



**North East  
Learning Trust**

**Learning Support Assistant  
Browney Academy**  
Applicant information pack

# **Learning Support Assistant**

**Required for September 2022**

**30 hours per week**

**Term Time**

**Temporary Contract – 1 term only**

**Salary Grade 1 SCP1 – SCP3**

**Actual £12,779 - £13,165 per annum**

**£18,333 - £18,887 (FTE)**

Browney Academy is part of the North East Learning Trust and are seeking to appoint a self-motivated Learning Support Assistant to join our dedicated team.

This appointment will be based in Browney Academy where you will give general support to the teacher in the supervision of pupils in the classroom to support the learning and wellbeing of pupils as well as providing support with lunch routines during lunchtime.

Browney Academy is a thriving primary school filled with smiles. Children here are bright, bubbly, hardworking and caring. We are going from strength to strength with improvements in both the physical environment and performance.

Our vision is simple and is shared by all schools across the North East Learning Trust family. It is that every child experience excellence every day.

## **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

## **We can offer:**

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

## **The successful candidate will:**

- Have experience of working with children
- Have knowledge and understanding of working with groups of children
- Have knowledge and understanding of Safeguarding
- Be a hands-on individual
- Be flexible in their approach and work well as part of a team
- Be proactive and self-motivated

## **Deadline:**

**Closing Date:** Friday 12<sup>th</sup> August 2022

Interviews will take place week commencing 15<sup>th</sup> August 2022

### **How to apply:**

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned by email with application forms to the Headteacher Mrs C Harris at [catherine.harris@browneyacademy.co.uk](mailto:catherine.harris@browneyacademy.co.uk)

Please do not submit a CV unless it is to complement your application form.

# JOB DESCRIPTION

|                         |  |
|-------------------------|--|
| <b>Post title:</b>      | <b>Learning Support Assistant</b>                          |
| <b>Responsible to:</b>  | <b>Headteacher/Deputy Headteacher</b>                      |
| <b>Responsible for:</b> | <b>Supporting the well-being and supervision of pupils</b> |
| <b>Salary Band:</b>     | <b>Grade 1 SCP1 – SCP3</b>                                 |

## Job Purpose

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

To supervise pupils and support with lunch routines during lunchtime.

## Duties and Responsibilities

### 1. Support for Pupils

- To have regard for the safety and wellbeing of the pupil at all times.
- To work alongside the individual and groups of pupils in activities specified by the class teacher, establishing good relationships and acting as a role model.
- To meet the needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible.
- To encourage inclusion within the classroom.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To assist in the supervision of pupils on outings or visits.
- To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing etc.).

### 2. Support for Teachers

- To receive instruction from teachers regarding the daily/weekly programme of activities and events.
- To assist in the general preparation and tidying of the classroom and equipment.
- To provide administrative and clerical support.
- To assist in the display of pupils' work to reflect their achievement.
- To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

### 3. Support for the curriculum

- To assist specific activities, supporting pupils to understand instructions in respect of any learning strategies.
- To support pupils in using basic ICT as directed.
- To set out equipment, indoors & outdoors.

### 3. Support for the School

- To supervise children during breaktimes.
- To supervise pupils and support with lunchtime routines during lunchtimes.
- To attend appropriate staff meetings as required.
- To be aware of all Health & Safety issues.



## **GENERAL**

- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- To be a proactive member of the team.
- To attend relevant professional development, in order to update knowledge.
- To promote the policies and ethos of the school.

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

## **Health and Safety**

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## **Safeguarding**

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## PERSON SPECIFICATION

### Learning Support Assistant

|                                | Essential  | Desirable   |
|--------------------------------|--|---|
| Education/training             | <ul style="list-style-type: none"> <li>Knowledge and understanding of working with groups of children</li> <li>Knowledge and understanding of Safeguarding</li> </ul>  | <ul style="list-style-type: none"> <li>Current First Aid Qualification is desirable or willing to work towards</li> <li>Knowledge of Health and Safety</li> </ul> |
| Experience                     | <ul style="list-style-type: none"> <li>Experience of working with children</li> </ul>  | <ul style="list-style-type: none"> <li>Experience of supervising groups of children</li> </ul>  |
| Skills, Knowledge and Aptitude | <ul style="list-style-type: none"> <li>Be able to inspire trust and confidence in children</li> <li>Be able to encourage high standards of pupil behaviour at all times</li> <li>Be able to observe the boundaries of the role and respect confidential information</li> <li>Be able to communicate effectively both verbally and in writing</li> <li>Be able to initiate games and activities appropriate to the age of the children</li> <li>Good organisational skills</li> </ul> | <ul style="list-style-type: none"> <li></li> </ul>  |
| Personal qualities             | <ul style="list-style-type: none"> <li>Must be able to work as part of a team as well as on own initiative</li> <li>Remain calm under pressure</li> <li>Empathetic</li> <li>Observant</li> <li>Patient</li> </ul>  |   |

### **References:**

References will be requested prior to interview, except for non-teaching roles, where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### **DBS:**

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

### **Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.