

LEARNING SUPPORT ASSISTANT
PAY RANGE: ANNUAL SALARY:
£19,264 – £20,444 PA
ACTUAL SALARY: £9,331.53 -
£9,903.13 PA.

WELCOME TO PARALLEL LEARNING TRUST

A Special and Alternative Provision Multi-Academy Trust.

The Trust is committed to transforming lives for all pupils. Currently we have seven academies that offer alternative or special provision for those children with social, emotional or mental health needs.

 Park Campus
Academy

 Ramsden Hall
Academy

 Victory Park
Academy

 Inspire
Academy

 Sutton House
Academy

 Kennington
Park Academy

 Wandle Valley
Academy

Application Deadline: 5 September 2022, 12 noon.

All applications must be sent to iquilter@ramsdenhall.org.uk before the deadline. Any applications received after this time will not be considered.

Dear Applicant,

Thank you very much for viewing this recruitment pack. We are committed to providing a high quality service so that every child fulfills his potential. We recognise that this can only be achieved through the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

We are committed to equal opportunities and our aim is to ensure that all applicants receive clear and useful information about the post and our school. We hope, therefore that the following information is of help to you in deciding whether to apply for this post. If you are unclear about any aspect of the application procedure, please do not hesitate to email jquilter@ramsdenhall.org.uk

Applications will only be accepted on the Academy's application form. This form can be found on the Academy's website <https://ramsdenhall.org.uk/careers/vacancies> or alternatively please contact Jane Quilter by email: jquilter@ramsdenhall.org.uk or telephone: 01277 624580.

Completed applications should be returned to Jane Quilter, by **5 September 2022, midday**. Applications submitted on the academy's application form will only be considered. Please take care to complete the application form in full as incomplete applications will not be considered. Unaccompanied CVs or third party application forms will not be accepted. Please be aware that we reserve the right to call for interviews and appoint prior to the closing date.

Please note that we will not be writing to those applicants who are not shortlisted. Therefore, if you do not hear from us within four weeks of the closing date you should assume that, on this occasion, your application has been unsuccessful.

Potential applicants are warmly invited to visit the school or to contact us for an informal conversation, please contact Jane Quilter on telephone: 01277 624580 or by email: jquilter@ramsdenhall.org.uk.

We wish you all the best with your application.

Yours sincerely



Mrs Emma Baker
Headteacher

The opportunity:

Position:	Learning Support Assistant
Pay Scale/Spine Points:	Scale 3-4, Spine Points 4- 7
School:	Ramsden Hall Academy
Required:	As soon as possible
Working Pattern:	21 Hours Per Week. Days: Tuesday, Wednesday and Thursday. Hours: 8.30am to 4pm. Term time & inset days. Hours and days are flexible.

We are seeking to appoint an enthusiastic and flexible Learning Support Assistant with the appropriate skills and qualities to work with, and support, pupils with SEMH needs to join our committed team.

The job purpose is to work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and academy policies and procedures. To provide support to pupils in a particular curriculum area across the academy or support pupils with SEMH needs. Providing particular and skilled support to all pupils in a particular learning area and other cover areas as directed.

Duties:

- Take an active role in the preparation, maintenance and control of stocks of materials and resources
- Working with individuals or small groups of children under the direction of teaching staff
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Establish positive relationships with pupils supported
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support pupils with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Promote positive pupil behaviour in line with academy policies and help keep pupils on task
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- To support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- To attend to pupils' personal needs including help with social, welfare, physical and health matters, including minor first aid.

- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- To supervise pupils for limited and specified periods including break-times when the post holder should facilitate games and activities
- To assist with escorting pupils on educational visits.

Candidates must have:

- Successful experience working with children and young people within SEMH in a school
- Positive behaviour management skills
- Educated to NVQ Level 2 in learning support or equivalent qualification/experience
- Good reading and writing skills
- Knowledge of basic ICT to support learning
- The ability to communicate with other members of staff effectively
- The ability to build a strong professional relationship with the children and their families
- A willingness to take part in class planning and adapt it to the needs of the child where applicable
- Good organisation skills
- Good record keeping skills
- A passion for the impact of teaching and learning
- Demonstrate a clear commitment to develop and learn in the role.

We will offer you:

- Two week October half term
- Recognition of continuous service
- Automatic enrolment into Local Government Pension Scheme
- Continuous Professional Development
- Free onsite car/bike parking at our Academy
- Access to the Employee Assistance Programme
- Staff Wellbeing group
- Access to excellent catering facilities when the kitchen is operational
- A responsive, supportive and involved team
- A Residential Academy that is fully committed to nurturing the potential in all of our pupils.

Potential candidates for this role are warmly invited and encouraged to visit the school or to contact us for an informal conversation, please contact Jane Quilter on telephone: 01277 624580 or email: jquilter@ramsdenhall.org.uk We reserve the right to call applicants to interview and appoint, prior to the closing date so please apply as soon as possible. If you have any queries please contact Jane Quilter, Operations Manager-HR/Admin via jquilter@ramsdenhall.org.uk

To apply please complete the application form, which can be found on our website, or follow this link: <https://ramsdenhall.org.uk/careers/vacancies> This form must be fully completed and submitted to jquilter@ramsdenhall.org.uk by the closing date stated (unaccompanied CVs or third party application forms will not be accepted).



Ramsden Hall Academy (RHA) is part of the Parallel Learning Trust (PLT), a Multi Academy Trust based in Keston, Bromley and is committed to safeguarding and promoting the welfare of all pupils attending the Academy. As the duties of this post involves regular contact with children, any offer to the successful candidate will be conditional upon an Enhanced Disclosure being obtained via the Disclosure and Barring Service, medical clearance and satisfactory references. We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

PLT is a Multi Academy Trust and Approved DfE Academy Sponsor; a forward thinking and innovative primary, special and alternative provision provider. PLT is committed to Safer Recruitment and aims for quality services and equal opportunities.

Closing date for applications is 5 September 2022, 12 noon, and interviews will take place the following week.

MISSION AND PURPOSE

Ramsden Hall Academy is a residential Special School for boys aged 10 to 16 who have an EHCP for Social, Emotional and Mental Health. We are part of the Parallel Learning Trust (PLT) a Multi Academy Trust with schools in London, Medway and Southend.

We admit up to 100 boys from across the whole county, with transport provided by Essex LA. Every student has an Education, Health and care Plan, (EHCP), and have a variety of social and emotional needs. As a result, we group our pupils according to need and learning styles in all areas.

Our Mission Statement

We aim to give all our pupils and their families the hope, compassion, experience and qualifications to enable them to take their place in the World.

We will:

- build their skills and confidence so that they can learn to recognise their emotions, self-regulate, and develop strategies to express themselves safely
- ensure that everyone is seen and known as an individual, and offer them tailored pathways to meet their individual goals

Vision

Working together we will:

- Meet our students social, emotional and mental health needs enabling them to thrive both in school and in the wider community;
- Support our students to develop the attributes, skills, knowledge and understanding required to become valuable members of society;

Values and Beliefs

Learning is our core purpose. We believe:

- Every child can achieve;
- Every student must make progress;
- Every member of the community matters;
- Everyone deserves a second chance.

What we will do:

We will provide a safe secure environment where students are valued, respected, challenged and supported to achieve and make progress.

Through our actions we will develop young people who are:

- Respectful of themselves, each other and the school
- Trustworthy, polite, honest and helpful
- Tolerant of others, open minded and without prejudice
- Resilient, determined and have a strong work ethic
- Responsible, independent and supportive of each other
- Empathetic, thoughtful, compassionate and caring
- Good communicators who are equally good as leaders and team players
- Confident having both self-belief and high aspirations
- Good role models

Residential Provision

The residential provision is currently rated “Good” by Ofsted and has facilities for up to 37 pupils at a time. In the latest report Ofsted said *“Strong relationships between staff and children are evident. Children have positive attachments and great rapport with the staff team. Established, experienced staff provide stability for children.”*

The provision is a choice for the pupils and their parents/carers, in consultation and agreement with the school. We have an emphasis on activities and routines, making sure it is fun, but also give the pupils appropriate structured freedom to interact with their boarding friends. We focus on the development of social skills and emotional wellbeing and residential pupils consistently show improved outcomes in terms of both attendance and achievement.

Job Description

Job Title	Learning Support Assistant
Grade	Scale 3-4
Reports to	Headteacher, Class Teacher, SENCO
Responsible for	None
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	<p>To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and academy policies and procedures.</p> <p>To provide support to pupils in a particular curriculum area across the academy or support pupils with SEMH needs.</p>
Principal Accountabilities	Provide particular and skilled support to all pupils in a particular learning area and other cover areas as directed.
Duties	<ul style="list-style-type: none"> • Take an active role in the preparation, maintenance and control of stocks of materials and resources • Working with individuals or small groups of children under the direction of teaching staff • Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group • Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate • Establish positive relationships with pupils supported • Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher • Support pupils with activities which support literacy and numeracy skills • Support the use of ICT in the classroom and develop pupils' competence and independence in its use • Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources • Promote positive pupil behaviour in line with academy policies and help keep pupils on task • Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required • Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher • To support learning by selecting appropriate resources/methods to facilitate agreed learning activities • To attend to pupils' personal needs including help with social, welfare, physical and health matters, including minor first aid. • Liaise with staff and other relevant professionals and provide information about pupils as appropriate

	<ul style="list-style-type: none"> • To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities • To assist with escorting pupils on educational visits
General	<ul style="list-style-type: none"> • To understand and apply academy policies in relation to health, safety and welfare • Attend relevant training and take responsibility for own development • Attend relevant academy meetings as required • To respect confidentiality at all times • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school Positive behaviour management experience. Educated to NVQ Level 2 in learning support, NNEB or equivalent qualification/experience Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and understanding of the Academy
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Knowledge of basic ICT to support learning
Communication	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	Understand and implement the academy's behaviour management policy
	SEN	Ability to understand and support children with developmental difficulty or disability
	Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing

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The Parallel Learning Trust was born from a philosophy that all children respond to high quality teaching and learning environments, whether they be mainstream, alternative or special settings.

Working with others	Working with partners	Understand the role of others working in and with the academy Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role