



Together, Everyone Achieves More

Emmbrook Infant School, Emmbrook Road, Wokingham, Berkshire, RG41 1JR
www.emmbrookinfantschool.co.uk

RECRUITMENT PACK:

Learning Support Assistant – Total Communication Base

Emmbrook Infant School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 3381961 <http://www.thecircletrust.co.uk>



Learning Support Assistant – Total Communication Base

30 hrs per week – Term time only plus some inset days

Mon - Fri – 8.45am to 3.20pm (with some flexibility)

TCT Grade 3 or 4 Depending on Experience

Actual starting salary (Grade 3): £15,899pa

Start date: ASAP

We are looking to appoint an experienced learning support assistant to support our deaf children. The Total Communication Resource is a provision delivered across Emmbrook Infant and Junior schools. You will be joining a committed and enthusiastic team who have considerable experience of working with deaf pupils and children with a hearing loss. Your role will be to continue the support and learning of the deaf children alongside and in consultation with other school staff. We are a total communication setting and communicate with children in their preferred method of communication. (e.g. British Sign Language (BSL), Sign Supported English (SSE) or spoken English.)

The ideal candidate:

- ♦ will have BSL level 2 (desirable)
- ♦ will have a flexible approach to meeting the individual needs of each child
- ♦ will have a genuine enthusiasm and commitment for working with deaf children of all abilities
- ♦ will support the excellent provision currently delivered across both schools
- ♦ is highly motivated and would like to be part of our small, hardworking school family
- ♦ has excellent communication and organisational skills
- ♦ is committed to team work and maintaining high standards
- ♦ has high expectations for pupils' achievement, progress and behaviour

In return we offer:

- ♦ welcoming and supportive schools
- ♦ supportive and friendly teams of staff and local advisors
- ♦ a strong ethos based on shared values and high expectations

If you have a passion for supporting children's learning, have an enthusiastic, caring attitude and the ability to be flexible and work as part of a supportive team, we would love to hear from you.

(We use the terms deaf/hearing loss to refer to any child with a hearing loss, irrespective of cause or degree.)

If this exciting, challenging and varied role sounds like you then we would love to hear from you.

Visits to our school are warmly welcomed and encouraged. Please telephone the school office on 0118 978 4259 if you would like to arrange a visit.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.



How to Apply

To apply for this position, please complete the application form and email it to admin@emmbrook-inf.wokingham.sch.uk



Job Description

Salary	£23,500 – 23,893 pro-rata	Reporting to	Teacher of the Deaf
Contract	Fixed Term	Start Date	ASAP

Main purpose

To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupils achievement.

Duties and responsibilities

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required.

- Liaise with class teacher/Teacher of the Deaf on a daily basis to discuss class tasks and enable pupils to become independent learners within their own ability and assisting the teacher with developing pupils social skills. Regularly report back to the teacher/teacher of the deaf on pupil's progress and areas of concern
- Interpreting between spoken English and BSL. Helping pupils communicate with others.
- Clarifying and explaining instructions, assisting in weak areas e.g. language, behaviour, reading, spelling, handwriting, presentation and ensuring that class work and homework instructions are understood. Using a range of ways to help pupils understand what is required in class and helping them to produce written work.
- Work with small groups or individual pupils, clarifying and explaining instructions, ensuring that pupils are able to use equipment and materials whilst motivating pupils to complete work
- To aid the teacher in classroom discipline re-enforcing the teacher's standards of behaviour and tidiness within the classroom
- Accompanying groups or individuals around the school e.g. library and school educational trips
- To work with the Teacher of the Deaf and SEN co-ordinator and help deliver educational programmes, assist with the development of reading, writing, spelling and listening skills
- Meet the physical, emotional, behavioural and or other special needs as required whilst encouraging independence and encouraging the acceptance and integration of the pupil with special needs whilst ensuring compliance with school policies i.e. Equality opportunities, inclusion etc
- Preparation of classroom/educational materials and organise supplies of classroom/educational materials and work with small groups of pupils on ICT equipment and programmes
- Provide feedback to teachers and other professionals on pupil's progress in the evaluation of the support programme and noting pupils' achievements or problems. To provide a link under the direction of the teacher/ teacher of the deaf/SENCo between parents and school.
- Monitor, record and analyse pupil data e.g. daily attendance records (as required) and collect and record payments of pupil's monies e.g. lunch school trips (as required)
- Prepare class lists, worksheets and carry out general examination administration tasks and invigilation of examinations (if required)
- Help and support pupils create displays etc for open evenings
- Administer teacher cover and co-ordinate the training programme for work experience students (as required) assist with administrative tasks and supervise pupils if the teacher is absent in an emergency.
- Carry out the organisation and collation of pupil reports (as required)
- Provide supervision during break times as required
- To help with special occasions in the school's annual calendar (if applicable)



Person Specification

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications:

- NVQ Level 1 / CACHE Level 1 Certificate or equivalent (desirable)
- Good standard of general education e.g. GCSE English, Mathematics and Science
- British Sign Language – Level 2 (Desirable)

Skills/Abilities:

- Sensitivity and understanding
- Patience and the ability to remain calm in stressful situations
- Enjoys working with people
- The ability to accept criticism and work well under pressure
- Flexible and open to change
- Excellent verbal communication skills
- Knowledge of teaching and the ability to design courses
- Knowledge of psychology
- To be able to carry out basic tasks on a computer or hand-held device
- Knowledge of the national school curriculum
- Good questioning skills
- Good observation and assessment skills
- Knowledge of the standard of work expected from pupils
- Understanding of open-ended questioning and investigative work
- Understanding of their role to assist and supervise pupils on particular tasks and the expected outcome of individual activities within the allocated timescale
- Excellent communication skills and interpersonal skills
- Ability to work within a team working environment and also able to work independently
- Confidentiality at all times

Experience:

- Experience with children with special needs is desirable but not essential
- Experience working with children aged 4 – 11

Personal Qualities:

- Calm under pressure and adaptable to changing situations
- A caring, energetic and positive attitude
- A good listener and sensitive to pupils needs
- A sense of responsibility
- Positive behaviour management
- A team player
- A good sense of humour
- Flexibility and use of initiative is very important



Special Factors:

- flexibility to accommodate all day educational trips
- Responsibility for first aid
- Provide lunchtime support
- Commitment to professional development

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Our School

Emmbrook Infant school is for children aged between 4 and 7 years old. The children are admitted to our foundation class at the start of Autumn term during the academic year in which they turn five years of age.

Emmbrook Infant School is an academy and part of The Circle Trust. We work closely with all the school in the trust for the benefit of all children.

We share a pleasant site with Emmbrook Junior School, and Redwood Early Years is situated in the Emmbrook Infant School building. The Emmbrook Secondary school is on the opposite side of the road. There are breakfast and after-school clubs situated within the school grounds, run by Funtastic Kids, which offer out of hours provision for our children before and after school.

Children are taught in classes of no more than 30, and we have 2 parallel classes in each year group. The Infant school teaches children in their foundation year, year 1 and year 2. Children transfer to Junior school at the age of 7 and to Secondary school at age 11.

Behaviour is outstanding, as reported in our last Ofsted report. If there are any behavioural difficulties they are dealt with by the Head Teacher and, where appropriate parents are contacted to discuss any problems.





Our Mission Statement

We deliver an outstanding educational environment which encourages happy, safe and inspired learning. Our children develop academic, social and personal skills, setting them up for life-long learning and independence.

Our vision is that we will:

- ✦ Continue to deliver outstanding education, so that all children achieve
- ✦ Share our best practice with other schools, and bring innovative ideas back
- ✦ Be the school of choice in our community

We want every child's time at Emmbrook Infant School to be the best experience they have in their educational life. A time when they learn to love learning and are well prepared for the next stage in their education.

Emmbrook Infant School will be a place where the adults take responsibility for making what they do better, all the time.





The Circle Trust is an educational charity, it exists to do one thing and that is to promote education for the public benefit. Our vision was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are available to them.

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils. We deliberately use the term “educational outcomes” to highlight that we value education in the widest sense whilst balancing our ambition for the highest academic performance.

The schools in the trust range from nursery to sixth form, and actively collaborate to create a unique network of cross phase learning and support.

A core value of our Trust is that we know all schools are unique and their essential ethos and values must remain unique in perpetuity. We believe it is important that schools are led by their Headteacher with the support of local governance.

In other words, The Circle Trust is **not a franchise model** where all schools look and sound the same. Equally, the opportunities afforded to a school, by being part of The Circle Trust are very significant.

We **share talent, resources, best educational research, training and practices**. Together we **celebrate our individuality**, share the **same values** and **support each other** to achieve our goals

By pooling resources, we capitalise on economies of scale and maximise funds available providing the best teachers, learning experience and wellbeing for all. More information can be found in our [Core Offer](#). You will find us really welcoming, warm and able to provide a great deal of professional development, support and fellowship

If you want to know a little more about The Circle Trust, some more information can be found in our [Family Circle guide](#).

Ginny Rhodes
Chief Executive Officer



About Wokingham

Wokingham has plenty to offer. Our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family.

We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. We have lots of other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events to celebrate living in Wokingham. There are also plenty of community events, concerts and performances throughout the year. We are lucky to benefit from transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford as well as being just 40 miles from the centre of London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and is the perfect blend of luxury and more affordable brands. Windsor is home to the world famous and official Royal residence Windsor Castle.



Photo taken by Stewart Turkington Photography

We love our town, and we look forward to welcoming you.



Safer Recruitment

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS and checks on references.

Application form

Please complete [The Circle Trust application form](#). This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.

References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal.

If you are short-listed, the school will contact your referees without further reference to you.

Closing date

The closing date for applications is..... Please send your application to admin@emmbrook-inf.wokingham.sch.uk

Receipt of applications will be acknowledged by email on the next school day. If you do not receive such an acknowledgement, please contact Mel Knight as above.

Short-listing and interviews

Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited for interviews.

Checks

If you attend for interview you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

In accordance with our statutory obligations under Keeping Children Safe in Education, the Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened, and are publicly available online, which The Circle Trust might want to explore with you.

We carry out these searches using a trusted third party Social Media Check.



Unsuccessful candidates

Unsuccessful candidates will be notified by either telephone, email or post.

Data protection

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.