



St Michael's Prep School

The Joy & Wonder of Learning



Learning Support Assistant 1:1

Salary: £23,433.53 FTE (paid pro rata for term time, actual annual salary £8,892.19)

Application Deadline: Wednesday 7th December 2022 at 8am

To start: ASAP ideally 01.01.2023

Part Time: 20 Hours per week

Monday, Tuesday, Wednesday & Friday 8.30 am to 11.30am, Thursday 8.30 to 3.30pm Term time plus INSET days (34 weeks per year)

Interview Date: Week commencing 12th December 2022



St Michael's Prep School is a co-educational day school, rated 'Excellent' by the ISI in March 2017 with approximately 475 children aged 2-13, enjoying a beautiful location, overlooking 100 acres of land. Our state-of-the-art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

We are looking to appoint a Learning Support Assistant who will assist and provide 1:1 support to a child with additional needs, currently in Reception. We are looking for someone experienced in working with children with speech, language and communication needs, who is committed to helping provide an inclusive education and who is passionate about improving the outcomes for all students.

The successful candidate will be kind, caring and confident with the ability to quickly assess the child's needs. You will need to work closely with the Teachers and Learning Development Team to ensure that the child's needs are met at every level. You will be able to follow recommendations from various health care professionals and incorporate these into the school day, feeding back to the Class Teacher, Learning Development Team and Pre-Prep Head when necessary. The post is fixed term, meaning it will end if and when the child leaves the school.

In return we can offer you:

Free Meals provided during term time; free parking on site; sick pay scheme; annual salary review; automatic enrolment in the support staff pension scheme with life assurance cover; multi skill training opportunities; a wonderful supportive staff body and great place to work!

St Michael's actively manages the inclusion of its people and values human diversity, believing that our different ways of being and thinking adds value to our school community. We are committed to creating and sustaining a more ethnically diverse workforce. In this regard, we welcome applications from people of all backgrounds who share our values in this area.

If you would like to apply for this post, please complete a non-teaching application form, downloadable from our website, and include details of the skills, qualities and experience you have and explain why you would like to apply for the position.

Please return word or PDF applications only, to Kim d'Albertanson at: -

recruitment@stmichaels.kent.sch.uk

APPLICATION DEADLINE: Wednesday 7th December 2022

INTERVIEW DATE: Week Commencing 12th December 2022

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service and online digital presence checks if invited to interview.



JOB DESCRIPTION –LEARNING SUPPORT ASSISTANT 1:1

RESPONSIBLE TO:

- The Head of Pre-Prep
- The Head of Learning Development
- The Head
- The Governing Body

KEY RESPONSIBILITIES:

- To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
 - clarifying and explaining instructions
 - ensuring the pupil is able to use equipment and materials provided
 - motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupil's needs
 - using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - liaising with Class Teacher, SENDCO, Pre-Prep Learning Development Coordinator and other professionals about current reports and strategies, contributing to the planning and delivery as appropriate
 - helping to make/modify appropriate resources and tasks to support the pupil
- To establish supportive relationships with the pupil and parents concerned
- To promote the acceptance and inclusion of the pupil with Special educational Needs (SEN), encouraging pupils to interact with each other
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the Learning Development Coordinator and Class Teacher to achieve the intended learning outcomes
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance, self-esteem and a can-do attitude
- To support the pupil in developing speech, language communication and social skills both in and out of the classroom, as well as in the playground and grounds
- To provide regular feedback on the pupil's learning and behaviour including feedback on the effectiveness of the strategies adopted
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- To be aware of confidential issues linked to home/pupil/teacher/school





- To contribute towards reviews of the pupil's progress as appropriate
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
- To be willing to support playground/break time/lunch time supervision e.g. educational games
- To accompany teacher and pupils on educational visits

PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

- relevant primary age NVQ3 qualifications or equivalent primary age experience (applicants with experience may be considered but without NVQ3 or equivalent qualification, salary will be £20,068.16 (pro rata actual term time salary is £7,615.15)
- experience of working in 1:1 support
- experience of speech language and communication needs
- the ability to instil confidence in parents about the care of their children
- use specialist primary curricular knowledge to support all children's learning
- a respect for the confidential nature of the post
- knowledge of safeguarding and other child related legislation
- Strong literacy and numeracy skills (GCSE passes in English and Maths are required)

ALL OUR STAFF NEED TO BE:

- fully qualified and eligible to work in the UK
- passionate about working with children and developing young lives
- committed to excellent provision for all children
- great communicators
- organised
- efficient
- reliable
- flexible
- resilient
- great team players
- computer literate
- sympathetic to the Christian ethos and values of the school

ALL OUR LEARNING SUPPORT ASSISTANTS NEED TO HAVE:

- a warm and encouraging manner
- enthusiasm and commitment
- a sense of humour
- experience of working in Early Years and/or KS1
- initiative
- patience





- imagination, creativity and lots of energy
- an understanding of progression through the National Curriculum,
- a love of learning, challenge and personal development
- an enhanced disclosure via the DBS (which the school would facilitate)
- the ability to form and maintain suitable relationships and personal boundaries with children and young people
- the strength to work with challenging behaviours
- the ability to plan learning activities for individuals and small groups

It is desirable for our Learning Support Assistants to have:

- Level 1 Safeguarding Training (the school can facilitate this if not already held)
- First Aid Certificate (the school can facilitate this if not already held)





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“At St Michael's we work as a team: teachers, pupils and parents.”

-Deputy Head of Pre-Prep



Wellbeing Award
for Schools

2019-2022