where you saw this post advertised:** | | | | | | | | | | | | | | | | | |
| **SECTION B** | |  | | | | | | | | | | | | | | | |
| **a) Ethnic Classification** Which of the following groups do you feel best describes your ethnic origin? | | | | | | | | | | | | | | | | | |
| **Asian/Asian British** | Indian | | | |  | Pakistani | | |  | Bangladeshi | | |  | | Other Asian background Please specify |  | |
| **Black/Black British** | Caribbean | | | |  | African | | |  | Any other Black background | | |  | | Please specify background |  | |
| **Chinese or other Ethnic Group** | Chinese | | | |  | Any other Ethnic group | | | | | | |  | | Please specify Ethnic Group |  | |
| **Mixed** | White and Black Caribbean | | | |  | White and Black African | | |  | White and Asian | | |  | | Other Mixed background Please specify |  | |
| **White** | British | | | |  | Irish | | |  | Any other Mixed background | | |  | | Please specify background |  | |
| **b) Disability** The Disability Discrimination Act defines disability as ‘a physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out day to day activities’. | | | | | | | | | | | | | | | | | |
| **Do you consider yourself to have a disability under the Disability Discrimination Act 1995?** (Please select Yes/No as appropriate) | | | | | | | | | | | | | | | **Yes** | **No** | |
| **If you have answered 'yes' please provide details:** | | | | | | | | | | | | | | | | | |
| **c) Sexual Orientation:** Which of the following do you feel best describes your sexual orientation? | | | | | | | | | | | | | | | | | |
| **Lesbian** |  | | | **Gay Man** | | |  | **Bisexual** | | | |  | **Heterosexual** | | | |  |
| **d) Religion/Faith/Belief:** Which of the following groups do you feel best describes your religion/faith/belief?Religion/Faith/Belief? | | | | | | | | | | | | | | | | | |
| **Buddhist** |  | | | **Christian** | | |  | **Hindu** | | | |  | **Jewish** | | | |  |
| **Muslim** |  | | | **Sikh** | | |  | **No Religion** | | | |  | **Other** please specify | | |  | |