



# SEN Teaching Assistants

1:1 role in Y1

APPLICATION PACK



Salary scale: Band D  
Contract Type: Full Time  
Contract Term: Permanent

**Principal – Mr A Anderson**

Ludgvan School  
Lower-Quarter  
Ludgvan  
Penzance  
TR20 8EQ

[www.ludgvan.cornwall.sch.uk](http://www.ludgvan.cornwall.sch.uk)

## Class-based Teaching Assistants

The pupils, staff and governors of Ludgvan School are seeking to appoint Teaching Assistants with enthusiasm, vision and a commitment to encouraging children to be 'the best they can be'. The School community has a great sense of pride in the School and care passionately about its future success.

### Ludgvan School offers:

- A Principal and governing body with a real commitment to doing what is best for our staff, pupils and the community.
- The opportunity to work as part of a well-established, hardworking, dedicated, supportive and friendly team.
- A genuinely warm and caring environment.
- A forward-thinking and positive ethos for all staff, governors and children.
- Children who are hardworking and eager to learn.
- A supportive team of governors who play an active role in the School.

### Successful candidates will:

- Be an outstanding practitioner who has high expectations and is able to inspire a love of learning and have high expectations in terms of behaviour and achievement.
- Be passionate about developing outstanding teaching and learning
- Be enthusiastic, highly committed and versatile.
- Be willing to play a key role in raising standards.
- Have a genuine commitment to the pastoral care of our children.
- Have excellent interpersonal skills.
- Have a positive attitude to professional development.

An application form and information pack are available via our School website [www.ludgvan.cornwall.sch.uk](http://www.ludgvan.cornwall.sch.uk) or on request by telephoning the School on 01736 740408.

Leading Edge Academies Partnership is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

For further information or an application pack, please contact:  
Sarah Lyne, School Business Manager  
☎ 01736 740408 or email: [s.lyne@ludgvan.cornwall.sch.uk](mailto:s.lyne@ludgvan.cornwall.sch.uk)

**Closing date and time for applications:** Midnight Friday 5th January 2022

Please send your completed application form to Sarah Lyne at Ludgvan School, Lower-Quarter, Ludgvan, Penzance, TR20 8EX

The successful candidate will be subjected to reference checks with previous employers and an enhanced DBS disclosure check.

Dear Applicant

Thank you for expressing an interest in the post of **1:1 SEN Teaching Assistant** at Ludgvan School, a member of the Multi Academy Trust - Leading Edge Academies Partnership. I hope you find this information pack helpful and that in due course we shall receive an application from you.

Ludgvan School is a village primary with 200 children on roll. Ludgvan School maintains an excellent reputation within the local and wider community with many children joining us from outside of catchment.

At Ludgvan School, our mission is to provide a 'World Class Education for All'.

We aim to be a school which has deep roots and values within the wider community that prepares children for the future by:

- fostering enthusiastic, resilient learners with a global outlook
- providing an inspiring and inclusive environment for all
- ensuring every child achieves their full potential

All of our learning at Ludgvan School is accessed through a project based approach, ensuring that the children understand the links between their learning and understand it's purpose. Much of their experience will not be based in exercise books, but in the outside environment, on experiential trips and visits, residential and will be evidenced through presentation and end of topic events involving wider community. Digital learning plays a key role in our provision, with 1:1 devices in KS2 enabling enhanced opportunities for personalisation of learning.

We are looking for a professional with a spirit of adventure who understands that high academic standards and exciting learning can combine to change young people's lives. I look forward to receiving your application for this important post. Ludgvan School is committed to safeguarding and promoting the welfare of young people and we expect candidates to share this commitment.

I look forward to hearing from you.

Yours sincerely,



Adam Anderson  
Principal

## Application

If you wish to apply, please email your application to Sarah Lyne, Business Manager [s.lyne@ludgvan.cornwall.sch.uk](mailto:s.lyne@ludgvan.cornwall.sch.uk) clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

Unfortunately, due to the Covid-19 pandemic we are unable to facilitate and provide school tours and applicants are encouraged to avail themselves to the content of the website.

In line with our safeguarding practices we are unable to accept CVs.

## Closing Date

Please ensure your application arrives by the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

## Interview

Interviews for the post will take place shortly after the closing date. All applicants will be informed on whether their application is successful within 2 weeks of the closing date.

Ludgvan School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check prior to employment. Details of our [Safeguarding and Child Protection Policy](#) can be found on our website [www.ludgvan.cornwall.sch.uk](http://www.ludgvan.cornwall.sch.uk).

## Why work for Leading Edge Academies Partnership?

We can offer:

- A supportive, collaborative and friendly working environment
- A passionate, committed and highly skilled Executive Team
- A committed Board of Trustees and Local Academy Committee
- A skilled workforce committed to providing the very best educational offer for all students
- A competitive salary
- Teachers' pay and conditions, including pension
- Extensive CPD opportunities
- Wide-ranging staff benefits, including access to sports/gym facilities at various academies within the Trust

Ludgvan School  
Lower-Quarter  
Ludgvan  
Penzance  
TR20 8EQ

Phone: 01736 740408

Web:

[www.ludgvan.cornwall.sch.uk](http://www.ludgvan.cornwall.sch.uk)  
[www.leadingedgeacademies.org](http://www.leadingedgeacademies.org)

## Job Description



<b>Job Title:</b>	SEN Teaching Assistant
<b>Salary Range:</b>	£17189 per annum FTE / £8.91 per hour
<b>Hours:</b>	8:40 – 3:20 Term Time Only
<b>Base:</b>	Y1
<b>Responsible to:</b>	SLT/SENCO/Teaching staff
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External</b>	Teachers, pupils, support staff, parents

### Main Purpose of Job:

- To support a Y1 pupil with significant special educational needs
- To support the curriculum and the school through the provision of high level assistance to the teacher in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils and to meet the needs of pupils with specific special education needs in a mainstream setting.

### Main Duties and Responsibilities:

- To provide academic and pastoral support for a specific child
- Form a relationship with this child's parents and communicate regularly with them
- To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible
- To establish supportive relationships with the pupils to encourage acceptance, inclusion, social integration and individual development, promoting and reinforcing pupils' self-esteem.
- To lead or supervise an individual or small group of children under the guidance of the teacher.
- To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment, monitor stock levels of materials, check for

missing and/or damaged equipment, and arrange for new supplies to be ordered as required

- To assist with lunch and/or break time supervision of children on a rota basis.
- To accompany children on educational visits and outings as supervised by the teacher
- To assist with the assessment, monitoring and recording of children's progress, achievement, health, behaviour and general wellbeing and to feedback any to the Teacher or Headteacher as appropriate
- To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information
- To assess, monitor and record children's progress in relation to IEPs, and to feedback to the SENCO/Teacher with regard to children's progress and the success of IEPs, including making recommendations for alterations to improve the effectiveness of IEPs
- To meet with the SENCO and/or other appropriate staff on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils
- To administer basic first aid and assist in the dispensing of medically prescribed controlled drug in line with school procedures if trained
- To carry out administrative tasks associated with all of the above duties as directed by the teacher
- To meet the needs of incontinent pupils
- To meet the needs of pupils with emotional and behavioural difficulties. To control the pupil to prevent harm and disruption to the pupil or others, within the limits of the post holders training school policies and procedures
- To meet the mobility needs of the pupil assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training

#### **General/Other:**

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the school's pupils at all times
- To be aware of and adhere to all school policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

**This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation and the job description will be reviewed annually as part of the Performance Management process.**

## Person Specification

Person Specification:	Essential	Desirable	Recruiting method
<b>Education and Training</b>	<p>Good levels of literacy and numeracy</p> <p>Qualified to NVQ level 2 or equivalent in a relevant area</p>	<p>Completion of the DfES Induction for Teaching Assistants</p> <p>Qualified to NVQ level 2 or equivalent in a relevant area</p>	Application
<b>Skills and Experience</b>	<p>Experience of working with children</p> <p>Organisational skills</p> <p>Good communication skills</p> <p>Able to prioritise between different demands</p> <p>Able to work to deadlines</p> <p>Self-motivated, and able to work in a team</p>	<p>Experience of working with children in a school or similar environment</p> <p>Experience working with children with Downs Syndrome</p>	Application/Interview/Assessment
<b>Specialist Knowledge and Skills</b>	<p>Knowledge of a particular area of the curriculum or children's needs (ie: early years, EBD, ALS, literacy, numeracy or ICT</p> <p>Demonstrates an awareness, understanding and</p>	<p>Knowledge of a range of issues relevant to education and child development.</p> <p>Makaton</p>	Application/Interview/Assessment

	<p>commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>		
<b>Behaviours and Values</b>			Application/Interview/Assessment