



Brabyns
Preparatory School

Learning Assistant

Application Pack

Start Date: ASAP

Salary from: £15,466

Full time

Permanent

Welcome

At Brabyns Preparatory School we pride ourselves on our warm family atmosphere in which all children are valued as individuals and are encouraged and inspired to reach their full potential within a disciplined yet caring environment.

We are committed to offering a first-class academic education within a forward-thinking and dynamic curriculum, in a way that is rewarding and engaging for children, parents and staff. We offer a rich and diverse experience for the whole school community including a wide range of academic, sporting, language and performing arts opportunities, plus an extensive extra-curricular programme. Our 'Forest School Activities' provide a lovely bridge between formal and informal learning, equipping the children with the skills they need to face uncertainty and change with courage and resilience.

Our aim is to develop confident individuals and to enable them to realise their potential and contribute fully to the world in which they grow. We nurture every child's individual talent and celebrate their achievements. Brabyns values its close partnership with parents; through working collaboratively we identify each child's strength to assist in the pursuit of excellence.

Each and every child has a part to play in Brabyns' life and every child is respected. By the time children leave us at the end of Year 6 they have built firm foundations not only for secondary school but for life ahead and move on with countless life-long memories.

If you feel that you hold the same values as us and possess the attributes that dovetail with the above position, then we shall be delighted to hear from you. This is an exciting opportunity for a highly enthusiastic and qualified Teaching Assistant.

Job Overview

Brabyns Preparatory School is currently seeking a caring and enthusiastic Learning Assistant to join our delightful team in lower key stage 2. The successful candidate will be responsible for providing support to the class teacher and work 1:1 with a child with ASD, ensuring they receive the best possible education and care. This is an exciting opportunity to work in a thriving small school with a happy and dedicated team.

Benefits

Our amazing team is at the heart of our lovely school. We have developed a culture of collaboration and best practice, with professional development and wellbeing at the core. We and our group Bellevue Education invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at various levels.

- Daily lunch provided
- Access to PerkBox - online employee benefits
- Pension with Scottish Widow
- Many opportunities for CPD
- Regular staff social events
- Employee discount
- Supportive and friendly working environment

Job Description

Job Title: Learning Assistant

Reports to: Responsible to Headteacher SENCo & Senior Leadership Team

Working Hours Core working hours for this post:

- 08:45 - 15:45 (Term Time only)
- 5 INSET days
- Residential trips

Negotiable additional working hours for this post are as follows:

- There is an exciting opportunity for additional working hours in our school Wraparound Care (two days until 6 pm)
- Non Term Time Nursery (up to 4 weeks across the year).

Successful candidates will:

- provide learning support
- nurture, engage and inspire all children to ensure they achieve their potential
- promote and add to the School's family ethos
- provide excellent support and care for all the children, inspiring them to do their very best in all that they do
- ensure the same care and attention is provided to the children when working in other areas of the school
- be a positive member of staff

The Role of our Learning Assistants

Your responsibilities will include:

- To work alongside a child supporting their ASD needs in a KS2 classroom.
- To half-termly update relevant paperwork (ISP) and annually support SENco in preparing documentation for EHCP review.
- To accompany the children on any school trips / events & residentials
- To support the teachers planning and delivery of engaging and effective lessons.
- To promote a high standard of behaviour amongst the children
- To be sensitive to the needs of the child
- To undertake duties to support the supervision of the named child at breaks and lunchtimes
- To communicate with the teachers and parents on any matter concerning the welfare of the child
- To communicate with teachers with regard to assessment and progress of the child
- To work in conjunction with the other staff
- To liaise with the teaching staff and Senior Leadership Team on any issue relating to the child's pastoral care
- Keep a record of any accidents that may occur during the supervision period
- To encourage happy social relationships
- To ensure safeguarding procedures and responsibilities are carried out
- Adhere to the school's policies and procedures.
- Assist with classroom management, ensuring that the learning environment is orderly, safe and conducive for learning.

Person Specification For Learning Assistant

	Essential	Desirable
Qualifications	<p>Good basic education in literacy and numeracy</p> <p>NVQ Level 3 or proven equivalent</p> <p>Demonstrate a desire to continue professional development</p>	<p>Have other qualification in childcare or education</p>
Experience and attainments	<p>Experience of working with children with Autism</p> <p>Good understanding of child development and behaviour management</p> <p>Experience of working with parents and carers to support children's learning and development</p>	<p>Have working knowledge of relevant policies, codes of practice and legislation</p> <p>Have a working knowledge and experience of implementing national curriculum and other relevant learning programmes</p> <p>Specialist training such as Manual Handling, Physical Restraint of pupils</p>

	Essential	Desirable
Skills and abilities	<p>Excellent communication, listening and observation skills.</p> <p>Ability to monitor pupils' responses to learning activities</p> <p>Ability to modify or adapt activities (as agreed with the class teacher) to achieve the learning outcomes</p> <p>Ability to establish and maintain appropriate professional relationships and boundaries with children and parents and empathise with their needs.</p> <p>Be flexible with effective time management skills</p> <p>Be calm and able to work under pressure with the ability to adapt quickly.</p> <p>Organisational abilities and accurate record keeping skills</p>	<p>Ability to work as part of a friendly and supportive team</p> <p>Ability to critically evaluate own performance</p>
Knowledge	<p>Good understanding of children's growth and development and the ways in which children learn.</p> <p>A good understanding of the needs of young children</p> <p>Ability to deal with information in a confidential manner</p>	<p>Knowledge of the curriculum at Key Stage 2</p> <p>Knowledge of SEN and inclusion issues</p> <p>Some knowledge of strategies in working with young people with challenging behaviours</p>

	Essential	Desirable
Personal Characteristics	<ul style="list-style-type: none"> ● Passion for education and commitment to supporting children's learning and development. ● Friendly ● Calm under pressure ● Patience ● Enthusiastic ● Adaptable and flexible ● Confidential ● Reflective ● Resilient ● Uses own initiative ● Open and honest ● Supportive ● Organised ● Willing to learn 	

Next Steps

If you have any questions about this opportunity and wish to apply for the post, please email business@brabynsprepschool.co.uk, or call at 0161 427 2395 to arrange a conversation.

Before applying, please carefully read full details on the job responsibilities and person specification. This will be helpful for you when completing your application, and throughout the recruitment process.

We encourage you to apply as soon as possible as we may interview and offer a candidate before the closing date. Please note that we only accept applications on official [Brabyns Preparatory School Application Forms](#) submitted before the closing date via the email above. We do not accept applications via CV.

Safeguarding Notice

Brabyns Preparatory School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS)

check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Equal Opportunities

Brabyns Preparatory School is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

We value the diversity of our staff and students, and everyone at Brabyns Preparatory School is equally valued and respected. We aim to be an inclusive employer that reflects the communities we serve. We are committed to providing a fair, equitable and mutually supportive learning and working environment.

Proud to be part of the Bellevue Education family

Through being part of the Bellevue group, Brabyns Preparatory School benefits from shared best practice and focused training programmes covering all aspects of education. The school also receives specialist support in the areas of educational advice, finance, human resources and marketing, enabling the team to focus on the most important aspects of their work: delivering an education which enables every child to reach their full potential.