



INFORMATION FOR APPLICANTS:

Learning Support Staff (LSA) at Willen Primary School, Milton Keynes



WELCOME TO WILLEN PRIMARY SCHOOL FROM THE HEADTEACHER, CARRIE MATTHEWS



Welcome to WPS! Thank you for taking the time to read this document and for showing an interest in our school.

At Willen Primary we are united in working towards one common aim: to provide MK children with the best quality education we can.

We believe that this journey starts with our talented staff. That is why we pride ourselves on creating a close, supportive team where every teacher is able to excel.

Boasting extensive grounds, local amenities, bespoke CPD packages, wonderful children and a close knit team, we believe that WPS is the place to be. Why not arrange a visit so you can see for yourself? Contact the school office (office@willenprimary.org) to book an appointment or for further information.



MILTON KEYNES

A GREAT place to live and work:

- 50 miles from London, 48 miles from Cambridge and with excellent network links
- Outstanding amenities including a theatre, world class shopping centre, water and winter sports facilities, Football Stadium and a thriving social scene
- More Parklands and green spaces than any other City in the UK
- Home to the MK Dons, Bletchley Park and the infamous concrete cows!

OUR SCHOOL

Built in 1988, Willen Primary School was created to serve the growing community of Willen and surrounding areas. Now welcoming children from across the whole of Milton Keynes, Willen Primary is a popular and well respected Primary school. With a capacity for 420 pupils from Year R-6 we serve a diverse and exciting community.

We are an Ofsted 'Good' school (November 2017) with the potential to be even better.

Our curriculum is bespoke to our children and our aim is for both teaching and learning to be exciting, relevant and enjoyable. With a healthy emphasis on the core curriculum and a commitment to learning through modern technologies, WPS children receive a broad and balanced education. A strong element of this is also our care for the children; highly trained staff ensure that our children are safe, happy and healthy throughout their time with us.

Our new Head (September 2017), Carrie Mathews has exciting plans for the school and its staff and is committed to their wellbeing in equal measure to the children. Staff recognition, birthday celebrations and staff social events are all standard examples of the 'Willen way'. This is such an exciting time for the school and there is no better time to join us!

THE POST

Learning Support Assistant

Salary: Grade C1-D3 depending on experience

Hours: Full time or Part Time, term time only (up to 27.5 hours a week)

Start Date: ASAP

Responsible to: Headteacher

All responsibilities of an LSA are anticipated as part of these roles and in return, we will ensure that you are well supported. This includes providing any training that you feel that you would benefit from and also, an experienced and qualified mentor who will safeguard your wellbeing and success.

For the right person, I promise you it's going to be a fabulous job.

RECRUITMENT TIMETABLE

Monday 10 th October 2022	Advertisement appears : MK Website, school website
Monday 31 st October 2022	Closing date for applications (by 12 noon) <i>References will be requested at this stage</i>
Wednesday 2 nd October 2022	Interviews

JOB DESCRIPTION

“Willen Primary School is committed to safeguarding & promoting the welfare of children & expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers & the Criminal Records Bureau.”

Job role:	Learning Support Assistant (LSA)
Salary grade:	Grade C1-D3 depending on experience
Accountable to:	Headteacher
Line management structure (current):	Head Teacher, Deputy Head Teacher, SENDCo

Purpose of job

Support access to learning for pupils and provide general support to the teacher in the management of pupils, both in and out of the classroom.

Working under the guidance and instruction of the class teacher, take a leading role in the planning and evaluation of one or more specific learning activities or teaching programmes.

Key Objectives

1	Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
2	Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
3	Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans, by arranging/providing resources for lessons/activities under the direction of the teacher. Assist with displays.
4	Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
5	Provide feedback to the pupils in relation to attainment and progress under the guidance of the teacher.
6	Support pupils in social and emotional wellbeing, reporting problems to the teacher as appropriate.
7	Assist in escorting and supervising pupils (or independently escort small groups) on educational visits and out of school activities
8	Attend to pupils' personal needs and implement related personal programmes, including social, medical needs, First Aid, physical, hygiene and welfare matters with

	appropriate training/support.
9	Level B duties may be considered to include any of those listed at Level A.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Have familiarity with all relevant statements of special educational needs specific to the child
- Assist in the development of individual development plans for pupils (such as Individual Educational Plans)
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Monitor and manage stock and supplies for the classroom
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions

Work Profile

- 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
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Administer routine tests and invigilate exams and undertake routine marking of pupils work
- Select, prepare and clear away classroom materials and learning areas ensuring that they are available for use, including developing and presenting displays
- Attend to pupils' personal needs and implement related personal programmes, including social, specific medical needs, physical hygiene and welfare matters with appropriate training/support
- To adhere to school local and national authority guidelines, exercising professional discretion at all times.
- 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.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- Maintain confidentiality at all times

Other information

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge		Level			Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		<u>A</u>		A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience		<u>D</u>		I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		<u>E</u>		T Testing R Reference
Qualifications	NVQ2 for Teaching Assistants or equivalent qualifications or experience	X			A
Skills / Experience	Significant experience of working with individuals and groups of children in a classroom setting		X		A
Competencies		Level			Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area		<u>A</u>		A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements		<u>S</u>		I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		<u>E</u>		T Testing R Reference
Planning and organising work	Working with the teacher to ensure preparations are made within the classroom for all learning activities on a daily and weekly basis	X			I,R
Planning capacity and resources	Ensuring adequate resources are available for planned activities	X			I,R
Influencing and interpersonal skills	Encouraging inclusivity and engagement with all learning activities	X			I,R
	Ensuring that all communications are tailored to suit the individual child	X			I,R
Using initiative	Dealing with day to day problems and issues in a confident and creative manner		X		I,R
Working independently	Able to manage individuals and small groups of learners independently during the school day		X		I,R

Managing people	Working co-operatively with class colleagues		X		I,R
Managing resources	Keeping accurate records when required	X			I,R
	Use and safekeeping of classroom equipment		X		I,R
Managing risk	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.	X			I,R
Managing oneself	Awareness of opportunities for professional self-improvement		X		I,R

HOW TO APPLY

Please read the information in this pack. If you decide to apply you should send your completed application form and cover letter via either hard or electronic copy to cdale@willen.milton-keynes.sch.uk or care of Claire Dale to **Willen Primary School, Beaufort Drive, Milton Keynes, MK15 9HN**. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

Should you have any questions or queries or would like to visit the school, please do not hesitate to contact us on office@willen.milton-keynes.sch.uk or by phone on 01908 690098.

We look forward to meeting you!
