Fairmead School

To be the best we can be

Headteacher
Tracy Felstead

Fairmead School
Mudford Road
Yeovil
Somerset
BA21 4NJ
Phone: 01935 421295
SCH.617@educ.somerset.gov.uk

Dear Applicant,

We have several positions for both LSA (Learning Support Assistant) both positions are available as full (34.50 hours) or part-time positions. We will also consider supply positions for those who do not wish to confirm a weekly routine.

ABOUT THE SCHOOL

Fairmead Community Special School transforms the lives of pupils aged between 4-16 years with additional learning needs (MLD and ASD). The school works in partnership with parents/carers and other stakeholders to develop our pupils in becoming positive individuals who make a valuable contribution to their community.

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FULL OR PART-TIME LEARNING SUPPORT ASSISTANTS (LSA)

Full time based on 34.50 Hours per week,
Part-time hours are negotiable, Term Time only (39 weeks).

Grade 14, – £21,437 (full time annual gross salary**). Part-time salary reflective of hours worked.**

Working hours Full-time -34.50 working hours. We can also offer supply hours for those who do not want to conform to a routine working week.

We are seeking to appoint outstanding Learning Support Assistants who are compassionate, dynamic, and resourceful to join our dedicated and hardworking team, supporting students across the school. Experience of working with young people with autism and moderate learning needs would be advantageous.

Please refer to the application information pack for further details.

To obtain an application pack please view fairmeadschool.com/vacancies or contact Recuritment@fairmeadschool.com

Prospective candidates are warmly invited to visit our school; this can be arranged by contacting SPhipps@fairmeadschool.com

Closing/Shortlisting Date: Friday, 30th October **Interviews**: Thursday, 5th November

Fairmead School is committed to safeguarding the school community. All job applications must contain the disclosure of any spent convictions and cautions. The school will carry out pre-employment vetting procedures, which include an online search for shortlisted candidates and the successful outcome of an Enhanced DBS.

Yours sincerely



Tracy Felstead
Headteacher

ABOUT FAIRMEAD SCHOOL

Fairmead School is situated on the North-Eastern outskirts of Yeovil in the County of Somerset. It has a very wide catchment area taking in students from across South Somerset and into parts of Dorset. The school, which currently has 150+ students on role, caters for students with MLD and ASD, aged between four and nineteen years.

Principles
We seek to provide a friendly, caring environment for all our children to reach their potential through high quality teaching and learning that supports the development of life-long learning skills, self-esteem and celebrating individual success. The school is committed to the philosophy of equal access to educational opportunities through the National Curriculum and to the provision of suitably differentiated programs of study to meet individual needs. The teaching and learning styles reflect the ethos expected by the Governors and staff in promoting a calm and co-operative atmosphere for work. Codes of conduct and expectations of positive behavior are based upon the principles outlined in the School Behavior Policy, which was developed with all members of the school community (including Governors and parents). It promotes mutual respect and consideration of everyone. We therefore have high and consistent expectations of all who belong to or relate to the school.

Staff and Governors work in partnership with parents and other professional agencies. The school philosophy is founded upon an appropriately challenging and stimulating curriculum where students realise their potential and achieve to the best of their ability. At Fairmead School student attainment is achieved through individual programs of study that are enhanced by extra-curricular activities. Fairmead School seeks to create a happy and supporting environments for all students and staff that encourage everyone ‘to be the best we can be.

Job Description - Learning Support Assistant

Scale: Grade 15 - 14

Job Purpose

To work under the direct instruction of teaching/senior staff to undertake work/care/support programs, to enable access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom, including preparation and routine maintenance of resources/equipment.

Duties and Responsibilities:

1 **Support for Pupils**

- Attend to the pupils' personal needs, and implement related personal programs, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model, being aware of, and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.
- Promote self-esteem and build lifelong learning skills.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Support children's progress and achievements under the guidance of the teacher.

2 **Support for the Teacher**

- Prepare classroom as directed for lessons, clear afterwards, and assist with the display of pupil's work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behavior, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin support e.g., photocopying, typing, filing, money and administer coursework etc.

3 **Support for the Curriculum**

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies e.g., literacy, numeracy, and Early Years as directed by the teacher.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment, resources as directed by the teacher and assist pupils in their use.

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.
- Vigilant safeguarding of all pupils and staff across the school, observing, monitoring, and reporting all concerns to the relevant designated safeguarding leads.
- Be aware of and support differences ensuring all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school, break times, and lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required.

5 To participate actively in supporting the principles and practice of equality of opportunity as laid down in the school's policy.

6 To comply with all Health and Safety legislation and school policy as appropriate (NB the exact responsibilities will depend on the post)

7 As a term of employment to carry out any other reasonable duties and/or times of work as may be required of you in accordance with the grade and general level of responsibility within the organisation.

Post Title: **Learning Support Assistant**

1. Key Competencies
• Supports the values and ethos of the school. • Outstanding oral and written communication skills • Ability to support pupils with Additional Learning Needs (Moderate to Complex Learning Difficulties) • Empathy with all children • Commitment to work as part of a class team. • Good IT skills • Organisation skills • Ability to work under instruction and use own initiative. • Demonstrate and is committed to the equality of opportunity for all pupils. • Adhere to Safeguarding & Child Protection Policy and practice. (Safeguarding is the responsibility of all staff within the school)

2. Work and other Relevant Experience	
Essential	Desirable
• Experience of working and supporting children with Additional Learning /Special Educational Needs • Experience in implementing learning programs and contributing to pupil progress • Experience of working as part of a team • Supporting pupils in appropriately differentiated learning tasks • Knowledge and understanding of Additional Learning and Special Educational Needs • Commitment to the process of raising standards and pupil attainment • Understanding and compassion of a young person's Social, emotional, and mental health needs	• LSA or similar post in a school / specialist setting • Experience of working in secondary and primary settings • Thrive training • Nurture & Attachment training - Level 2

3. Qualifications	
Essential	Desirable
• Math's / English GCSE • Attendance at specialist training courses	• NVQ 2 or above • Maths / English GCSE, Grade C or above • STC • Team Teach • PECS • TEACCH • ASD / SEMH • Qualifications relating to visual or hearing impairment • BSL

4. Knowledge/Skills

Essential	Desirable
• Knowledge and understanding of National Curriculum /Functional Skills / P Scales • Flexible approach to supporting pupils in their learning • Knowledge of Safeguarding & Child Protection procedures • Understanding of SEN Issues • Good ICT skills	• Knowledge of differing teaching & learning styles • Willingness to attend training • County mini-bus training • Numeracy / Literacy • ICT qualification • Health and Safety awareness
5. Personal	
Essential	Desirable
Excellent communication skills • Ability to relate to people and pupils at all levels • Caring and understanding approach • Sense of humor • Ability to follow directions of the classroom teacher • Work under pressure • Patience • Resilience • Commitment to the school and all pupils • Compassion	