



The Bentley Federation

**Learning Support  
Assistant - SEN  
Bentley Federation**

**Closing date: Monday 3<sup>rd</sup> December 2018**

# **Contents**

**Application Letter**

**Advertisement**

**Job Description**

**Person Specification**

**Child Protection Statement**

**Guidance**

Bentley Federation  
Bentley West Primary School  
Monmouth Road  
Bentley  
Walsall  
WS2 0EQ

e-mail: [applications@bentleyfederation.org.uk](mailto:applications@bentleyfederation.org.uk)

Dear Applicant

**RE: Learning Support Assistant - SEN**

Thank you for your interest in this post. If you do decide to apply please note the following:

Your application must be submitted on-line no later than **Monday 3<sup>rd</sup> December 2018**.

Hard copy applications should be handed into reception at the above address during normal working hours (8am-4pm). Please note: We cannot be responsible for hard copy applications hand delivered after normal working hours.

Posted applications should be sent in an A4 envelope and clearly addressed to: Bentley Federation, Bentley West Primary School, Monmouth Road, Bentley, Walsall WS2 0EQ Please make sure you allow sufficient time for documents delivery prior to closing date.

Alternatively you can email your documents to [applications@bentleyfederation.org.uk](mailto:applications@bentleyfederation.org.uk) by the closing date specified above.

CVs will not be accepted.

References will be sought for short listed candidates prior to the interview date.

Should you have any queries please email us at [applications@bentleyfederation.org.uk](mailto:applications@bentleyfederation.org.uk).

Yours sincerely

Miss K Magner  
Principal



*Committed to safeguarding and promoting the welfare of children*

## **BENTLEY WEST SCHOOL**

### **Learning Support Assistant**

**32.5 hours per week**

**Term-time only**

**G4 (SCP 16 – 21)**

**£13,558.38 - £15,202.94**

We are seeking to appoint a committed, enthusiastic and positive Learning Support Assistant with a passion for, and experience of, providing academic support to children with special educational needs.

This is a temporary contract linked to specific funding for pupils at Bentley West School. As part of the role you will also be involved in intervention for individual or small groups of children. The successful candidate will work under the direction of the SENDCo.

We offer a full support and induction programme for all new staff, and a commitment to continued professional development.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. We welcome applications regardless of age, gender, ethnicity or religion.

A willingness to be involved in the life of the Federation and to work flexibly is essential.

For further details and an application form please go to [www.bentleyfederation.org.uk](http://www.bentleyfederation.org.uk)

Informal visits to the school are welcome, please telephone Mrs Zoe Andrews on 01922 720792 if you would like to arrange a visit.

Only applications submitted on the application form will be considered. Please note we are unable to accept CV's.

**Closing Date: Monday 3<sup>rd</sup> December 2018**

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE** Learning Support Assistant

**GRADE** G4 (Main Stream School)  
G6 (Special School)

**POST REF** TA2 (Main Stream School)  
TA2S (Special School)

### **PURPOSE OF JOB**

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### **MAIN ACTIVITIES**

#### **SUPPORT FOR PUPILS**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according 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
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

#### **SUPPORT FOR THE TEACHER**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

## SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

## 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
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required, within normal contractual hours
- 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 and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

## **PERSON SPECIFICATION**

Employees will need to demonstrate the following requirements in order to perform each of the main activities of the job safely and effectively:

### **SKILLS/KNOWLEDGE**

- Effective use of ICT to support learning
- Use of other equipment technology – video, photocopier
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

### **EXPERIENCE**

- Working with or caring for children of relevant age

### **QUALIFICATIONS**

- Good numeracy/literacy skills
- Completion of TDA induction programme for teaching assistants
- NVQ 2 in Supporting Teaching and Learning in Schools or equivalent qualifications or experience
- Training in the relevant learning strategies e.g. literacy
- First aid training/training as appropriate

## **CHILD PROTECTION STATEMENT**

The Bentley Federation fully recognizes its responsibilities for child protection.

Our schools believe in promoting the welfare of children and their right to be safe.

The ethos of our schools must make the children feel secure; promote self-confidence, self-esteem and a feeling of self-worth amongst its pupils.

Our policy applies to all staff, governors and volunteers working in the schools. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of Child Protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

## Guidance for candidates applying for a position within the Bentley Federation

Please read this carefully **BEFORE** you start to fill in the application form.

### *General*

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

You should complete the form and Personal Statement online or in black ink or use a word processor. The application may be photocopied or scanned and some colours do not photocopy or scan clearly.

Read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.

### **Personal Details**

Complete this section fully and clearly. If you do not know your National Insurance number, you can obtain it from your local Benefits Agency office. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK\*. Verification of identity is required before confirmation of appointment.

\*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from HR including a list of the accepted documents.

### **Present or most recent employment**

It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, address and other requested details.

### **References**

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. It is our policy to approach the referees of all shortlisted candidates. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

### **Previous employment for all support staff (non-teaching) posts**

Ensure that you put in full dates, names addresses and your job title. Be careful not to leave any unexplained gaps. Details of part time and relevant voluntary work should also be entered.

### **Previous Appointments**

Include full details of any unpaid work and also details of work outside teaching. This helps in an accurate assessment of your salary and gives us your service history. Do not leave any unexplained gaps.

### **Education, Qualifications and Training**

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification.

Proof of qualification is required before the appointment is confirmed.

### **Relatives and other interests**

If this applies to you, please give the name of the employee, the department that they work in and the relationship e.g. husband, daughter.

### **Personal Statement**

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. As a guide, 1-2 sides of A4 are usually sufficient. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give us is well organized, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs will not be accepted.

### **Additional information**

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

### **Disclosure of a criminal record**

The Bentley Federation operates a Disclosure procedure in line with DBS guidelines. If you are selected for appointment to a post that involves access to children you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose.

If you are selected for employment, you will be required to give full details of your criminal record to a Senior Manager, in confidence, prior to completing an application for an Enhanced Disclosure with the DBS. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures.

### **Declaration**

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with Bentley Federation's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

### **Equal opportunities monitoring information**

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively.

### **Salary Assessment - for teachers only**

Your employer should notify you of the calculation of your salary and allowances annually. If you have not been employed as a teacher for some time, please give the details of your last known salary and all allowances paid. If you do not know how your salary is made up, please mark this part of the form 'not known'.

**Before you send your completed application to us, please read it thoroughly and ensure all sections of the application have been completed legibly and fully and you have addressed all the criteria in the Person Specification.**