

**WESTWOOD ACADEMY – SEN LEARNING SUPPORT ASSISTANT**

Contract:	Fixed Term ending 31/08/2025
Hours:	23 hours per week (Monday to Friday)
Working weeks:	38 working weeks - term time only
Salary:	Scale 3, Points 5 to 6 (dependant on qualifications and experience) £12,187.53 - £12,391.25 (actual salary)
Application Closes:	10 <sup>th</sup> July 2024 Midday
Interview Date:	12 <sup>th</sup> July 2024
Start Date:	2 <sup>nd</sup> September 2024

There is undoubtedly something very special about Westwood Academy, and we take immense pride in our school community. Here, we work collaboratively to create a safe, happy, and vibrant environment where students can learn and thrive.

We are seeking a highly motivated SEN Learning Support Assistant to provide support to children with EHC Plans. The successful candidate will be required to work 23 hours per week, need to be able to follow a 'One Plan' under the guidance of the Class Teacher and SENCO and preferably to have experience of working with children with disabilities or learning difficulties.

The successful candidate will be required to work 23 hours per week, Monday to Thursday 8:45am – 3.10pm and Friday 8:45am – 12:00pm.

**We would be delighted to hear from you if you have:**

- Have excellent communication skills and can overcome communication barriers including speech delay, with children and adults.
- An NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience.
- Experience working with children with ASD and PICA disorder (desirable).
- Have good literacy and numeracy skills (GCSE grade C or Level 2 and above).
- Have the ability to understand and support children with developmental difficulty or disability, delivering intimate care and assisting with the delivery of a sensory diet.
- An understanding of the importance of supporting both the physical and emotional wellbeing of children.
- Are seeking a rewarding role.

**What We Offer You:**

- The opportunity to join a growing Multi-Academy Trust of primary schools that collaborate closely for the benefit of all.
- Access to ongoing training empowering you to grow and excel in your role.
- The chance to work alongside a dynamic and collaborative team of classroom support, teachers, leaders, and a central team dedicated to the success of all pupils and staff alike.
- An additional week's holiday in October resulting in a 2-week break during this term.
- The privilege of working with engaged and enthusiastic pupils who are proud to belong to our school and enjoy learning in a stimulating environment.
- A comprehensive Employee Assistance Programme available to all employees, providing you with the support you need whenever you need it.

**Take the Next Step:**

Visits to our school are warmly welcomed and encouraged. Please contact the office team directly at 01702 559467, to schedule an appointment. We hope to meet you.

We encourage you to submit your application at your earliest convenience as we reserve the right to close this job opportunity early.

Westwood Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory DBS certification and references.

As part of the South Essex Academy Trust we are an equal opportunities employer.

**How to apply:**

If you would like to apply for this position, please click the following link to access our application form: [Career Opportunities – South Essex Academy Trust \(seacademytrust.co.uk\)](https://seacademytrust.co.uk/Career-Opportunities).

Once completed please send to [recruitment@seacademytrust.co.uk](mailto:recruitment@seacademytrust.co.uk) along with your Recruitment Monitoring Information form.

Please take care to complete the application in full as incomplete applications will not be considered.

**Job Description and Person Specification below**

**Job Description**

<b>Job Title</b>	SEN Learning Support Assistant
<b>Grade</b>	Scale 3 Point 5-6
<b>Reports to</b>	Headteacher, Deputy Headteacher, Class Teacher, SENCO
<b>Liaison with</b>	Teaching staff, Learning Mentor, support staff, Headteacher, Deputy Headteacher and pupils.
<b>Job Purpose</b>	To work in partnership with class teachers to assist pupils' with moderate needs and to support their learning in line with the national curriculum, codes of practice and school policies and procedures.
<b>Principal Accountabilities</b>	<p>Working with individuals or small groups of children under the direction of teaching staff</p> <p>Provide support to pupils with moderate learning, behavioural, communication, social, sensory or physical difficulties.</p>
<b>Duties</b>	<ul style="list-style-type: none"> <li>● Interact with, and support pupils, according to individual needs and skills.</li> <li>● Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.</li> <li>● Establish positive relationships with pupils supported.</li> <li>● Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.</li> <li>● Support pupils with activities which support literacy and numeracy skills.</li> <li>● Support the use of ICT in the classroom and develop pupils' competence and independence in its use.</li> <li>● To attend to pupils' personal needs including help with social, welfare, care and health matters.</li> <li>● Promote positive pupil behaviour in line with school policies and help keep pupils on task.</li> <li>● Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required.</li> <li>● Assist with the development and implementation of EHCPs and one plan targets.</li> <li>● Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.</li> <li>● Assist the teacher and other staff in the implementation of care programmes.</li> <li>● To support learning by selecting appropriate resources / methods to facilitate agreed learning activities.</li> <li>● To assist with the preparation, maintenance and control of stocks of materials and resources.</li> <li>● Liaise with staff and other relevant professionals and provide information about pupils as appropriate.</li> <li>● To assist with the display and presentation of pupils' work.</li> </ul>

	<ul style="list-style-type: none"> <li>• To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities.</li> <li>• To assist with escorting pupils on educational visits.</li> <li>• To assist pupils during activities e.g. swimming, PE.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• To understand and apply school policies in relation to health, safety and welfare.</li> <li>• Attend relevant training and take responsibility for own development.</li> <li>• Attend relevant school meetings as required.</li> <li>• To respect confidentiality at all times.</li> <li>• 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.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>• The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <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

### A – Application Form I – Interview

<b>Qualifications &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience in a school setting working with or caring for children (A&I)		✓
Knowledge of First Aid (A&I)		✓
Basic reading and writing skills (A)	✓	
Ability to count and undertake basic calculations (A)	✓	
Ability to use basic equipment e.g. photocopier, video (A)		✓
<b>Communication</b>	<b>Essential</b>	<b>Desirable</b>
Ability to complete basic forms (I)	✓	
Ability to exchange routine verbal information clearly with children and adults (I)	✓	
Seek support to overcome communication barriers with children and adults (I)	✓	
Consult with children and other adults (I)	✓	
<b>Working with children</b>	<b>Essential</b>	<b>Desirable</b>
Understand and implement the school's behaviour management policy (A&I)	✓	
Understand and support the differences in children and adults, responding appropriately (I)	✓	
Understanding of games and activities which support learning (I)	✓	
Understanding of the way in which games and activities can help children develop (I)	✓	
Understand the importance of both physical and emotional well-being (I)	✓	
<b>Working with others</b>	<b>Essential</b>	<b>Desirable</b>
Understand the roles of other staff working in the school (A&I)		✓
Ability to establish rapport and respectful and trusting relationships with children and adults (A&I)	✓	
Ability to work effectively as part of a team and a range of adults in the school (I)	✓	
Ability to provide timely and accurate information (I)	✓	
<b>Responsibilities</b>	<b>Essential</b>	<b>Desirable</b>
Good organisational skills (A&I)	✓	
Ability to manage own time effectively (A&I)	✓	
Ability to follow instructions accurately (A&I)	✓	
Ability to remain calm under pressure (A&I)	✓	
<b>General</b>	<b>Essential</b>	<b>Desirable</b>

Demonstrate a commitment to equality (I)	✓	
Be prepared to develop and learn in the role (I)	✓	
Basic understanding of Health and Safety (I)		✓
Understand and implement Child Protection Procedures (I)	✓	
Understand procedures and legislation relating to confidentiality (I)		✓