

Oakley School

www.oakleyschool.co.uk

Job Details & Description

Learning Support Assistant

Pay range:

Kent Range 3 – Kent Range 4

Hours:

33.5 hours per week, Monday to Friday, Term time only

Context

Oakley School is the Tunbridge Wells district co-educational, Special School for day pupils, aged from 2 to 18 years. We operate across 3 sites; our Tonbridge site meets the needs of our Phase 4, Further Education young people (approx. 40 students). On our Tunbridge Wells site we have pupils from age 2 (in our Specialist O&A Nursery) through to 16 (in Phases 1 to 3) (approx. 150 children). We also have a small Satellite Provision at Skinners' Kent Primary School in Tunbridge Wells.

All our pupils have a statement of special educational needs or Education, Health and Care Plan (EHCP). Children who attend the school have a wide range of severe and/or complex needs, with associated communication and learning difficulties. Children come from a wide range of socio-economic backgrounds, with around 33% eligible for Free School Meals.

Our Aims

- To promote the highest standards of teaching and learning in a caring, stimulating and orderly environment to engage our children and young people in learning; encourage and enthuse them, and thus enable everyone to achieve the best that they can and become as independent, skilled and confident as possible.
- Create an inclusive ethos in which pupils develop independence, learn to value themselves, others and their environment, and prepare for adult life and citizenship by working with others.
- Promote the enjoyment of learning and support the attainments, successes and achievements of all pupils.
- Support all members of the school community to enable them to communicate and interact effectively, be confident, motivated to succeed and develop life and independence skills.
- Work in partnership with all parents, carers and key people and organisations in the community to provide an accountable, high quality service, committed to safeguarding children and young people that will have positive, sustainable impact for individuals and partner organisations locally, regionally and, where possible, nationally and internationally.

Our Strategic 3 Year Vision 2017-2020

- Consistently achieve outstanding learning that is personalised to meet the needs of our children and young people aged 2-18 years.
- Extend our range of opportunities to enhance skills for life and independence.
- Integrate the use of communication and information technologies to support the development of skills for life and independence for all our children and young people.
- Create an effective framework that records, monitors and celebrates the progress of skills for life and independence for our children and young people.
- Develop communication with parents and increase their involvement in their child's school experience.
- Provide specialist expertise, resources and support for educational and therapeutic input for everyone involved in Oakley School and other communities.

Job Description - Principal Accountabilities

1. Encouraging, enthusing and enabling pupils to achieve their full potential through becoming successful learners, confident individuals and responsible citizens.
2. Establishing and maintaining positive relationships with all pupils, by listening, identifying and understanding their needs as learners.
3. Establishing and maintaining good relationships with Managers, Teachers, other Support staff and Parents.
4. Consulting, managing and working collaboratively, sharing expertise, information, ideas and advice with parents, colleagues, and other professionals, also knowing when to seek help and advice.
5. To have high expectations for all pupils irrespective of, and with respect for, their personal background and special educational needs.
6. To know and take account of the personal, social and emotional needs of pupils when managing them in accordance with school policy.
7. To support pupils to develop a sense of responsibility and respect for people, resources and their environment.
8. To demonstrate an ability to reflect on, and improve, personal practices by observation, evaluation, training and discussion with colleagues.
9. To support Teachers through participation in planning, preparation of learning resources, assisting the delivery of lessons, recording and evaluation of pupils' progress and supporting pupils' learning and behaviour according to these plans, demonstrating an understanding of key factors that improve or impede pupils' learning including praise, commentary, encouragement and reassurance.
10. Invigilating for SATS, Exams and other accreditation.
11. To support the learning experiences of pupils in the school by the competent use of ICT, and carrying out individual programs set by a range of professionals.
12. To learn and understand the basic principles of pupil development, learning and welfare and the importance of appropriate age related expectations.
13. To have sufficient knowledge and understanding of literacy and numeracy to be able to question and prompt pupils to improve their work.
14. Have the ability to accurately record (write) verbal information given by pupils.
15. To learn to implement a variety of support strategies to communicate clear learning objectives and high expectations.
16. To use and implement all school curriculum and management policies including child protection, safe working practice, health & safety and behaviour policies.
17. To be flexibly deployed in the school and beyond, according to the changing needs of the pupils and the school.
18. To develop, maintain and manage physical resources and displays throughout the school as requested.
19. To supervise individual pupils and groups throughout the school day, including offsite trips, their lunch and breaks.

Person Specification

Qualifications & Experience

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| ➤ Educated to GCSE standard (or equivalent) with grades A to C in Maths and English and a good standard to skills including ICT. (As a routine procedure, all staff must provide evidence of their qualifications claimed on application to the school.) | Essential |
| ➤ Experience of working with children, and knowledge and understanding of children's learning and developmental needs. | Essential |
| ➤ An awareness of Child Protection policy, procedures and safeguarding or young people. | Desirable |
| ➤ Qualifications in the field of childcare, education and SEN (NVQ3). | Desirable |

<ul style="list-style-type: none"> ➤ Experience of supporting pupils with SEN in a range of settings and knowledge of a range of SEN and their impact and consequences in the classroom. ➤ Experience of working within the caring or education profession in a voluntary or full time capacity 	<p>Desirable</p> <p>Desirable</p>
<p>Personal Qualities and Skills</p> <ul style="list-style-type: none"> ➤ An ability to speak English fluently and clearly. ➤ Good level of general physical fitness and agility to carry out the full range of duties for this post. ➤ Good interpersonal and effective communication skills with colleagues, parents, outside agencies and children, both individually and in groups. ➤ A self-motivator with good organisational skills, initiative, optimism, perseverance, common sense, discretion, empathy, sensitivity and a sense of humour. ➤ The ability to follow instructions and accept and act on advice. ➤ A willingness to improve own performance and undertake further training. ➤ The ability to work as a member of a team(s) in a variety of teamwork and collaboration roles. ➤ Commitment to school development, improvement, inclusion and equal opportunities. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>Child Protection</p>	
<p>This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Criminal Records Bureau to KCCs satisfaction. Oakley School is committed to the fair treatment of its staff, potential staff or users of its services regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Where applicants have declared a criminal record, the relevance and circumstances of the offences will be considered in relation to the post applied for. Having a criminal record will not necessarily bar that person from working with us.</p> <p><i>Oakley School is committed to safeguarding children and young people, a commitment we expect all staff to share and uphold.</i></p>	

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