



## West Blatchington Primary & Nursery School

Hangleton Way

Hove

BN3 8BN

Tel: 01273 770777

[www.westblatchingtonprimary.co.uk](http://www.westblatchingtonprimary.co.uk)

Email: [head@wblatch.brighton-hove.sch.uk](mailto:head@wblatch.brighton-hove.sch.uk)

Headteacher: Ms Rachel Simmonds

June 2019

Dear Candidate,

**RE: Learning Support Assistant (Grade B) – 31.65 hrs per week (08:30-15:30 Monday to Friday) – Permanent**

Thank you for enquiring about this vacancy.

I have pleasure in enclosing further information about the vacancy.

We will be conducting tours should you wish to visit the school. Please call me on 01273 770777 or email [admin@wblatch.brighton-hove.sch.uk](mailto:admin@wblatch.brighton-hove.sch.uk) to book on a place on a tour.

In order to have a greater opportunity of being short-listed, please ensure that you read the important information overleaf before completing the application form.

Our school is committed to inclusion as well as the safeguarding and promoting the welfare of children and young people. The school expects all staff to share this commitment.

Please note that all appointments are subject to an enhanced DBS (Disclosure & Barring Service) check.

I look forward to receiving your application and please do not hesitate to contact us if you require any further information.

Yours Faithfully,

Carly Regan  
**Business Manager**





## IMPORTANT INFORMATION

Your application is important to us and we want to make our recruitment process as easy and fair as possible. Please take a few minutes to read the following notes and, if there is any other assistance we can provide, please do not hesitate to contact us.

- Shortlisting for interview will be based solely on the information you provide on the application form. **Please include evidence of how you meet each of the criteria set out in the Person Specification.** Please do not include a CV as these will be disregarded.
- Should you need to use supplementary sheets, please make sure that these are clearly marked with both your name and the post for which you are applying.
- The recruitment monitoring form, which is enclosed with the application form, is used for monitoring purposes only and is **not** part of the shortlisting process.
- Please ensure that we receive your application by the Closing Date shown in the advert as any late applications will be disregarded.
- If you return your application by post please ensure that you use the correct postage rate.
- All applicants shortlisted for Interview will be contacted as soon as possible. If you are not invited to Interview and would like feedback please contact us and we will arrange for the Recruiting Manager to ring you.
- We are unable to acknowledge receipt of application forms or let candidates know that they have not been selected for Interview. Therefore, if you have not heard from us within two weeks of the Closing Date, you must assume your application has been unsuccessful.
- We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to Enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references.

We have enclosed further guidance with the application form. Please read this before completing the form.



## **JOB DESCRIPTION**

**JOB TITLE:** Learning Support Assistant (LSA) General - Level B

**SECTION:** West Blatchington Primary & Nursery School

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### **1. PURPOSE OF JOB**

To work under the instruction / guidance of teaching / senior staff to undertake work / care / support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. This post carries a mid-day supervisor role. The purpose of this role is to be responsible for the supervision and to ensure the safety of pupils in all areas inside or outside the school building throughout the midday break. Work may be carried out in the classroom or in an intervention capacity, in any key stage, as determined by the school's needs, identified through school improvement and achievement data.

### **2. PRINCIPAL ACCOUNTABILITIES**

#### **Support for the Pupils**

- Supervise and provide particular support for pupils, including those with special educational needs and disabilities, ensuring their safety and access to learning and social activities.
- Assist with the development and implementation of Provision Maps, Behaviour Support Plans and Health Care plans.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils and encourage pupils to positively interact with one another.
- Implement differentiated planning to ensure all pupils can access the learning appropriately.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning targets.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Provide differentiated support to pupils during all parts of the lesson as necessary, to ensure pupils can access the learning and make good progress.
- Attend to injured or sick children, including clearing up in accordance with the school's first aid procedures.
- Supervise children utilising toilet facilities.

### **Support for the Teacher**

- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work.
- Assist with the planning of learning activities.
- Monitor pupils during learning activities and adapt and intervene accordingly in order to maximise progress.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, and well being.
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents / carers.
- Administer routine assessments and undertake routine marking of pupils' work.
- Provide admin support, e.g. photocopying, typing, filing and money etc.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- Undertake school initiatives e.g. Talk for Writing, Early Years, recording achievement and progress and feeding back to the teacher.
- 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.

### **Mid-day Supervisory Role (MSA)**

- Supervise pupils at lunchtime and ensure their safety.
- Actively promote positive behaviour in the playground by ensuring the zoned areas are utilised properly and intervening to encourage positive play activities.
- Ensure that all playground equipment is available to pupils and is used in a safe and appropriate manner, and packed away safely.

### **Support for the School**

- Contribute to the overall ethos of the school through embracing and promoting the school's vision.
- Be aware of and comply with all school policies and procedures; including safeguarding, Health, and Safety, confidentiality, data protection and Whistle blowing, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop.
- Model professional behaviour towards staff members, pupils and their families at all times.
- Understand the importance of confidentiality and data protection, ensuring public conversations about colleagues, pupils and families are respectful and professional.

- Share the responsibility for safety, health and welfare of children and colleagues at all times, ensuring that everyone feel safe at all times, reporting all concerns to an appropriate person.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Take an active role in personal professional development and engage pro-actively in the appraisal process.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- 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.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.



### Person specification – Learning Support Assistant (LSA) – Grade B

A: Commitment to Vision	1. Model and shares the school's vision and ethos.
B: Experience	2. Current or recent experience of working or supporting children across the primary phase, including in Early Years.
C: Qualifications	3. Holds or working towards Teaching Development Agency (TDA) TA Induction Programme qualification, NVQ level 2 or 3 in Childcare and Education or equivalent qualification or experience. 4. Strong, proven Numeracy/Literacy skills. (GCSE English and Maths A-C or equivalent DESIRABLE). 5. Training in relevant learning strategies. 6. First aid training. DESIRABLE.
D: Teaching & Learning	7. Provide high quality teaching and learning support to meet the needs of all pupils across the primary phases, including Early Years.
E: Skills	8. Proven track record of improving pupil progress. 9. Has excellent communication skills (including written, oral and presentation). 10. Ability to use own initiative and work as a member of the wider school team. 11. Competent in ICT.
F: Knowledge	12. Has a strong knowledge of the Early Years curriculum, and National Curriculum and the expectations of good quality primary provision. 13. Understanding of the principles of child development and learning. 14. Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation, including the safeguarding of children and young carers.
G: Personal Attributes	15. Ability to relate well to pupils, staff and parents/carers. 16. Able to deal sensitively with people and achieve positive outcomes. 17. Ability to self-evaluate learning needs and actively seek learning opportunities. 18. Approachable and honest; has presence and is highly visible to pupils, parents/carers and the wider community. 19. Reliable and resilient to ensure consistent learning support to individuals, groups, and in class. 20. Ability to demonstrate flexibility in relation to assigned roles. 21. Be able to work calmly in pressured situations.



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## Learning Support Assistant (LSA)

**Hours:** 31.65 hours per week – 08:30-15:30  
**Days:** Monday to Friday term time (with a 10 min morning & 30 min lunch unpaid breaks)  
**Contract:** Permanent  
**Paid weeks:** 46.2  
**Salary:** Level B, LGA pay scale 5-6: Actual annual salary £14,284 - £14,569  
**Start Date:** 1<sup>st</sup> September 2019

West Blatchington Primary & Nursery School is an exciting, forward looking school and a great place to work. We have a brand new, state of the art building and facilities in the middle of our local community. We are looking for a Learning Support Assistant who can inspire, engage and enable the pupils and people around them, to ensure that pupils achieve the best possible outcomes.

The successful applicant must be flexible and work on their own initiative as well as be a strong team player. They will need to support high quality teaching and learning within the classroom initially based in our Reception class. They will be required to provide differentiated support to pupils during all parts of the lesson, to ensure pupils can access the learning and make good progress. They should also promote the inclusion of all pupils. The post involves a 30 minute lunchtime duty.

We are a busy and dynamic school with 250 pupils and provide a warm, friendly working environment.

**Closing Date:** 09:00 Thursday 27<sup>th</sup> June 2019

**Interview Date:** Monday 1<sup>st</sup> July 2019



***Aiming high, Nurturing all***

You will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

**Please note that we do not accept Curriculum Vitae and that an application form must be completed.**

**Please email [admin@wblatch.brighton-hove.sch.uk](mailto:admin@wblatch.brighton-hove.sch.uk) or call the school on 01273 770777 for more details or to book on a tour.**