



Eggar's School

Learning Support Assistant

Pay Grade: C FTE £23,115 - £24,140

Actual (£17,367 – £18,137 pro rata)

Hours: 32.5 hours per week (Monday – Friday 08:30 – 15:30)

Weeks: 39 weeks per year

We are seeking to appoint a Learning Support Assistant who is passionate about supporting students to reach their full potential within our highly dedicated Individual Needs Department. Previous experience is preferable but not essential as full training will be given.

Please return completed application forms to joinus@eggars.hants.sch.uk.

No CVs will be accepted.

Deadline for applications is: 09:00 Friday 19 January 2024; interviews thereafter.

Start Date: As soon as possible

Please note that we encourage early application and we may interview and appoint ahead of the deadline if a suitable candidate is found.

Eggar's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be subject to a DBS check and other relevant employment checks.

Encouraging every individual to belong, to aspire, to achieve

Welcome from Sarah Holman, Head Teacher

Thank you for your interest in the position. I would like to welcome you personally to our lovely school. We require a capable and inspiring professional to support our highly committed teaching staff. The right candidate will be self-motivated, organised and possess a passion for helping young people achieve their very best.

Eggar's is a friendly and vibrant school in the heart of Hampshire. Set in a magnificent 38-acre site, the campus is an impressive environment where students can focus on their learning and thrive in all aspects of school life. We hold firmly to our values of Belong, Aspire, Achieve and are committed to ensuring that every child is able to secure outstanding outcomes.

As a school, we have a well-established reputation for academic excellence, sporting prowess and exceptional talent in Music and the Performing Arts. We expect our students to reach their full potential across the curriculum and will help them every step of the way to be happy, confident, successful individuals ready to make a positive contribution to the world around them.

If you are interested in this position, you are very welcome to arrange a visit. Please email joinus@eggars.hants.sch.uk.

Shortlisted candidates will be invited to interview. Interview days provide an opportunity for applicants to find out more about the school and showcase their skills and ability. We will not always be able to reply personally to all unsuccessful applicants, but please be assured that we will take the time to read each application carefully.

Eggar's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to a Disclosure & Barring Services check, along with other relevant employment checks. The application form is available on our website www.eggars.net/vacancies.

Yours sincerely

Sarah Holman
Head Teacher



Job Title: Learning Support Assistant
Reports to: Individual Needs Coordinator

Welcome to the Individual Needs Department

The Individual Needs department at Eggar's is a warm and supportive environment in which to work. We truly function as a team, meeting regularly, making joint decisions and sharing good practice. We develop unique and privileged relationships with the young people we support, who are at the heart of everything we do, and we are rewarded with making significant impacts to the lives of our students and their families.

We strive to understand the needs of our students on a level that allows us to provide bespoke support. The relationships that can be seen between the team, our students and their families are testament to our skill, dedication, resourcefulness and resilience, and to the wonderful students we work with. Special Educational Needs is at the very top of the agenda at Eggar's, with exciting changes and new initiatives afloat, all coming together to make it a great time to join the team.

Job Description

The main purpose of the role is to:

- Encourage students to interact with others and engage in activities led by teaching staff.
- Establish and maintain constructive relationships with students' parents and deliver pastoral support as required.
- Supervise students' work and offer support where necessary.
- Take a lead role in supporting students with SEND.
- Assist with school trips, events and activities.
- Monitor the needs and behaviour of students, and report these to teaching staff where appropriate.
- Assist teaching staff and other TA's with creating and maintaining displays throughout the school.
- Be a good role model to students in terms of behaviour and attitude.
- Advise, demonstrate, and assist in the safe and effective use of specialist equipment and resources.

Learning Support Assistant Person Specification

Attributes	Essential	Desirable	Assessment Method
Qualification and Professional Development	➤ Two or more GCSEs at grades 9 to 3 or equivalent, including English and Maths	➤ First aid training ➤ Safeguarding training	➤ Application
Experience	➤ Experience of working with 11-16 year old people	➤ Experience of working in an educational environment.	➤ Application

	<ul style="list-style-type: none"> ➤ Experience of record keeping and monitoring. ➤ Effective oral and written communication skills. ➤ Demonstrable levels of numeracy and literacy. ➤ Excellent communication skills. ➤ Effective problem-solving skills. ➤ The ability to remain calm under pressure and be resilient. ➤ The ability to be proactive in seeking solutions. ➤ Evidence of a strong understanding of safeguarding and Child Protection 	<ul style="list-style-type: none"> ➤ Experience of working on a one to one basis. ➤ Good organisational skills and time management. ➤ Experience working with children and young people with additional needs. ➤ The ability to work with students in a professional manner. 	
Knowledge	<ul style="list-style-type: none"> ➤ Knowledge of areas of legislation relevant to child protection and safeguarding. ➤ Knowledge of relevant school policies 	<ul style="list-style-type: none"> ➤ Knowledge of legislation and statutory guidance 	<ul style="list-style-type: none"> ➤ Application
Personal Specification	<ul style="list-style-type: none"> ➤ Able to work independently but also as part of a team. ➤ Punctual and professional. ➤ Able to maintain successful working relationships with colleagues. ➤ Reliable and able to be flexible in their approach to work. ➤ Positive and engaging. ➤ Able to plan and take control of situations. ➤ Capable of handling demanding workload and successfully prioritising work. ➤ Empathetic to those who face barriers to their learning. ➤ Patient with students who take longer to understand information. ➤ Flexible and energetic approach 	<ul style="list-style-type: none"> ➤ Ability to demonstrate developed interpersonal and communication skills ➤ Dedicated to their practice. 	<ul style="list-style-type: none"> ➤ Application and interview

Equalities and Diversity	➤ Strong understanding of equalities and diversity		➤ Application interview
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Salary

The salary payable for this position is on a pro-rata basis from the FTE. The salary payable will be between £23,115 and £24,140 full time equivalent.

Actual days and hours are Monday to Friday 08:30 – 15:30 (32.5 hours) for 39 weeks per year. Actual salary for that working pattern is between £17,367 and £18,137 pro rata.

Equality and Inclusion

British and European law states that a person cannot be employed to this post if they do not have permission to live and work in the United Kingdom.

Staff Benefits at Eggar's School

Eggar's School enjoys a supportive work environment and offers staff a number of benefits:

- Free onsite parking.
- Tea and coffee provided free of charge.
- Employer contributions to the Hampshire Local Government Pension Plan.
- Access to a free and confidential counselling support line and face to face sessions.
- Free eye tests every 2 years if a DSE user, and a set payment towards the cost of glasses if, as a result of the eye test, it is considered necessary by the optician that glasses be worn for display screen work.
- Travel/mileage reimbursement for business reasons.
- Good news Friday All Staff Briefings with breakfast.

Data Protection Act 2018

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code 2002.

Disclosure & Barring Certificate

Successful applicants will be required to complete a Disclosure & Barring Certificate application, together with other pre-employment checks.

All shortlisted candidates will be subject to online and social media checks.

Application Procedure

Applicants should complete an application form in full before your application can be considered. It is available to download from our website www.eggars.net/vacancies. Please submit your application so that it is received no later than the closing date and time.

Eggars's School London Road Holybourne Alton Hampshire GU34 4EQ

FAO: HR Officer

E: joinus@eggars.hants.sch.uk

Application Form Completion

Please ensure that the application form is fully completed, including the Equality Monitoring Form. Two referees must be supplied, as indicated on the application form. Please indicate on the form where you saw the post advertised.

Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact us immediately.

Applicants should be aware that, where roles are exposed to hazardous risks, risk assessments are undertaken, and control measures are put into place where possible.

Learning Support Assistant Job Hazard Assessment

Job Specific Information

The following information highlights hazards related to the role that could pose a risk to the post holder. Applicants should be aware that where roles are exposed to hazardous risk, risk assessments are undertaken, and control measures are put into place where possible.

Manual Handling

The types of manual handling operation involved in this role are:	Objects
The above manual handling operations are required on the following basis:	Infrequent
The weights involved in these manual handling operations are likely to be:	Up to 5kg

Display Screen Equipment

This role will require the post holder to be a Display Screen Equipment user and will involve the use of:	A desktop computer
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Job Characteristics

This role involves working with children and young people:	Between 11 and 16 years of age
This role also has potential to involve:	Verbal abuse and/or aggression and this is likely on an infrequent basis

Work Environment

This role is carried out in an environment which involves:	Lone working on occasions
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