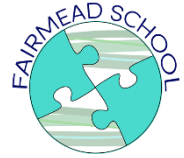


FAIRMEAD COMMUNITY SPECIAL SCHOOL

'This is a Good School' – Ofsted June 2023'



ABOUT THE SCHOOL

Fairmead Community Special School transforms the lives of pupils aged between 4-19 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.

FULL OR PART-TIME LEARNING SUPPORT ASSISTANTS (LSA)

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

Grade 15-14 - £19,486 – £20,108 (full time annual gross salary). **Part-time salary is reflective of the hours worked.**

Working hours Mon, Wed, Thurs, and Fri 8.30am-3.45pm and Tues 8.30pm-4.30pm – 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 practitioners who are compassionate, dynamic and resourceful individuals to join our dedicated and hardworking team of skilful support staff to work across the whole school. A desired element to this role would be experience of supporting young people with Autism and moderate learning needs. **For more details, please refer to the application information pack.**

To obtain an application pack please view <http://www.fairmeadschool.com/vacancies> or contact Recruitment@fairmeadschool.com

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

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



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 pupils 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, 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 reasonably required of you in accordance with the grade and general level of responsibility within the organisation.