



Stoke Newington School
& Sixth Form



Recruitment Pack

Key Worker Learning Support Assistant

Immediate Start

'We have a culture rooted in high expectations for all, which cultivates a love of learning and ambition, together with a strong sense of belonging.'



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Dear Applicant,

Thank you for your interest in the post for **Learning Support Assistant**. This is an exciting time to be working with us as we move forward to enhance our offer, so we achieve outstanding academic outcomes and close the gaps in student achievement.

We are an oversubscribed school with a diverse and enthusiastic student intake reflecting our local vibrant community. Our recent Ofsted inspection (July 2022) recognised us as a “Good” school with many strengths. Our students are “proud of the diverse nature and inclusive ethos of their school. Enthusiastic and committed teachers make lessons interesting for pupils,” and “teachers have strong subject knowledge and are passionate about their subjects.”

The Inclusion team is a large busy and supportive team of learning support assistants committed to providing the best quality support for some of the school’s most vulnerable students. The department works in different teams led by a team leader. The department offers an excellent induction and training programme.

The successful candidate will:

- care deeply and have high ambitions for every one of our students.
- be flexible and adaptable.
- ideally have some experience of working with young people in a school or other setting
- Be organised, efficient and competent with Microsoft Office packages and quick to learn new software (e.g., Class Charts)

We are committed to our pledge of being an anti-racist school and strive to have a workforce reflective of our school body. Applicants from Black and Global Majority backgrounds are strongly recommended to apply.

Best wishes,

Zehra Jaffer
Headteacher



Staff Benefits

We understand teaching and working in schools can be hugely rewarding but can also be demanding. Our staff are totally committed to the young people, colleagues, and families in our community. We seek for all our staff to have a healthy work-life balance. Our staff benefits are one way we show our appreciation to our staff.

Development & Training

Quality continuing professional development is essential to ensure everyone maintains and enhances the knowledge and skills necessary for a positive learning environment. As practitioners, we seek to be well-informed about recent evidence-based research. At SNS, we allocate time to implement strategies so teaching practice maximise the learning in the classroom. The SNS Teaching and Learning Hub is the teacher training, professional development, and quality assurance element of our school. The Hub, led by the Assistant Headteacher leading on Teaching and Learning together with the Lead Practitioner and Early Careers teacher Mentor, provide support and expertise to staff and departments across the school.

Flexible and Family Friendly

We know it can be challenging finding the right work-life balance. We want the very best people to work in our school, and so we want to support flexible working. We can consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements. The number of part-time staff is above average for similar schools, and we always try to accommodate if the timetable and resources permit.

It is important that staff who are parents, do not miss important milestone events, such as your child's first day at school or graduation. Where we can, we will support these important moments.

As part of our admission policy, staff members with children who wish to attend SNS are given a priority school allocation.

Pensions

Pensions are an important part of our life planning. We understand that and we want to make it as easy as possible for you to access the right pension scheme for you. When you join SNS, you are eligible to join the relevant pension scheme.

Health and Wellbeing

Balancing everyday life with the requirements for work and home can create pressures for all of us. Work is a large part of people's lives. Each member of the teaching staff is equipped with a laptop. However, it is vital to ensure that there is a productive, healthy environment that is conducive to a healthy lifestyle. We actively encourage emails to only be sent during 7am and 6pm of a school day, and not during the weekend. The school will operate a texting service to alert staff should there be a need in an emergency.

A subsidized lunch from our school canteen helps our staff through the day. The culinary offer is wide and highly popular with staff and students alike.

Optical expenses – we offer free eye tests for staff who use display screen equipment.



All employees are part of the Employee Assistance Programme. The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health, and wellbeing professional, financial and debt specialists, and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

Getting to work

By public transport:

Season ticket travel loans are available so staff members can take advantage of discounted annual fares for travelling to work by public transport.

By car:

We have on-site parking. Applications will be considered on an individual basis.

Cycle Scheme:

We encourage all staff to walk or cycle to work if possible. The school's Cycle Scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.

Discounts

Staff are offered a Vectis card, this is a discount card offering savings across retail shops, tourist attractions and holidays. Clissold Leisure Centre, immediately opposite our school, offers a 10% discount on their membership scheme.

SNS Staff Association

A strong sense of belonging is essential for us to thrive in the workplace. Our staff association holds events for staff, and their families, from weekly football, half-termly socials and Family Fireworks evening. In addition, such events as the Community Evening and our annual school performance are open to all staff and their families.



Key Worker Learning Support Assistant

Required for Immediate Start

Scale 5 - £25,482 – 26,773

Monday to Friday, 8:10am – 4:10pm, term time only

The school

This is an exciting opportunity to contribute to a successful and popular 11-19 inner-city comprehensive school. The school is proud of all its subjects and is especially committed to creative teaching and learning. We aim for every colleague to have excellent professional development which leads to every student having an outstanding education. Stoke Newington School is actively committed to being anti-racist, and inclusive, by striving hard to challenge through our curriculum. We seek to inculcate and strengthen the knowledge, confidence, and skills for all in our community to challenge racism.

The Post

You will be part of the Inclusion Team where you will work with individuals and small groups to provide high quality learning support to students with special needs. Relevant paid experience of working with young people and excellent communication skills are essential. You will be supported throughout by a strong leadership team who are ambitious for every student's and every staff member's success.

If you are interested in joining our team, please apply via [the TES website](#). Alternatively, you can download an application pack from our website [the School's website](#). Please name your application file with your full name and the role you are applying for and submit via Recruitment@sns.hackney.sch.uk

Closing date will be **midday Monday 9th October 2023**.

We are an equal opportunities employer committed to ensuring diversity in our workforce.

As employers we are committed to safeguarding and promoting the welfare of children. A DBS (Disclosure & Barring Service) clearance is a statutory requirement for all positions.

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Job Description

Title of the Post: Learning Support Assistant

Allowance: Scale 5 - £25,482 – 26,773

Function of the Post:

To work under the guidance of the Senior LSA, SENDCo/ Head of Inclusion, Deputy SENDCo, and teaching staff to undertake support programmes to enable students on the Code of Practice access to learning.

Main Tasks and Responsibilities:

- Support the learning of students who are on the Code of Practice SEND Register, either on a 1:1 basis or in small groups.
- To work with students with a range of needs such as emotional/behavioural, physical needs, sensory impairments, speech and language needs, medical conditions, or a combination of these.
- Use specialist (curricular/learning) skills/training/experience to support students.
- Assist with the development and implementation of IEPs Pupil Passports and Support Plans.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage all pupils' learners in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students and families in relation to progress and achievement.
- Support students in transition from primary to secondary school by visiting feeder schools, liaising with SENCOs, and identifying support needs.
- Provide support in the transition from secondary to further education and alternative provision.
- To build and maintain successful relationships with students, treating them with respect and consideration.
- To support the students in building their confidence and establishing self-esteem.
- Develop and use strategies to support students to manage their behaviour.
- Willingness to help with personal care, as necessary.

Support for the Teacher:

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the SENDCO/Line Manager, contributing to reviews of systems/records as requested



- Undertake marking of students work and accurately record achievement/progress.
- Promote positive values, attitudes, and safe behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the SENDCO/Line Manager within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Invigilate routine exams/tests.
- Read and scribe for students during exams.
- To support form tutors during registration time.

Support for the curriculum:

- Undertake agreed learning activities/teaching programmes, adjusting activities according to student responses/needs.
- Support programmes linked to national learning strategies e.g., literacy, numeracy, KS3 and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help students to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

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 all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school, including supervising student movement.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Supervise pupils on visits, trips and out of school activities as required.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
- To attend staff briefing
- Be willing to undertake first aid training

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.



General requirements:

- The post holder must always carry out his/her responsibilities with due regard to Hackney Education policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or encounter.

Equal Opportunities

- Understanding of the different social backgrounds of students.
- Understanding of the needs of different students, and the appropriate policies and strategies to support them.
- Understanding of the needs of bilingual students.
- Commitment to equal opportunities across all groups of staff



	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working in a school or similar establishment. • Understanding of basic principles of health and safety in a school environment 	<ul style="list-style-type: none"> • Ability to relate well to children and adults.
Knowledge and skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills and good standard of numeracy and literacy skills. • Ability to build and form good relationships with young people, colleagues, other professionals, and parents/carers. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own • Initiative and ability to prioritise one's own work and work under minimal supervision. • Proficient in the use of IT, including word-processing, spreadsheets, databases, and internet systems. • Ability to absorb and understand a wide range of information. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to adhere to, and interpret, working procedures and policies in a school environment. • Efficient and meticulous in organisation and record keeping. • Ability to deal with confidential data/issues appropriately. 	<ul style="list-style-type: none"> • Knowledge and understanding of how students learn and barriers to learning. • Knowledge of positive behaviour management and restorative justice strategies • Knowledge of Equal Opportunities and approaches to inclusion. • Knowledge & understanding of Child Protection and Safeguarding procedures.
Personal Qualities	<ul style="list-style-type: none"> • Organised, reliable, committed, and trustworthy. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection. • Recognition of the importance of personal responsibility for Health & Safety 	<ul style="list-style-type: none"> • Commitment to the school's ethos, aims and its whole community. • Warm and welcoming whilst always completely professional • Robust, resilient, and positive! • Sense of humour