

Recruitment Information Pack

3 x Learning Support Assistant /
Lunchtime Supervisor

2x LSA 27.5 hours plus 2.5 LTS

1 x LSA 15 hrs plus 5 hrs LTS

Required Autumn Term 2024



Happily learning together.

Be kind, be responsible, be hardworking. This is the Woodfield Way



Learning Support Assistant/Lunchtime Cover Vacancies

Woodfield Infant School & Nursery, Shrewsbury

Woodfield Infant & Nursery School is a happy, successful and caring school with 270 children on roll and a 39 place Nursery provision. We have 3 classes in each year group; Reception, Year One and Year Two.

We are looking to appoint new team members to join our friendly and committed Learning Support Assistant Team. We are seeking someone who is passionate about making learning meaningful and fun for all of our children; inside and outside of the classroom, and people who will help us in promoting The Woodfield Way. Lunchtime cover will also form part of the role.

Posts 1 and 2 Learning Support Assistant in EYFS - 27.5 hrs & 2.5 hrs LTS

Grade 5 £12.18 to £12.38 per hour 08.45 to 11.45 and 12.45 to 15.15 - Monday to Friday

In the Learning Support Assistant role, you will be employed as a LSA providing a mixture of general support and SEN support in one of our reception classes across areas of the curriculum under the guidance of the teacher

Post 3 Learning Support Assistant in EYFS - 15 hrs & 5 hrs LTS

15 hours per week Grade 5 £12.18 to £12.38 per hour

08.45-11.45 - Monday to Friday

In the Learning Support Assistant role, you will be employed as a LSA providing a mixture of general support and SEN support in one of our reception classes across areas of the curriculum under the guidance of the teacher

Posts 1 and 2 will include Lunchtime Cover - 2.5 hours per week Post 3 will include Lunchtime cover of 5 hours per week payable at Grade 2 £11.59 per hour

11.45 to 12.15 Monday to Friday

In the role of Lunchtime Supervisor, you will be supporting children in the dinner hall and on the playground.

Weeks: 43.60 weeks per year Term Time Only (44.49 weeks after 5 years continuous service).

Contract type: Fixed Term until 31.07.2025 (with possibility of renewing on a rolling academic year basis)

Required: Autumn Term 2024

You are very welcome to come and visit our school. To make an appointment to come and have a look around, please contact our Business Support Manager, Liz Sidaway on 01743 343812 or by email at liz.sidaway@woodfield.empower.mat.co.uk Please make your application using the application form on our website.

Woodfield Infant School is committed to safeguarding and promoting the welfare of children; we expect all staff and volunteers to share this commitment.

Closing Date - Thursday 19th September 2024 at 12 noon

Shortlisting Date - Friday 20th September 2024 (If you have not heard from us by 23.09.24 please assume that your application has not been successful on this occasion)

Interview Date - Week commencing 23rd September 2024



Learning Support Assistant Job Description

Responsibilities

We are seeking someone :

- To support children generally and with SEN needs in their educational and social development.
- To work closely with the teacher and other support staff to implement individualised support plans.
- To provide small group and one to one support in the classroom and during other activities.
- To help children to develop independent social skills.
- To maintain records of progress and communicate with parents and other professionals involved in the children's care.

We are looking for someone who has:

- Previous experience in working with children, including children with SEN needs (although full training will be given to the right candidate)
- Level 2 qualification in a relevant field.
- Good communication and interpersonal skills.
- The ability to work independently and as part of a team.
- A willingness to learn and undertake further training as required.

We are also willing to consider experienced candidates who do not have any formal qualifications in SEN support but have the relevant experience and skills. This is an excellent opportunity for someone who is passionate about working with children with SEN needs and wants to make a difference in their lives.

Work under the instruction of the teaching staff and nominated Learning Support Assistants to support access to learning for children and to assist the teacher in the management of children and the classroom. This will include the preparation and routine maintenance of resources / equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1.Support for Children

- Attend to children's personal needs, and implement related personal programmes, including social, health, physical, hygiene, basic first aid, and welfare matters.
- Assist with the development and implementation of individual children's learning plans.
- Supervise and support children, ensuring their safety and access to learning.
- Establish constructive relationships with children and interact with them according to individual needs, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all children
- Encourage children to interact and work co-operatively with others and engage all children in activities.
- Encourage children to act independently as appropriate.
- Provide feedback to children in relation to progress and achievement under the guidance of the teacher, understand how children learn and how to move children's learning forward.

Learning Support Assistant Job Description

2. Support for the Teacher

- Work as part of a team to support the teacher in their role.
- Prepare the classroom as directed for lessons and clear away afterwards.
- Assist with the display of children's work.
- Ensure the timely and accurate preparation of routine equipment / materials as set out according to agreed instructions
- Be aware of children's needs/progress/achievements, and report to the teacher as agreed.
- Monitor children's responses to learning activities and accurately record achievement/ progress as directed.
- Provide detailed and regular feedback to teachers' on children's achievement, progress, problems etc
- Undertake marking of children's work in accordance to the school's marking policy and accurately record achievement/progress by updating records as appropriate.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Provide routine clerical tasks eg. Photocopying, typing, filing etc.

3. Support for the Curriculum

- Assist with the planning of learning activities.
- Use strategies, in liaison with the teacher, to support children to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of children's work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.
- Monitor children's responses to learning activities and accurately record achievement / progress as directed.
- Establish constructive relationships with parents / carers.
- Provide detailed and regular feedback to teachers on children's achievement, progress, problems etc.
- Maintain records as requested.
- Administer routine tests, invigilate exams, and undertake routine marking of children's work, accurately recording achievement / progress.
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour.
- Provide general clerical / admin. support e.g. administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

Learning Support Assistant Job Description

4. Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure that children have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/ work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of children
- Facilitate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Assist with the supervision of children out of lesson times as required
- Accompany teaching staff and children, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of the teacher.

5. Other Duties

- Any other duties that the Headteacher, SLT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

6. Review

- This job description is subject to review by the Headteacher/SLT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Person Specification

Criteria	Essential Qualities	Desirable
Qualifications	<ul style="list-style-type: none"> Teaching Assistant NVQ Level 2 or nearing completion of qualification/have completed training of a similar standard 	<ul style="list-style-type: none"> 5 G.C.S.E. or equivalent, including Maths and English Some experience of SEN First Aid Qualification
Work or relevant experience	<ul style="list-style-type: none"> Ability to plan and organise effectively 	<ul style="list-style-type: none"> A knowledge of the National Curriculum and/or the revised EYFS framework and expectations At least 2 years relevant experience working in an educational/relevant setting Some experience of classroom administration support
Knowledge and Understanding	<ul style="list-style-type: none"> A good knowledge of school based education including child development 	
Skills and Abilities	<ul style="list-style-type: none"> Good communication skills and ability to relate well to children, staff and parents Evidence of working well as part of a team ICT and the willingness to update skills and undertake further training 	<ul style="list-style-type: none"> Specialist skills, training or experience e.g. Art, Music, ICT, display etc.
Personal Qualities	<ul style="list-style-type: none"> Ability to bring to the role, initiative, enthusiasm and commitment Flexibility and reliability Willingness to develop skills with further training 	



Selection Procedure

Successful candidates will be invited to interview on a date to be confirmed

More detailed information about the interview process will be provided to shortlisted candidates.

Safer Recruitment and Online Checks

Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks. Online checks will be undertaken for all shortlisted candidates.

Cautions and Convictions

The application form will not ask applicants to declare any cautions and convictions at this stage of the recruitment process.

Applicants will be required to do so if they are shortlisted.

On the day of interview

All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address., one of which must be a form of photographic identification.

The following are acceptable:

- Valid passport, birth certificate or driving licence
- Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago)

Applicants will also need to bring in their qualification certificates.

Appointments are subject to the receipt of satisfactory references. References will be sought from the current employer and gaps in employment history followed up.

Data Protection

You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third

party. Please also refer to our Recruitment Privacy Notice.

Empower Trust's Safer Recruitment Policy is available on our website.

Woodfield Infant & Nursery School Safeguarding & Child Protection Policy is also on our website.



Woodfield Infants Vision and Values

Our Vision and Ethos

In partnership with St. George's Junior School, Woodfield Infant School works to educate, nurture and empower. We want to achieve outstanding outcomes for the children in our community by providing an innovative, challenging and linear learning experience that equips them to live content and successful lives.

Our vision is to be an excellent, happy school where we all work together to help everyone be the best they can be. Our ethos is one of inclusion, aspiration and positivity; valuing everyone's talents and abilities and using them to the best to help each other progress.

To help the children understand what this means, we use this motto:

Happily learning together. Be kind, be responsible, be hardworking. This is the Woodfield Way.

We want anyone, whether they are children, staff, parents, volunteers, governors or anyone else to feel that they are part our Woodfield Team. We expect that members of our team will act in thye say showin in our motto, being kind, being responsible and being hardworking.

Our Values:

Our school values underpin everything that we do in school; we teach the childen what they mean, how to show them and how to recognise them when someone else is showing them,. Our values are:

To be kind - We show care and consideration in everyting that we do. We respect ourselves, eachother and our environment and we help others who need help.

To be responsible - We are responsible in all that we do, in learning and in play. We are honest about our actions and show forgiveness towards others.

To be hardworking - We work hard and use our learning powers throughout the day.



Welcome to Woodfield Infant School & Nursery

To us, education is about more than just learning in the classroom; it's about learning to work together, learning to help each other and learning to understand and celebrate what makes each one of us unique and special. By joining our Woodfield team, we hope that children and adults alike will develop enquiring minds, enabling them to become enthusiastic, lifelong learners who share their love of learning with others.

At Woodfield, we aim to help our children to find their special talents and nurture them. We want them to be enthusiastic, resilient learners who can meet any challenge with a smile and a 'can do' attitude. We work hard to ensure that all children achieve well. A combination of high expectations and a nurturing, safe environment gives the children the confidence to try new things and take risks in their learning.



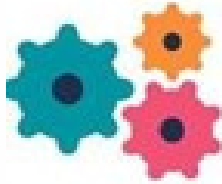
Our curriculum is exciting and lively, ensuring that the children's interests are catered for; we offer them learning experiences which are interesting, meaningful and relevant to them. The children take part in special events which enhance their learning and make it fun and memorable. For example, we have welcomed a pirate visitor, a Stardome show and a range of exotic animals into school.

The children also visit places such as Theatre Severn and Cophthorne Park and we share special days with St. George's Junior School, days such as World Book Day, Remembrance Day, Darwin Day and Children in Need. Added to this, our extra curricular clubs, which include hockey, choir, multi-sports, French and tennis offer children the chance to try new activities and discover new interests. We ensure that the children have a wide, varied education which gives them a good basis upon which to build the next stage of their education.

The Offer at Empower Trust

Mission: 'Inspire, Empower and Achieve – a commitment to excellence'

Vision: 'To create a home for world class learning that improves the lives of each child in our family of schools.'



EMPOWERMENT

We actively promote opportunities for every child, adult and school to influence their own practice and future.



AMBITION

We encourage and support every child, adult and school to aim high to achieve their aspirations



COLLABORATION

We work together to support everyone to achieve their aims.



POSITIVITY

We adopt a 'can do' attitude and an optimistic approach.



RESPECT

We are thoughtful and considerate to ourselves, others and the environment.



INTEGRITY

We are honest, transparent and fair in everything we do.

Employee Benefits:

Working for Empower Trust is rewarding in lots of ways. We value and appreciate our people and recognise our staff are instrumental to the success of the Trust. We offer a wide range of exciting and useful benefits to all our employees:

