



OXFORDSHIRE COUNTY COUNCIL
LANGFORD VILLAGE COMMUNITY PRIMARY SCHOOL
Peregrine Way, Bicester, Oxon, OX26 6SX
Telephone: 01869 369021
Email: office.2608@langford-village.oxon.sch.uk
Website: www.langford-village.oxon.sch.uk

Role: Learning Support Assistant & Lunchtime Supervisor

Fixed Term until 31/08/2024*- Term Time only (38 weeks per year)

Salary: Learning Support Assistant (LSA) hours to be paid at Green Book Grade 4-5 (depending on current level of experience).

Lunchtime Supervisor (MDS) hours to be paid at Green Book Grade 1.

Hours: 17.5 hours per week in total

Hours broken down as follows:

LSA: 13.75 hours per week 12.35 – 3.20pm, Monday to Friday

MDS: 3.75 hours per week 11.50 -12.35pm, Monday to Friday

Start date: Immediate or ASAP

**Fixed Term appointment, running until 31.08.2024, in the first instance. This will be reviewed subject to school budget and pupil support requirements prior to September 2024.*

We are seeking to appoint a Learning Support Assistant, working with individual pupils with complex learning and social and emotional needs. Many of our students have a neurodiverse profile and can present with behaviours that challenge but need supporting with compassion and understanding. In addition, there will be a requirement to work as part of team supporting a class of pupils during their lunchtime.

The successful candidate will be resilient, patient, have a good sense of humour and able to be adaptable and reflective in their approach to meeting the needs of our pupils. You should have a flexible approach to your work and enjoy working as part of a forward thinking, dynamic, friendly, and supportive team. The successful candidate will be committed to their own professional development and to the development of our children.

Learning Support Assistant (LSA)

Main purpose of role

- Provide learning and care support for pupils with special educational needs (SEN)
- Work with the teacher to plan and deliver activities.
- Support pupils with routines, transitions, and behaviour management.

Duties and responsibilities

- Promote and support the inclusion of all pupils.
- Build positive relationships with pupils, promoting high self-esteem and independence.
- Adapt communication style to respond to pupils according to their individual needs.
- Support pupils with their social, emotional, and mental health needs, escalating concerns where appropriate
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention.
- Assist with the development and delivery of individual education and support plans.
- Undertake lunchtime supervision of specific pupils or groups of pupils, as directed.

Teaching and learning

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom.

- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Use IT skills to advance pupils' learning.
- Through observations, provide regular feedback to teachers on pupil progress, attainment, and barriers to learning.
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Monitor, record and report on progress and attainment
- Supervise a class if the teacher is temporarily unavailable.
- Contribute to the overall ethos, aims and work of the school.
- Undertake any other relevant duties given by the class teacher or SEN co-ordinator (SENCO)

Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Communicate effectively with parents and carers under the direction of teachers.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment, and barriers to learning, as directed by teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Lunchtime Supervisor (MDS)

Supervision

- Supervise pupils in in the lunch area, playground, and classrooms (for wet play).
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher.
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers.

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area (as required)
- Manage pupils' entrance and exit from the lunch area in an orderly manner.
- Clean up food and water spillages.

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks.
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider.
- Record details of incidents in line with the school's reporting procedures.
- Be aware of and support pupils with medical/dietary needs.
- Promote the school's policy around healthy eating to pupils.
- Feedback concerns relating to pupils' health and safety to a senior member of staff.

Application forms and a full job description can be found on our website. **Applications must be made using the official OCC application form** and sent FAO Danielle Ayris to dayr4321@langford-village.oxon.sch.uk by the closing date shown below.

Closing Date for applications: Thursday 30th November 2023

Interviews will take place on: w/c 4th December 2023 and arranged directly with shortlisted candidates.



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We welcome visits to the school, which will be offered by appointment only. For further information or to arrange a visit please contact by email Danielle Ayris, School Administrator, at dayr4321@langford-village.oxon.sch.uk or phone the school office on 01869 369021.

Langford Village Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.