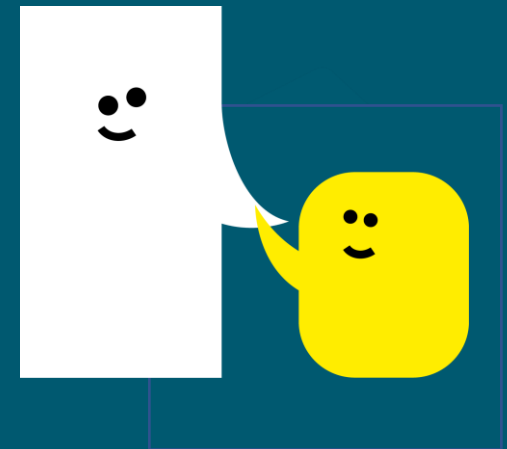


Learning Support Assistant

Recruitment Pack for Candidates
September 2024



A Speech and
Language UK school



About Meath



A Speech and
Language UK school

Meath, a Speech and Language UK School (www.meathschool.org.uk) based in Ottershaw, Surrey is a day and residential non-maintained primary special school for up to 75 pupils aged 4 to 11 years, where Speech and/or Language Disorder and associated difficulties is the primary need, including children with high functioning Autism.

Our most recent Ofsted report (2023) is highly positive about the work of the school and the progress which our children make. “Pupils are happy and safe, and they enjoy being in school. They comment that ‘everyone can have friends here’.”

“The values of ‘talk, learn, grow’ are at the heart of all that the school does. Every aspect of learning is centred around equipping pupils to become confident and independent communicators.”

“The harmonious collaboration between the therapy and education teams forms the core provision. Therapy programmes are seamlessly intertwined throughout all lessons, and every pupil benefits from this enrichment.”



A Speech and
Language UK school

About Speech and Language UK



At **Speech and Language UK**, we want every child to face the future with confidence. For 1.9 million children in the UK, learning to talk and understand words feel like an impossible hurdle. Without the right help, this can destroy their world. They feel disconnected from their family. Unable to make friends. Unfairly punished for not following instructions they don't understand. What does the future hold for them?

We must reach children earlier, to make sure every child has the skills to face the future. We design innovative tools and training for thousands of nursery staff and teachers. We give families the confidence and skills to help their child. And we put pressure on politicians to prioritise support for children. Too many children are left waiting to be understood. Help us bring speech and language skills into the spotlight so they can all flourish.

For more information about Speech and Language UK, its work and values go to or follow-us on Twitter @SpeechAndLangUK



Principal's Welcome

It is with great pleasure that I welcome you to share the experience we have at Meath. We are a school dedicated to ensuring every child learns to communicate, gets a positive learning experience and feels a sense of belonging and security to be themselves and flourish by overcoming their barrier to learning. Our school is emersed in the total communication approach, so whatever the communication need, there is a way to get past it.

We at Meath, take great pride in the work we do and the progress we see of individual children. We believe that we open doors and support children to be strong independent communicators and learners. We offer a way to ensure they are heard and can give their valued voice and opinion by whatever means.

We want to prepare children for the next stage of their education and give them the tools to independently access the learning and education which will provide them with greater life choices and experiences. We want every child to **TALK, LEARN,** and **GROW,** we want them to 'talk' through any means possible, learn and empower them to grow as independent citizens. Our collaborative and immersive environment allows children to be effective communicators and learn various means to have their voice heard. We work as a multi-disciplinary team to ensure the best expertise is shared and taught so that we drive progress forward and ensure we are providing the most evidence-based approach to our practice.

Majella Delaney
Principal

“Meath School has been amazing – we’ve got our little boy back! He’s made lots of friends, and he’s understanding so much more.”



The Role

Thank you for your interest in becoming our Learning Support Assistant at our Ofsted 'Outstanding' school in Surrey. We have been rated as outstanding for fourteen years and are part of the leading children's communications charity, Speech and Language UK. We are located between Woking and Chertsey in delightful grounds close to Runnymede which is an inspiring setting to work in. We are a multi-discipline team that includes Teachers, Learning Support Assistants, Speech and Language Therapists, and Occupational Therapists who all offer our pupils a fully integrated approach to our children's education, communication skills and overall health and well-being.

We are looking for an enthusiastic and motivated Learning Support Assistant to join our outstanding special school! You will provide much needed classroom and teaching support, assisting in all educational activities involving communication, curriculum, social skills, and behaviour management. You'll also make valuable contributions to planning, and to the assessment of pupil progress. This is a role that requires the ability to communicate effectively with children and families as well as your colleagues. You will already have experience of working with primary pupils in a school setting, with experience of SEN. You'll also need basic literacy, numeracy and ICT skills. Above all your flexible, positive attitude will shine through as will your desire to develop our outstanding school.



What we offer

Meath, a Speech and Language UK School is a fantastic place to work, with benefits including;

- Annual salary reviews
- Employee assistance programme providing a confidential helpline
- Supportive and paid sick leave, if needed
- 1 wellbeing day to be taken during term time each year
- A team of Mental Health First Aiders in school
- A supportive culture that aims to promote positive mental health and wellbeing of staff
- Life events celebrated
- Staff appreciation gestures throughout the year
- A friendly, passionate and enthusiastic team dedicated to getting the best outcomes for our young people
- Free optional flu jab in the Winter
- Contributory pension scheme
- Life assurance cover
- Enhanced maternity and paternity leave
- Free eye test
- Interest-free annual season ticket loan and bike loan
- Plenty of onsite parking
- Discounted staff lunches
- Access to hundreds of exclusive perks, discounts and wellness resources through Perkbox
- A comprehensive induction programme so you can hit the ground running
- Continued professional development and training opportunities, and regular professional support





Job Description

Job Title: Learning Support Assistant

Working Pattern: 1 year fixed term contract with a likely opportunity to extend. Working 40 weeks per year (term time plus one week)

35 hours per week,

8:30am to 4:30pm, Monday to Friday

Annual Salary: £20,034 per annum (FTE £22,540)



A Speech and
Language UK school

Speech and Language UK Job Description Learning Support Assistant

RESPONSIBLE TO: Deputy Principal, with day-to-day Supervision by the LSA Coordinator

ACCOUNTABLE TO: Principal

Job Summary

To assist a designated class team in meeting the educational and social needs of the children.

To provide flexible/responsive support to all areas of the school and/or individual pupils.

To be responsible for specific school activities (e.g. co-ordination of the library, ICT, playground equipment, displays, stationery and materials) as allocated.

Main Duties & Responsibilities

1. Work as part of the schools' multi-disciplinary teams including teachers, speech and language therapists, occupational therapists and child care officers.
2. Provide a range of opportunities for children in their class, under the guidance of a teacher, speech and language therapist or occupational therapist, for the development of classroom skills, language, motor skills, play, social behaviour and communication.
3. Teach individual pupils, small groups or the whole class (following lessons plans) as directed by the teacher and/or Education Leadership Group (ELG).
4. Build and maintain successful relationships with pupils, treat them with respect and consideration and demonstrate and promote the positive values, attitudes and behaviour that is expected from the pupils.
5. Respect their social, cultural, linguistic, religious and ethnic backgrounds and be committed to raising their educational achievement.
6. Maintain and develop knowledge of ICT and signing and use to help advance pupils' learning .
7. Support class teachers with preparation and administration associated with class procedures. Plan one's role in lessons including how to provide feedback to pupils and colleagues on pupils' learning and behaviour in liaison with the teacher.
8. Maintain and develop understanding of own specialist area to support pupils' learning, and contribute effectively and with confidence to the classes in which one is involved.
9. Maintain and develop familiarity with the school's curriculum and the national curriculum, the age-related expectations of pupils, the main teaching methods and the assessment frameworks across the subjects and age ranges.
10. Understand and follow the aims, content, teaching strategies and intended outcomes for the lessons in which one is involved, and understand the place of these in the related teaching programme.

11. Contribute to the planning, recording and review process for groups of pupils and individual children. Including:
 - Monitor pupils' responses to learning tasks and modify approaches accordingly
 - Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn
12. Be familiar with the guidance about meeting SEND given in the SEND Code of Practice
13. Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views, and challenging bullying or harassment, following relevant policies and procedures.
14. Maintain very good communication across the school
15. In collaboration with teachers, liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning.
16. Contribute to the school's policy in Signing and Cued Articulation.
17. Manage challenging behaviour under the direction of class teachers and support the school's behaviour policy and practice. Maintain training and use techniques in Team Teach and Physical Interventions.
18. Be responsible for the daytime medical regimes of individual pupils in liaison with the school nurse.
19. Support classes in the swimming pool as requested.
20. Carry out school duties, eg, lunchtime/playtime as directed. Contribute at least 2 days per year to the Summer holiday club
21. Carry out additional/alternative duties as required for individual pupil support. (This may include supporting intimate care and feeding)
22. Accompany classes on outside visits as required with the agreement of the Assistant Head.
23. To drive the school minibus/car (after the appropriate training)
24. Attend all meetings as requested.
25. To complete the appropriate medical, driving and lifeguard training as required.
26. To show best practice by following the LSA/HLTA standards.

Personal Development

1. Participate and contribute to one's own performance appraisal and supervision sessions.
2. Undertake relevant training and development, as required and effectively use learned skills to benefit pupils.
3. Improve one's own practice, including through observation, evaluation and discussion with colleagues.
4. Be involved in the school's extended services programmes, (e.g. After School Clubs, outreach, training, assessment) as appropriate.
5. Contribute to Meath events and activities (e.g. Bonfire Night, Summer Fete, Holiday Club) as required.

6. To eventually become approved as a Class Cover LSA in the event of planned teacher absence.

Additional Requirements

1. Provide cover for colleagues as directed by your manager.
2. Refrain from acting in a manner which in any way endangers yourself, fellow employees, or the public.
3. Ensure that all policies and procedures relating to the protection of children in Speech and Language UK's services are followed at all times.
4. Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
5. Safeguard at all times confidentiality of information relating to children, staff and Speech and Language UK's work.
6. Refrain from smoking in any area of Speech and Language UK premises not designated as a smoking area.
7. Behave in a manner which ensures the security of Speech and Language UK property and resources.
8. Abide by all relevant Speech and Language UK Policies and Procedures.

This list of duties and responsibilities is by no means exhaustive and the postholder may be required to undertake other relevant and appropriate duties as required.

This job description is subject to regular review and appropriate modification

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Experience and Qualifications	<ul style="list-style-type: none"> • Demonstrable levels of numeracy and literacy (equivalent to GCSE (A-C) or NVQ level 2). • Minimum C grade for English GCSE (or equivalent) • Experience of working with primary children in a school context. Experience of SEN. Flexibility and adaptability to work with a variety of groups in different ways. 	<ul style="list-style-type: none"> • Training/qualification in early years, child development, social care or related field relevant to the age of the pupils. • Experience of working with children with complex difficulties • Experience of working within a multi-disciplinary team
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of behaviour management strategies. • Understanding of First Aid procedures • Understanding of the importance of confidentiality of sensitive information. 	<ul style="list-style-type: none"> • Knowledge of early language development, play and social development
Skills	<ul style="list-style-type: none"> • To communicate effectively with colleagues, parents and outside agencies • Ability to relate to children individually and in groups. • Ability to implement and evaluate behaviour management strategies and education/therapy plans under the guidance of other professionals. • Clear accurate written communication • Sound IT skills to support learning and maintain electronic information systems. • Effective listening skills and ability to follow instructions • Willing to strive to deliver a high quality service and contribute towards continuous improvement. • Good organisational and time management skills • Punctuality • Accuracy • Ability and willingness to work constructively as part of a team • Positive and constructive attitude • Willingness to undertake training including license to drive the school mini-bus 	<ul style="list-style-type: none"> • Able to use signing
Other factors	<p>Commitment to safeguarding and promoting the welfare of young people</p> <p>Clean driving license and willingness to drive school minibus</p>	

Speech and Language UK
Summary of Terms and Conditions of Employment and Benefits

Job Title:	LEARNING SUPPORT ASSISTANT
Start Date:	As soon as possible subject to the usual checks
Location:	Meath School, Brox Road, Ottershaw, Surrey, KT16 0LF
Annual Salary:	Actual salary: £20,034 per annum (FTE £22,540)
Hours:	35 hours per week, 8:30am to 4:30pm. 39 weeks plus 5 additional days
Annual Leave:	6.22 weeks / 31.5 days FTE to be taken during the school closure period (excluding 5 additional days)
Disclosure & Baring Service Check:	The successful candidate's employment is subject to an enhanced DBS and barred list check
Probation Period:	There is a 6 month probationary period for this post
Pension:	After 3 months, staff employed on a continuing contract, or temporary contract of minimum 6 months, are entitled to join the Speech and Language UK group pension scheme with Aviva. Employer contributions 4.5%, and the minimum employee contribution is 3%.
Perkbox:	Employee benefit providing hundreds of exclusive perks for staff ranging from discounts on shopping, entertainment and gifts, to gym membership, rewards and access to a confidential employee assistance helpline.
Free Annual Flu Vaccination:	Free annual flu vaccination for all Speech and Language UK employees.
Payroll Giving	By joining the payroll giving scheme, you can donate to your chosen charity directly from your pay before tax is deducted.
Season Ticket Loan	Speech and Language UK offers eligible employees an interest free loan for the purchase of a season ticket for travel between home and Central Office/ the School.
Bike Loan	Speech and Language UK offers eligible employees an interest free loan for the purchase of a bicycle for commuting to work.

How to Apply

For an informal discussion please contact Marnie Downes, LSA Coordinator, on 01932 872302 or email marnie.downes@meathschool.org.uk To find out more about Meath School and Speech and Language UK visit www.meathschool.org.uk and www.speechandlanguage.org.uk

To apply please send the completed application form to **SBM@meathschool.org.uk** by **9.00am on 14th October**. Interviews will be held at Meath School week commencing 21st October 2024

To find out more about Meath School and Speech and Language UK visit www.meathschool.org.uk and www.speechandlanguage.org.uk

Speech and Language UK is committed to safeguarding and promoting the welfare of children. We carry out appropriate vetting and verifications on all staff. Please find details of our safeguarding policy <https://primarysite-prodsorted.s3.amazonaws.com/meath-school/UploadedDocument/287d788d-21c2-40e1-8465-0d84fb30e68d/sgpolicy-2023-2024-updated-march24.pdf>

All shortlisted candidates will be subject to an online search covering content that is in the public domain. In line with Keeping Children Safe in Education the successful candidate's employment is subject to an enhanced DBS and barred list check. Thank you for your interest and we look forward to hearing from you.



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