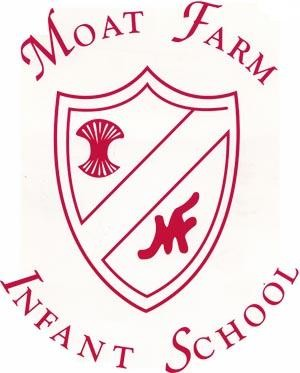
**Moat Farm Infant School**

**SEND Learning Support Assistant**

**Recruitment Pack**





**SEND Learning Support Assistant**

30 hours, Term-time

Permanent

Grade 3 (point 3-4)

Actual salary £15,505 - £15,762 pa

We are seeking to appoint a highly motivated and committed SEND Learning Support Assistant to join our team at Moat Farm Infant School. You will support children by adopting relevant strategies and techniques to enable them to access the curriculum, engage with their learning and achieve their full potential.

The successful candidate will provide 1:1 and small group support for children in school with SEN. They will be working under the direction of the class teacher and SENCO. The role will also involve working within our SEND hub with children with Autistic Spectrum Condition.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.

**For an informal conversation to discuss the role and to return completed applications, please contact:**

**Natalie Skidmore**

**Assistant Head Teacher/ SENCO**

**Moat Farm Infant School**

**Stour Vale Academy Trust**

**0121 552 1885**

[**natalie.skidmore@mfi.school**](mailto:natalie.skidmore@mfi.school)

**Closing date:** Monday 4th November 12 noon

**Interviews:** Monday 11th November

**About Moat Farm Infant School**

Moat Farm Infant School is a four-form entry school which has 430 pupils on roll, with a School Nursery and Day Nursery housing children between the ages of 0 and 7.  We are a member school of Stour Vale Academy Trust. Our school is situated on a pleasant site, surrounded by the playground, grassed areas and trees. The main school building was built in 1938, this part of school comprises of 9 classrooms for Key Stage 1 classes and a SEND hub classroom. The children are grouped into classes according to their admittance years and all classes are named after British wildlife. There is also a separate EYFS building on site which comprises of four Reception classes and a Nursery class which offers provision to two, three and four-year-old children. We also offer the extended entitlement of 30 hours provision to eligible families.

At Moat Farm Infant School, we believe each child is a unique individual who has the potential to grow and learn. We believe that children are active, curious, intelligent and full members of society and it is our role to provide them with a caring, friendly, secure environment which is also challenging and stimulating where they can learn and grow in body, mind and spirit.

Our school motto is “At Moat Farm Infants everyday; we learn, achieve, have fund and play!”

Our school has six core values that guides our thinking and behaviour. At Moat Farm Infant School, every child is valued for who they are an what they contribute to school. Our values are intended to support the personal, social and spiritual development of every pupil in school.

Collaboration, Respect, Creativity, Perseverance, Caring and Reflectiveness

Moat Farm Infant School serves an established community; many parents and grandparents of current pupils also attended the school. The pupils at Moat Farm Infant School demonstrate an eagerness to learn.  They are very proud of their school and enjoy welcoming visitors.  We have created a pleasant, modern learning and working environment for both pupils and staff.  The school office is a central point for parents, pupils and staff. Enabling every member of the school community to achieve our school values to become successful learners, responsible citizens and resilient individuals is our mission that we are committed to.

**ABOUT STOUR VALE ACADEMY TRUST**

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently twelve member schools, five primary, one junior, one infant, one day Nursery and four secondaries.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.

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**OUR VISION AND VALUES**

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

Website

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We describe our shared approach to school improvement as ‘secure autonomy’. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that ***Stour Vale*** member schools will ***create the difference together.***

A picture containing person, indoor, standing, candle

Description automatically generated

A group of kids on a slide

Description automatically generated with low confidence

A person cooking in a kitchen

Description automatically generated with medium confidence

**Job Description**

**Purpose of the Role:**

To provide classroom support to SEND pupils under the direction of the teacher and to carry out a lunchtime duty.

**Main activities**

Supporting Learning

* Under the direction of the class teacher, support and supervise pupils undertaking designated activities in a group or on an individual basis and to assist their learning and development by:
* Clarifying and explaining instructions.
* Facilitating the use of appropriate scaffolding for learning.
* Mediating language as required.
* Implementing specific strategies identified on individual support plans or EHCPs.
* Reinforcing relevant aspects of the planned teaching programme, particularly literacy and numeracy.
* Being sensitive to the requirements of all pupils and encouraging their participation and independence.
* Assisting pupils with the appropriate use of materials and resources, including ICT applications.
* Nurturing the development of emotional literacy and social communication skills.
* Encouraging and building pupil resilience and self-esteem.
* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
* Assist with the development and implementation of individual plans and programmes, including EHCP, IEP and behaviour plans.
* Provide classroom support in the teacher’s absence for short periods of time.
* Support independent learning and inclusion of all pupils and provide feedback to pupils in relation to progress and achievement.
* Support the teacher in behaviour management, effective use of positive behaviour management techniques and strategies with support where required.   Encourage pupils to take responsibility for their own behaviour.
* 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.
* Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy,

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.

Resources

* Prepare and clear up the learning environment including displays and the presentation of pupil’s work.
* Photocopying, filing, and preparing resources for lessons as directed by the teacher.

Educational visits and other supervision

* Escorting pupils on educational visits.
* Assisting with break time supervision including facilitating games and activities.

Personal and welfare support

* Attend to the pupils’ personal needs, and implement related personal programmes, including

social, health, physical, hygiene, first aid and welfare matters, assist pupils with dressing, hygiene and eating whilst encouraging independence.

* Supporting pupils emotional and social well-being, reporting any problems to the teacher.

Systems, policies and procedures

* Contribute to maintaining a safe environment.
* Be familiar with and implement staff codes of conduct and relevant school policies including those relating to inclusion, behaviour and homework.
* Carrying out the responsibilities of the post with due regard to the Academy’s policies, organisation and arrangements, including (but not exclusively) those relating to Child Protection / Safeguarding, Health and Safety at Work, Data Security & Confidentiality and Equality.
* Responsible for the careful and safe use of equipment.
* Undertake training, networking and professional development as required by the school.

Team involvement

* Demonstrating own duties to new or less experienced staff.
* Performing such other duties as may be required from time to time.

Building relationships

* Establish constructive relationships and communicates with pupils to support learning and development and encourage acceptable behaviour.
* Liaise sensitively and effectively with parents and carers, recognising their roles in pupils’ learning.
* Promote the inclusion and acceptance of all pupils, staff and stakeholders.

Record keeping and information management.

* Contribute to basic monitoring, evaluating and assessment of pupil progress.
* Ensure all written and electronic records and reports are accurate, comprehensive and timely.

Other responsibilities

* Take responsibility for promoting and safeguarding the welfare of children and young people within the school in line with reporting policies and procedures.
* Supervise children during break and lunchtime, as required.
* Any other reasonable duties, commensurate with the responsibility and grade of the post.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Person Specification

Knowledge and skills

* Qualified to Level 2 Teaching Assistant.
* Able to support to pupils’ learning on a one-to-one basis, or in groups, including the provision of specialist support for SEND students, as appropriate.
* An understanding of learning and the process of learning.
* An understanding of the development of the whole child.
* IT and keyboard skills to support learning and allow record keeping.
* An understanding of safeguarding.

Experience

* Experience of working with children individually and in groups.
* Experience of working with children across the range of ages served by the school.
* Experience with SEND children and challenging behaviour.

Personal Qualities

* Ability to relate well to adults and pupils.
* Able to work constructively as part of a team.
* Ability to organise self and others.
* A calm, positive nature.
* Knowledge and compliance with policies and procedures relevant to health and safety and child protection.

This post is subject to the DBS checking process

The exact focus of the role will be decided at school level and will take account of the needs of the school and the development needs of the member of staff.

The salary offered reflects the fact that the post holder will be required to work 30 hours per week, term-time only.



**CONTACT US**

For informal talks please contact:

Natalie Skidmore

Assistant Head Teacher/ SENCO

Moat Farm Infant School

Stour Vale Academy Trust

Telephone: 0121 552 1885

Email: natalie.skidmore@mfi.school

Please visit our website: http://www.svat.org.uk/