

# Ray Lodge Primary School

## Learning Support Assistant



**Striving for Excellence – Shaping the Future**

**Location - Ray Lodge Primary School - IG8 7JQ**

**Salary - LBR Grade 3 Point - Point dependent on experience**

**Hours – 32.5 + 30 minutes lunch break - Monday-Friday 8.30am-3:30pm- Term Time + INSET DAYS**

Ray Lodge are looking for a committed and enthusiastic Learning Support Assistant.

As a learning Support Assistant you will be enhancing the learning of pupils who have a wide range of special educational and learning needs. You will also be supporting the teaching staff in enabling the pupils to gain independence, participate fully in the curriculum and the general life of the school.

Ray Lodge Primary School is an ambitious school with exciting plans for the future. Our happy, well behaved pupils and friendly and supportive staff make this an exciting opportunity for an enthusiastic and motivated staff member to join our school on a permanent basis. Come and join our fast moving school where our committed team believes that every second counts, and every child and staff member matters.

### **Main duties will include:**

- To work under the guidance of teaching/senior staff within an agreed system of supervision.
- To implement agreed work programmes with individuals/groups, in or out of the classroom.
- To assist the teacher in the whole planning cycle and the management/preparation of resources.
- To supervise and support pupils in class work across all areas of the curriculum.
- Liaising with teaching staff regarding work set in class and pastoral staff where necessary;
- Setting appropriate expectations and establishing productive, supportive working relationships with the pupils and staff.
- To manage pupils behaviour positively within the school system.

Potential applicants are both welcome and encouraged to visit the school. Please contact the school office by telephone on 020 8504 7301

Your completed application form should be submitted electronically to:

[recruitment@strive4academy.co.uk](mailto:recruitment@strive4academy.co.uk) or by post to: **Ray Lodge Primary School**

Closing date: Friday 15th December 2023 (midday)

Shortlisting: Friday 15th December 2023

Interviews: Wednesday 20th December 2023

Strive4 Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All applicants should read our safeguarding policy which can be accessed by clicking on this [link](#). This post will require a DBS check and references will be taken up prior to interview.

### **Protection of your Data/Information:**

Once the recruitment process has been completed the application form and associated documents for successful candidates will be retained to form the basis of an employment record and stored safely and securely.

Unsuccessful candidates' details will be retained for six months and after that period will be securely disposed of.