## IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job. **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service.  The level of check required for this job isanEnhanced Disclosure. Further information is contained in the Further Details document enclosed.

Bridgemere CE (Aided) Primary & Nursery School are looking to appoint a new member of staff to join our small and friendly school team. We require a Learning Support Assistant to work predominantly 1:1 with a child in our current Year 3 cohort. The post is made available via pupil funding and will be for 25 hours per week, term time only.

We are looking for a positive and engaging individual who will help provide our pupil with the support and flexibility of approach that is required.

We would welcome someone with experience of working in other primary settings, and with children with specific needs. However, key considerations are that we appoint a person who can form strong relationships with individual children, who can ensure a calm and positive approach, and who brings with them a good sense of humour!

Please visit the school website <http://www.bridgemereschool.co.uk/> to download an application pack.

Candidates will be required to present proof of identify and two references prior to interview. The successful candidate will be required to complete an enhanced DBS check and any appointment would be subject to satisfactory references.

Closing date for applications is Wednesday 10th February at 12 noon.

Application forms are returnable to the school via email to head@bridgemerece.cheshire.sch.uk

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| **Job Title** | Learning Support Assistant |
| **Hours per week** | 25 hours per week |
| **Salary**  | SCP 4-6 £18,933 - £19,698 FTE (pro-rated to 25 hours and 38 weeks - £10,707 - £11,139) |

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| **Job Purpose** | In accordance with the aims and policies of the school, to provide support to designated pupils so that they can reach their potential, and achieve the very best educational and other outcomes. To ensure that such pupils play an active part in school life and experience a sense of achievement, becoming confident and independent individuals. |

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| **No:** | **Main Responsibilities** |
| 1 | Support the personal, social, emotional and physical needs of designated pupils so that they remain safe and so that their well-being is fully nurtured and developed during their time at school. |
| 2 | Provide input into the planning and evaluation of learning activities for designated pupils in order to enable teaching staff to make informed decisions when coproducing plans and provision. |
| 3 | Assist teaching staff in the delivery of learning activities and work programmes for pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered. |
| 4 | Supervise the activities of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their educational, physical and emotional development in accordance with the school's behaviour management policy. |
| 5 | Adapt and deliver support to pupils with Special Educational Needs and/or Disabilities in line with their SEN Support Plan or Education, Health and Care Plan. |
| 6 | Monitor individual pupil’s progress and achievements and report these to the teaching staff/line manager to inform decisions taken regarding the next steps for pupils.  |
| 7 | Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well-being. |
| 8 | Record pupil information, as specified by the teaching staff/line manager to ensure the schools information systems are maintained. |
| 9 | Prepare and maintain learning equipment and ensure that these are available to pupils as required to further support their inclusion and outcomes. |
| 10 | Work collaboratively with the teaching staff and outside agencies in order to ensure designated pupils receive informed and purposeful experiences. |
| 11 | Ensure that the pupil voice is accounted for and valued in decisions around their education and support. |
| 12 | Display and present the pupils' work, under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement. |
| The job holder may be asked to undertake such work as may be determined by the Head Teacher/Board of Governors from time to time, up to or at a level consistent with the Main Responsibilities of the job.  |