



## **Learning Support Assistant**

**LBR 3, Scale Point 5 £24,012 (Pro-rata)**

**32.5 hours per week (WTPS) / 30**

**hours per week (CPS) / 44.46 weeks  
per year**

## **One Year Fixed Term Contract**

Coppice and William Torbitt Primary Schools are federated, although operate as separate schools. We are looking for Learning Support Assistants at both schools.

Coppice is a vibrant, happy, two form entry primary school with a nursery on the borders of Hainault and Chigwell in the north east corner of the London Borough of Redbridge. Our school was originally built in 1952 and is set within well maintained grounds offering a field, grass, playgrounds, gardens and specialist teaching buildings.

William Torbitt is a larger primary school set on a huge site near to Newbury Park. The school is one large building surrounded by a few playgrounds and large field with a forest school area.

We are looking to recruit an enthusiastic and committed Learning Support Assistant who is passionate about supporting young people to reach their full potential.

You will be joining a skilled and committed team who work across our school providing the extra support and encouragement, which enables all pupils to learn and make progress. We will seek to offer you the support you require to develop your skills and practice, whilst in turn expecting you to be flexible and willing to take on challenges.

Some examples of the roles you will be undertaking:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Create and maintain a purposeful, orderly and supportive environment, in

- accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Attend and participate in relevant meetings, as required
- Assist with the supervision of pupils out of lesson times, including before school on wet mornings and wet playtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Lunchtime duties

**Closing date for applications: 12pm Friday 25<sup>th</sup> August 2023**

**Interviews: W/C 4<sup>th</sup> September 2023**

If you are a happy, friendly, positive and enthusiastic person with the desire to work with children and work as part of a team please complete the application form and email to [admin@williamtorbitt.redbridge.sch.uk](mailto:admin@williamtorbitt.redbridge.sch.uk). Please state your preferred school.

Visits to the school are warmly welcomed, please call 020 8708 0740 for Coppice or 020 8599 1209 for William Torbitt to make an appointment.

We are committed to safeguarding and promoting the welfare of children. These posts will require a full DBS disclosure check and references will be taken up prior to interview. William Torbitt Primary and Coppice Primary Schools are both equal opportunities employers. All staff will be subject to an enhanced DBS check.