



St Mary's Catholic Primary School

Job Information Pack



**Temporary Learning Support Assistant (Named Pupil) and
School Meals Supervisory Assistant**

25 + 5 hours (30 in total)

ASAP

St Mary's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure And Barring Service check before appointment is confirmed.



Monday, 18th March 2019

Dear Applicant,

Thank you for expressing an interest in our vacancy for the post of **Learning Support Assistant (Named Pupil) and School Meals Supervisory Assistant**. This is a temporary appointment related to the provision of special needs support in respect of a named child and will take effect from the agreed start date and will continue pending a review of the transitional funding arrangement or pupils' departure from the school, if earlier.

Inside this pack you will find the BANES Level 2 LSA and SMSA job descriptions (inc person specifications) for the post. You can also download an application form and find out about our school via our website. Please note that the CES Support Staff application form should be used for this vacancy and not the BANES equivalent.

Shortlisting will take place following the closure for applications which is midnight on **Friday, 19th April**. We will contact shortlisted applicants as soon as possible to give arrangements for the interviews which are being held on **Thursday, 25th April**. Please make sure you include the best telephone number and email address to reach you on in your application form.

We welcome visits to the school by appointment, and I or another member of staff will be happy to show you around and answer questions.

We very much look forward to receiving your application.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Andy", with a long horizontal flourish extending to the right.

Andy Tarrant
Head Teacher

Job title	Learning Support Assistant (Named Pupil) and School Meals Supervisory Assistant (Temporary) Pro-Rata
Full school address including postal code	Penn Hill Road, Weston, Bath BA1 4EH
School telephone number	01225 429030
School email address	stmarysbath_pri@bathnes.gov.uk
Number on roll	185
Salary	Grade 3, Point 5 for LSA role pro rata Grade 1, Point 3 for SMSA role pro rata
Hours	LSA 25 hours + SMSA 5 hours (term time only)
Commencement date	As soon as possible (depending on DBS checks and references)
Advertisement closing date.	Midnight on Friday, 19th April 2019
Interview date	Thursday, 25th April 2019 (AM)
Other important information	Please quote job reference STM19-001



**LEARNING SUPPORT ASSISTANT/ SCHOOL MEALS SUPERVISORY ASSISTANT
FOR A NAMED PUPIL**

We are looking for an excellent temporary LSA/ School Meals Supervisory Assistant to support named pupils and complement our hard working team. Could this be you?

St Mary's Catholic Primary School is a popular and friendly school situated in pleasant grounds in Weston on the edge of the historic City of Bath.

For the LSA role, applicants should:

- Work proactively and flexibly within a highly motivated and successful team
- Be an excellent communicator with pupils, parents and staff members alike
- Be able to motivate, nurture and inspire children to achieve and enjoy learning
- Be reliable and punctual
- Have a good manner with adults and children
- Be willing to work with other professionals and engage in relevant training
- Be able to provide support in meeting individual learning and medical needs
- Be aware of factors that can impact on learners' development, including mental health and wellbeing
- Be aware of the different aspects of the primary school, especially those within the Early Years
- Support the distinctive ethos and Christian values of the school

As well as working as an LSA within our school we are seeking an SMSA who can:

- Oversee the supervision and support pupils in the dining hall and playground
- Adhere to school policies regarding pupil discipline and behaviour management
- Assist with the transition of pupils to and from the dining hall
- Deal with incidents, e.g. spillages and referral of pupils to designated first aiders, if appropriate
- Encourage and lead effective play between pupils.

Please note that this is a temporary appointment related to the provision of special needs support in respect of a named child and will continue pending a review of the pupil's transitional funding arrangement or the pupil's departure from the school, if earlier.

Application packs (including a job description and person specification) are available from the school office or on our website <http://www.st-marys.bathnes.sch.uk>. Please contact Jo Muscat or Caroline Moore, or send an email to stmarysbath_pri@bathnes.gov.uk.

St Mary's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo rigorous safer recruitment screening, including checks with past employers and the Disclosure and Barring Service.



Job Descriptions (including Person Specification)

BATH & NORTH EAST SOMERSET COUNCIL	
JOB DESCRIPTION	
SERVICE: CHILDREN SERVICES	SCHOOL: ST MARY'S CATHOLIC PRIMARY SCHOOL
POST TITLE: TEACHING ASSISTANT – LEVEL 2	POST NO: SS119 GRADE: 3
RESPONSIBLE TO:	SENDCO, DEPUTY HEAD & HEADTEACHER
DATE: April 2019	

1. JOB PURPOSE

To undertake work/care/ support programmes, to enable access to learning for pupils and to work alongside the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

2. MAIN DUTIES AND RESPONSIBILITIES

Support for Pupils

1. Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, as appropriate.
2. Supervise and support pupils ensuring their safety and access to learning.
3. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal/Health Care programmes.
4. Establish constructive relationships with pupils, act as a role model, and interact with them according to individual needs.
5. Promote the inclusion and acceptance of all pupils.
6. Encourage pupils to interact with others and engage in activities led by the teacher.
7. Set challenging and demanding expectations and promote self-esteem and independence.
8. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for Teacher

9. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
10. Be aware of pupil problems/progress/achievements and report to the teacher as appropriate.
11. Assist with the planning of learning activities.
12. Monitor pupils' responses to learning activities and accurately record achievement/ progress.

13. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
14. 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.
15. In conjunction with the teacher, collate and report information to and from parents and carers.
16. Administer routine tests and invigilate exams and undertake appropriate marking of pupils' work.
17. Provide clerical/admin support for learning e.g. photocopying, word processing, filing, money etc.

Support for the Curriculum

18. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
19. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher.
20. Promote and support the use of ICT in learning activities and develop pupils' competence and independence in its use.
21. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

22. Be fully familiar 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.
23. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
24. Contribute to the overall ethos/work/aims of the school.
25. Attend and participate in relevant meetings as required.
26. Participate in training and other learning activities and performance development as required.
27. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
28. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
29. To undertake other relevant duties allocated at the discretion of the classroom teacher, Headteacher or other designated supervisor.

3. QUALIFICATIONS AND EXPERIENCE

Essential

Either NVQ 2 for Teaching Assistants or equivalent qualification or experience plus completion of the DfES Teacher Assistant Induction Programme

Or a minimum of 3 years recent, relevant experience, which demonstrates the postholder, has applied a wide range of strategies supporting children and successful experience of delivering education programmes over a longer period, e.g. 6 – 8 weeks, with minimum supervision only.

A minimum of 3 GCSE passes at Grade C or above or equivalent including with proficiency in literacy and numeracy.

All applicants must have experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and able to show an understanding of child development and a wide range of issues concerning their education and welfare.

An ability to relate well to both children and adults.

Be able to demonstrate experience of using a number of learning strategies whilst working with a range of children with complex needs and take responsibility for delivery of an educational programme with minimum supervision only.

To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Ability to effectively use ICT to support learning and use of other equipment technology i.e. computer, video, photocopier.

Desirable

Appropriate knowledge of general first aid.

Training in the relevant learning strategies e.g. literacy.

General understanding of national/foundation stage curriculum and other basic learning programmes/strategies/codes of practice.

Ability to self-evaluate learning needs and actively seek learning opportunities.

4. Physical Effort

The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assist pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

5. Working Environment

During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

6. General

The postholder will be expected to undertake any appropriate training provided by the Authority and/or School to assist them in carrying out any of the above duties.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement

BATH AND NORTH EAST SOMERSET COUNCIL

JOB DESCRIPTION

SERVICE: Children Services

SCHOOL: St Mary's Catholic Primary School

POST TITLE: School Meals Supervisory Assistant

POST NO: SS039

GRADE: 1

RESPONSIBLE TO: Deputy & Headteacher

DATE: April 2019

1. Purpose of Job

Under the direction of the Headteacher, the primary purpose of this post is to supervise and ensure the safety, general welfare and behaviour of pupils during the midday break.

As one of a team to contribute to the general management development and review of the Team and Unit both in terms of services provided and staff in accordance with the Council's/School's Vision and Values, policy and other objectives in doing this to ensure maximum effectiveness and efficiency.

2. Principal Accountabilities

a) Departmental

1. With the Headteacher participate in the formulation of detailed Team objectives and policies.
2. With the Headteacher ensure the effective and efficient implementation of Council/School policies and the achievement of the Council's/School's objectives, including financial ones.
3. To contribute to co-operative working across services in accordance with the Council's/School's Vision and Values. To contribute to cross-service initiatives as required.
4. To assist in ensuring the Team's services are responsive to community needs and that equal opportunity and health and safety issues are identified and addressed effectively.
5. To assist in ensuring effective external and internal working relationships are established and maintained with organisations and agencies relevant to the work of the St Mary's team.
6. To ensure effective and accessible communication with staff, service users, the general public and others as appropriate.

b) Functional

1. To be responsible for the supervision of pupils immediately before, during and after midday meal. This includes pupils who have a school meal as well as pupils who bring their own food.
2. To be responsible for promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
3. To be responsible for promoting and encouraging socialising and active play opportunities as appropriate.
4. To be responsible for the supervision of hand washing in Infant, Junior and Primary Schools as required.
5. To be responsible for the supervision of pupils entry into the dining room including any journey or walk to the dining room which might be required.
6. To be responsible for passing relevant information (i.e. pupil behaviour, incidents/accidents) to the class teacher at the beginning and end of the lunch time period.
7. To be responsible for guiding pupils in the proper use of cutlery and good eating manners.

8. Contribute to the promotion of the school's healthy school status and policy with particular regard to healthy eating.
9. To assist pupils where necessary to carry trays etc to the table, and to return empty dishes etc to the service counter.
10. To encourage independence but assist pupils whether necessary to cut up food and guidance on proper use of cutlery, assist in clearance of any spillage etc if required.
11. To assist as required in clearing tables, wiping them down and resetting according to meals.
12. To assist in the setting up and removing of furniture in parts of the school other than the dining room where necessary.
13. To take such steps that are necessary when pupils are ill, carrying out minor first aid and summoning any assistance needed with injuries or illness.
14. To supervise pupils in the playground, or other areas of the school as required by the Headteacher.

3. **Qualifications Knowledge & Experience**

Essential

A basic level of literacy and numeracy.
Ability to communicate clearly and work as part of team.

Desirable

Experience of supervising pupils in a school environment.
Knowledge of basic Health and Safety and first aid
A knowledge and understanding of the welfare and social needs of pupils during the mid-day break.

4. **Dimensions**

Number of staff managed	: None
Departmental budget	: None
Section budget	: None

5. **Physical Effort**

During periods of supervision the postholder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. putting out and packing away tables and play equipment, clearing tables, sweeping the floor, clearing up spillages.

6. **Working Environment**

During periods of supervision outside in the playground, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

7. **General**

1. The postholder will be expected to undertake any initial training provided by the Service/School and undertake any appropriate training provided by the Authority and/or School to carry out any of the above duties.
2. This job description only contains the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out.
3. This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement
4. The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
5. The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.