

## Advertisement Text

- **Job Title:** Experienced Learning Support Assistant
- **Reference:** Non-Teaching
- **Category:** School Support (non-teaching)
- **Job Type:** Initial One Year Contract
- **Job Hours:** 34.5 Hours Per Week. 44.2 Weeks Per Year
- **Salary:** Dependent upon experience
- **Location:** Cleveland Road Primary School or Gordon Primary School (Clementswood Federation)

## Description:

Cleveland Road Primary School and Gordon Primary School are community schools in the heart of Ilford. Part of the Clementswood Federation, these successful schools offer prospective candidates the prospect of working in a happy, welcoming environment in which aspirations are high and pupils thrive.

We are currently seeking to expand our vibrant, hardworking team. Do you have what it takes to make a positive difference in the lives of our children? We are looking to appoint the following;

Learning Support Assistant

Salary – Dependent upon experience

This post represents an exciting opportunity to be part of one of two schools in Clementswood Federation, serving a vibrant, supportive, multicultural community. We are a federation that continuously strives to ensure that all our children, who are at the heart of everything we do, are provided with outstanding learning experiences.

As a Learning Support Assistant, your role will be to play a key role in supporting children's learning in our school. This will involve working under the guidance of teaching/senior staff and within an agreed system of supervision, to implement work programmes with individuals/groups, in or out of the classroom. This will also involve assisting the teacher in the whole planning cycle and the management/preparation of resources. You may also supervise whole classes occasionally during the short-term absence of teachers, along with other supervisory duties including at playtime.

If you would like to learn more about our schools, please contact the school office to arrange a visit or view our school websites at <http://www.clevelandroadpri.uk> and <https://www.gordonpri.uk>

If you share our ethos and think that you have what it takes to be part of our team, we would very much like to hear from you.

## Rate and Hours

- Salary dependent upon experience
- 34.5 Hours Per Week. 44.2 Weeks Per Year

## **Application Information**

- Application close date: - 9:00am 17.10.24
- Shortlisting: 18.10.24
- Interviews: 24.10.24 and 25.10.24

Application packs are available to be collected in person via the school office located at:

Cleveland Road Primary School  
Cleveland Road  
Ilford  
IG1 1EW

Alternatively, please contact Sunita Ubhi (School Business Manager) via: Tel

– (020) 8478 3601

Email – [Admin.Cleveland-Prim@redbridge.gov.uk](mailto:Admin.Cleveland-Prim@redbridge.gov.uk)

Completed application forms should be returned via either of the aforementioned addresses for the attention of Sunita Ubhi.

We actively support equality and opportunity. Clementswood Federation makes every effort to safeguard our children and applicants will be subject to safeguarding checks and checks by the Disclosure & Barring Service.

## **Learning Support Assistant:**

### **Cleveland Road Primary and Gordon Primary School**

#### **(Clementswood Federation)**

## **Job Description**

### **Purpose of Role:**

- To support children's learning in our schools. This will involve working under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This will also involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers.

### **Main Duties and Responsibilities:**

#### **Role Specific:**

- This role requires supporting children in various aspects of school life as follows;

#### **Support for Children:**

- Use specialist (curricular/learning) skills/training/experience to support all pupils, including those with Special Educational Needs and Disabilities
- Assist with the development and implementation of Individual Education Plans (IEPs).
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom and school
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote pupil independence and sensitively support pupils to develop this
- Provide feedback to pupils in relation to progress and achievement

#### **Support for the Teacher:**

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports to the teacher as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence

- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Contribute to enhancing the classroom environment by creating effective learning displays
- Support the teacher with the assessment of pupil's learning
- Provide general clerical/admin. support e.g. produce resources for agreed activities etc.

#### **Support for the Curriculum:**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

#### **Support for the School:**

- Undertake various duties as required to support the safe running of the school, including playground duty
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils

#### **General:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care

- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment

**Rate and Hours**

- Salary to be determined upon experience
- 34.5 Hours Per Week. 44.2 Weeks Per Year

## **Learning Support Assistant: Cleveland Road Primary School and Gordon Primary School (Clementswood Federation)**

### **Person Specification:**

The successful applicant will be able to demonstrate the following;

#### **Education and Qualifications:**

- Very good numeracy/literacy skills
- NVQ 3 for Teaching Assistants or equivalent qualification or experience
- Have completed additional relevant training e.g. in particular curriculum area or related to a specific Special Educational Need
- First aid training (desirable)

#### **Experience, Knowledge and Skills:**

- A minimum of three years' experience of working within in a school setting as a Learning Support Assistant (desirable)
- Experience of working with children with specific Special Educational Needs and/or Disabilities e.g. Autism (desirable)
- Ability to plan for children's learning, deliver learning activities and evaluated their effectiveness
- Experience of SEN processes and relevant documentation, including IEPs and EHC plans. As well as full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Can use ICT effectively to support learning
- Use of other equipment technology – photocopier, email etc.
- Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies, including the learning of phonics
- Understanding of principles of child development and learning processes
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

#### **Other Job Requirements:**

- Enhanced DBS and safeguarding checks will be required for the successful applicant