



# St. Aubyn's School

*Bravely, Faithfully, Happily*



## Learning Support Assistant

**Full time, permanent (flexible working times may be available)**

**Start date: As soon as possible**

St. Aubyn's School is looking for a new Learning Support Assistant to work in Reception. Additional hours to support the work of the Before and After School Care provision are available to interested candidates.

During our selection process applicants will be required to demonstrate their:-

- commitment to high standards of teaching and learning with excellent classroom practice as an assistant.
- ability to inspire and motivate our children to achieve their full potential.
- aptitude to work as part of a team, supporting the ethos, aims and vision of the School.
- desire to embrace learning opportunities to improve their skills, knowledge and career progression.

The successful applicant will join a friendly, enthusiastic, hard-working team, who consistently strive to improve teaching and learning, and continue to raise standards. Benefits include reduced school fees, free car parking and free lunches.

For a full job description and to apply please visit our website [www.staubyns.com](http://www.staubyns.com) (CVs alone not accepted).

**Closing Date: 11.59pm, Sunday 22<sup>nd</sup> September 2024**

***We reserve the right to appoint at any time within the advertising period***

*The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, and the successful applicant will be subject to appropriate child protection screening including an Enhanced DBS check.*

St. Aubyn's (Woodford Green) School Trust  
A company limited by guarantee

Registered in England and Wales No. 1218766 Charity No. 270113  
Registered address Bunces Lane, Woodford Green, Essex. IG8 9DU

## Job description

|  |                            |
|--|----------------------------|
| <b>Job title</b>   | Learning Support Assistant |
| <b>Department</b>  | Pre-Prep (EYFS)            |
| <b>Reports to</b>  | Deputy Head of Pre-Prep    |
| <b>Line manages</b>  | N/A                        |
| <b>Job summary</b><br>To support Teaching and Learning through a combination of in-class support and resource preparation.   |                            |
| <b>Key duties and responsibilities</b> <ul style="list-style-type: none"><li>• Supporting individual children's learning by:<ul style="list-style-type: none"><li>○ Clarifying and explaining instructions</li><li>○ Ensuring the child can use equipment provided</li><li>○ Helping the child to concentrate on and finish work set</li><li>○ Developing appropriate resources to support the children</li></ul></li><li>• Being responsive and proactive with regard to the education and pastoral care of children.</li><li>• To prompt teachers for lesson information and ask for clarification where required.</li><li>• To deliver 1:1 and group learning support under the direction of the Head of Learning Support, and class teachers.</li><li>• To contribute to feedback of children's progress in 1:1 support sessions</li><li>• Working alongside the class teacher to assist with the general classroom display and organisation.</li><li>• To provide playground supervision.</li><li>• To attend training sessions and INSET days as part of professional development.</li><li>• To organise learning / playing activities for groups of children and work with them on those activities.</li><li>• To provide lesson cover for absent teachers.</li><li>• To support the After School Care department (depending on contract).</li><li>• To support equal opportunities for all children and staff.</li><li>• To have regard to the health and safety of all children and staff.</li><li>• To be responsive and proactive with regard to the education and pastoral care of children.</li><li>• Administrative tasks: filing, photocopying, assisting with stock.</li><li>• To support all school policies.</li><li>• Carrying out other reasonable duties as specified by the Head of Department and Class Teacher.</li><li>• Set a good example in terms of dress code, punctuality and attendance.</li></ul> |                            |
| <b>Safeguarding</b> <ul style="list-style-type: none"><li>• The postholder will be required to submit an Enhanced Disclosure and Barring Check (DBS).</li><li>• The postholder is responsible for promoting and safeguarding the welfare of all children and young person's they are responsible for, or come into contact with.</li></ul>   |                            |

**St Aubyn's policy and procedure**

- The postholder is required to actively follow and abide by all St Aubyn's policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department/Section.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.



## Person specification

|                   |                            |
|-------------------|----------------------------|
| <b>Job title</b>  | Learning Support Assistant |
| <b>Department</b> | Pre-Prep (EYFS)            |

| <b>Criteria</b>  | <b>Essential</b>  | <b>Desirable</b>  |
|--|---|-------------------|
| <p><b>Qualifications</b></p> <p>GCSE English and Maths to grade C</p> <p>First Aid qualifications</p> <p>Minimum Level 3 qualification</p>   | <p>✓</p> <p>✓</p> <p>✓</p>  | <p>✓</p>          |
| <p><b>Experience</b></p> <p>Experience of working with children.</p> <p>Experience of supporting learners in small groups or on a one-to-one basis.</p> <p>Experience working with children with SEND (dyslexia, ASD, ADHD, social and emotional difficulties)</p>   | <p>✓</p>  | <p>✓</p> <p>✓</p> |
| <p><b>Knowledge and skills</b></p> <p>Good personal organisation skills.</p> <p>The ability to use ICT effectively to support learning.</p> <p>The ability to comply with policies and procedures related to child protection and health and safety</p>  | <p>✓</p> <p>✓</p> <p>✓</p>  |                   |
| <p><b>Aptitudes</b></p> <p>A cheerful, friendly and enthusiastic personality.</p> <p>A positive outlook.</p> <p>An effective team member.</p> <p>Instinct and initiative.</p> <p>Punctuality and commitment to the school.</p> <p>A commitment to ensuring that all St Aubyn's pupils meet their potential.</p> <p>The potential to offer or support an after-school activity in an area of interest.</p> <p>Make the most of training opportunities to further develop their knowledge and skills to support children with Specific Learning Difficulties</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p>          |