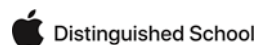


# Application Pack—Specialist Support Assistant



## Layton Primary School

“Growing Great Minds Together”



# Welcome!

Thank you for taking an interest in our advertisement for the position of Specialist Support Assistant at Layton Primary School. I hope you find this pack, our website and our Ofsted report informative. At Layton, we pride ourselves on our growth mind-set and a continual desire to improve our practice. We support and challenge each other in equal measure to be the best we can be.

Layton is a three-form entry primary school on the edge of Blackpool; each year group is supported with a team leader who work and plan together. They meet regularly to assess learning and advise next steps in the process.

In 2017, Layton was judged to be outstanding in all areas by Ofsted. We are an Apple Distinguished school and each child and staff member are provided with technology which is an integrated part of our learning and a seamless part of our teaching and learning.

Layton's values are resilience, risk taking, resourcefulness, reflectiveness and relationships permeate all our work so that we can 'grow great minds together'.

We can offer:

- an environment where you can be challenged to improve every day in a collaborative working environment
- bespoke CPD
- inspirational and outstanding colleagues
- A sincere desire to develop each and every individual

We are looking for an individual who;

- Welcomes the opportunity to be challenged
- Has high expectations of themselves and children
- Has a strong understanding of pedagogy
- Enjoys and thrives within an environment where self improvement is a strong motivating factor

Yours faithfully,



Jonathan Clucas



# #TeamLayton



Hello my name is Harvey and I am Head Boy here at Layton. I love this school because it allows us to blossom every day. The wonderful staff around us are always providing us with challenges so we can have a wonderful education. We would love for you to join the Layton community, where we all look after each other. Everyone at Layton uses the 5Rs to make us better learners. We hope that you will love our school as much as we do!

Head Boy

We are the Pupil Leadership Team we are the voice of all children at our school. We represent children from KS1 all the way up year 6. We love to organise whole school events such as discos, times table competitions and events with the library. We have also organised fundraising events too, such as a read-a-thon to raise money for Brian House. At our school, we love to read so we currently trying to raise money for resources to create an outdoor reading area. The grown-ups in school really listen to our opinions about how to make our school even better. We love that!

Pupil Leadership Team 2023 - 2024



Hello and welcome to Layton Primary School. My name is Mollie and I am the Head Girl of Layton Primary School. Our school is the home of education and joy as our enthusiastic staff help us in all areas of the curriculum, providing us with challenges so we can learn more! It would mean the world to all of the Layton family if you joined us as a member of staff. At Layton, we always use to 5Rs to help us with our learning: resilience, risk-taking, relationships, resourceful and reflective. If you possess these qualities, we would love to have you as a teacher at our school!

Head Girl

# About the post: Specialist Support Assistant

<b>Contract/Salary:</b>	Grade D. Please be aware that the salary advertised is pro-rata due to only working term time plus 5 INSET days. The position will commence on September 1st 2024, to be mutually agreed with the successful candidate. Please note that the role is temporary to 31/08/25.
<b>Hours per week:</b>	27.5 hours
<b>Responsible to:</b>	Class Teacher, Team Leader, Assistant Headteacher
<b>Key links:</b>	Class Teachers, LSAs, ASNAs



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The position will be placed in either Foundation Stage/KS1 or KS2.

## Job purpose:

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

## Key duties include:

- ◇ Work with individuals or groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- ◇ Assist with planned learning activities / teaching programmes as agreed with the teacher, and resolving related problems as appropriate
- ◇ Participate in planning and evaluation of learning activities with the teacher for the session, day or week and providing feedback to the teacher on pupil progress and behaviour
- ◇ Support the teacher in monitoring, assessing and recording pupil progress / activities
- ◇ Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- ◇ Work with pupils on therapy or care programmes, designed and supervised by a therapist / care professional
- ◇ Share information about pupils with other professionals, as appropriate
- ◇ Support pupils to understand instructions support independent learning and inclusion of all pupils
- ◇ Support the teacher in behaviour management and keeping pupils on task

## About the post: Specialist Support Assistant

- ◇ Attend to pupils' personal needs including toileting, hygiene, dressing and feeding, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate
- ◇ Physically assist pupils in activities (may involve hoisting/lifting, where mobility is an issue)
- ◇ Requires the regular manoeuvring of pupils with severe physical disabilities
- ◇ Prepare and clear up the learning environment and resources and contribute to maintaining a safe learning environment, including photocopying, filing and the display and presentation of pupils' work
- ◇ Responsible for the careful and safe use of specialist equipment e.g. standing frames, sensory equipment
- ◇ Maintain confidentiality and adhere to safeguarding procedures
- ◇ Working with individuals, small groups and / or whole classes of pupils where work is regularly interrupted, which requires switching from one activity to another.

### Specialist Support Assistants in this role may also:

- ◇ Administer medication in accordance with an agreed plan under direct supervision of healthcare practitioner and following appropriate training
- ◇ Support children's learning through play
- ◇ Support pupils as part of a planned inclusion programme / work experience programme
- ◇ Assist with break-time supervision including facilitating games and activities
- ◇ Assist with escorting pupils on educational visits
- ◇ Support pupils in using basic ICT
- ◇ Support pupils with exams and tests
- ◇ May demonstrate own duties to new or less experienced staff



## Person Specification: Specialist Support Assistant

Indicative knowledge, skills and experience	Essential (E) Desirable (D)
Level 2 qualification or equivalent, or relevant experience	E
Knowledge and compliance with policies and procedures relevant to child protection and health and safety	E
Requires knowledge and procedures for supporting personal and learning activities;	E
Experience of dealing with pupils with challenging behaviour.	E

# How to Apply

Do you feel you could be the next member of our Outstanding team? If you have the required skills, experience, competence, commitment and passion to make a difference to the children at Layton Primary School, please download an application form from:-

- ◇ <https://www.greater.jobs/>
- ◇ <https://layton.blackpool.sch.uk/current-vacancies/>

Closing date for applications to be received by school is **12.00 noon on Monday 3rd June 2024**. Candidates should submit their completed application form and letter by email to **recruitment@layton.blackpool.sch.uk**. You should expect a return email confirmation once the application has been received, please resend if you haven't received an acknowledgment within 48 hours during term time.

Shortlisting will take place following the closing date and successful candidates will be contacted by email and will be invited to interview.

Layton Primary School is committed to safeguarding and promoting the welfare of children/vulnerable adults. This post is subject to satisfactory two year reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of any essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act 1996. The Governing Board is committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation. In line with KCSIE 2022, online searches (e.g., social media) will be completed for shortlisted candidates.

Unsuccessful previous applicants are not encouraged to apply.

Please be advised that Layton Primary School does not inform candidates when they have not been shortlisted. Therefore, if you have not been contacted within five days of the shortlisting date, you should assume that you have not been successful on this occasion.

Good luck with your application; we look forward to reading it and potentially welcoming you to the team one day!

