

# **Days Lane Primary School**



## **Candidate Application Pack**

**Level 3 Early Years  
Learning Support Assistant**



## Welcome to Days Lane Primary School

Days Lane is a popular and successful three-form entry stand-alone Academy providing an inclusive caring and stimulating learning environment for children aged three to eleven. The school has a tradition of high academic standards and offers an exciting range of enrichment and extra curriculum activities.

For further information about the school, please visit:

<https://dayslaneprimary.co.uk/bexley/primary/dayslane>

A virtual tour of the school is also available on the homepage of our website.

Days Lane is committed to safeguarding and promoting the welfare of children, expect all staff, and volunteers to share this commitment. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place, which promote safeguarding and safer working practice across the school.

### Our Values

Our Days Lane School Values form the basis of the way children and staff engage with each other in the school; they provide guidance for children and staff when responding in a range of situations and underpins the key learning habits of successful learners.

- **Respect**
- **Resilience**
- **Responsibility**
- **Compassion**
- **Community**
- **Excellence**

### Our Ethos

At Days Lane Primary School, we provide a foundation for life in a happy, high achieving school, where all individuals have high expectations of themselves, respect each other and strive to excel. The school offers a wide range of learning experiences based on a progressive and exciting curriculum, which we continually evaluate and develop.

We believe passionately in providing a blend of academic challenge, moral development and enrichment that allows for the holistic development of each child in our care and recognise the importance of every child as a unique individual, each with their own gifts and talents.

It is our aim to build a successful partnership with parents so that our learners are given every possible opportunity to flourish. We nurture good behaviour through building relationships with pupils and engaging them in exciting learning experiences.

We are a school to which the whole school community, children, staff, parents and governors are proud to belong and hope that the children of Days Lane, and their parents, will come to regard the years spent here to be enjoyable, valuable, purposeful and productive.

**Our aims are to:**

- **Promote a fully inclusive community where everyone feels happy, safe and secure.**
- **Create an enquiry-based curriculum that is engaging and purposeful for all children set in real life contexts.**
- **To ensure excellence permeates every aspect of school life.**
- **To develop resilient learners who take risks and learn from their mistakes.**
- **To instil a lifelong thirst for learning**

**The Role**

We are looking to appoint an enthusiastic and caring Level 3 Learning Support Assistant to work as part of our nursery team. The ideal candidate will be one who is committed to developing pupil potential, be a team player and have excellent communication skills to work positively with young children, parents and staff. A good use of English in written and oral communications and good organisational skills are also required.

The role will involve supporting children in their learning. The candidate will be required to support covering the Nursery, with the cover supervisor, during the teachers PPA time.

The role is full time, working 5 days, starting at 8:00am, covering lunchtime, and finishing at 3.40pm with a 30min lunch break (unpaid). The contract is permanent for 38 weeks of the year, term time only, including 5 staff training days.

**What we can offer you:**

- An opportunity to be part of an enthusiastic and motivated team
- A strong commitment to your professional development
- Competitive salary and pay progression
- Support for your health and wellbeing with free access to a 24 hour confidential counselling service and employee assistance programme
- Termly staff events including Christmas and summer parties, and regular school fun days.
- Equality and diversity: We are committed to promoting an equal and inclusive community, attracting a diverse range of candidates.

**How to apply**

The Job Description and Person Specification attached below will give prospective candidates a further insight into the position. If you feel you have the skills and experience for this role, we invite you to apply by the deadline of **1<sup>st</sup> May 2024**

To apply for this role, please click on the link below complete the application form found in the downloads section.

Please note that CVs will not be accepted and applications must be typed and not handwritten. Applicants are encouraged to pay particular attention to Section 4, where they should explain their suitability for the role.

Only those shortlisted for interview will be contacted. References will be requested for those shortlisted prior to interview.

Days Lane Primary School is committed to equality and diversity in employment practice and service delivery.

This post is considered a customer-facing position; as such, it falls within scope of the Code of Practice on English language requirement for public sector workers. Days Lane Primary School therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

Days Lane Primary School is committed to safeguarding and promoting the welfare of children, expect all staff, and volunteers to share this commitment. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place, which promote safeguarding and safer working practice across the school.

In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence. The online search is made on publicly available information and care will be taken to avoid unconscious bias and discrimination. Therefore, only information relating to suitability to work with children will be disclosed to the selection panel.

If you require any other information, please contact [recruitment@dayslaneprimary.co.uk](mailto:recruitment@dayslaneprimary.co.uk)

## Job Description - Level 3 Early Years Learning Support Assistant

Job Title:	Nursery Learning Support Assistant - Level 3
JD Reference:	LSA- Level 3
School/Academy:	Days Lane Primary School
Weeks:	38 Weeks- term time plus 5 staff training days
Hours of work:	36.15 hours (worked between 8am-3.45pm)
Salary:	Bexley 06 (negotiable dependant on experience)
Responsible to:	Class Teacher, Senior Leadership Team

### Purpose of the Job

To work under the instruction and guidance of teaching and senior members of staff, to undertake work, care and support for pupil to access learning, including those with special needs. To assist the teacher in all aspects of the management of pupils.

### Main Duties and Responsibilities:

- To work with groups of pupils under the supervision of the teacher including the implementation of learning activities.
- Prepare, maintain and use equipment/resources required for learning activities, assisting pupils as necessary.
- Establish good relationships with pupils as a role model, by presenting a positive personal image and responding appropriately to individual needs.
- Support pupils whilst at play to develop social skills, confidence and positive interaction.
- Promote independence and employ strategies to recognise and reward self-reliance.
- Encourage pupils to interact and work co-operatively with others.
- Attend to pupil's personal needs, including minor first aid and pastoral, social health, physical hygiene and welfare support.
- To ensure accurate records and observations are kept of pupil's
- Administer routine tests, assessments, and marking of pupil's work.
- Give regular feedback on pupil progress to the nursery teacher and file records.
- Provide feedback to pupils in relation to their progress and achievement.
- Use specialist (curricular learning) skills/training/experience to support pupils.
- Secure the safety, welfare and good conduct of pupils at all times.
- Promote the inclusion and acceptance of all pupils.
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school policy.
- Establish constructive relationships with parent/carers.
- Under the direction of the nursery teacher, prepare the environment for learning, including display work.
- Assist with the planning of learning activities, monitoring pupil's responses and accurately recording achievement/progress as directed.
- Assist with the supervision of pupil's out of lesson times, including before and after school and lunch time if required.
- Accompany the nursery teacher and pupils on visits, trips and out of school activities as required.
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use.

- Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the nursery.
- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
- Understand and apply the school's educational and behavioural policies for developing pupils.
- Provide clerical and administration support for the nursery teacher.
- As needed, deliver whole class sessions to cover the teacher.
- To attend all five staff training days (INSET) throughout the school year alongside teaching staff.
- Provide appropriate guidance and supervision and assist in the training and development of other staff as appropriate.
- To converse at ease and provide advice in accurate spoken English, this is essential for the post.

• **Other specific responsibilities:**

- To undertake any reasonable request from the Headteacher, School Business Manager and other members of the Senior Leadership Team.
- With the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To understand and support any health and safety procedures in accordance with the academy's health and safety policy.
- To be aware of and comply with all school policy and procedures.
- Occasionally staff may be required to work beyond usual hours, for example during parents' evening - flexibility is required by staff to help accommodate the smooth running of these events and administration of the school. There is no automatic entitlement to paid overtime unless expressly agreed beforehand by your line manager.
- Maintain confidentiality at all times, ensuring compliance with GDPR with regards to handling and storage of data.

**Personal and professional conduct:**

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with the School ethos, policies and practices.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the School at the reasonable discretion of the line manager.

The successful candidate must have a commitment to safeguarding and promote the welfare of children and young people.

## Person Specification - Level 3 Early Years Learning Support Assistant

	Essential	Desirable	Evidence
Qualifications And Experience	<ul style="list-style-type: none"> <li>• Previous experience working with children in a nursery or school setting.</li> <li>• Certified Level 3 Early Years qualification.</li> <li>• Good numeracy and literacy skills</li> <li>• Good knowledge and understanding of child development and children and families' needs.</li> <li>• The post holder must have a good command of spoken English, which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with additional needs</li> <li>• Training in relevant learning strategies</li> </ul>	A, I, D
Skills	<ul style="list-style-type: none"> <li>• Ability to use a range of technology</li> <li>• Effective use of ICT and various software packages to support learning</li> <li>• Ability to plan and organise.</li> <li>• Good problem solving skills</li> <li>• Ability to record and pass on information accurately.</li> <li>• Ability to encourage and enable others to develop their full potential.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the importance of parental involvement.</li> <li>• Understanding the principles of child development and learning processes.</li> <li>• Knowledge of processes and barriers to learning, including e.g. behaviour management strategies.</li> <li>• First aid, music, art and computing skills</li> </ul>	A, I, R

Disposition and attitudes	<ul style="list-style-type: none"> <li>• Ability to build relationships and work as part of a team.</li> <li>• The flexibility to adapt to changing workload demands and new challenges.</li> <li>• Open-mindedness and patience.</li> <li>• A commitment to equal opportunities.</li> <li>• Ability to maintain confidentiality in all school matters.</li> <li>• Able to attend appropriate meetings and training.</li> <li>• Well presented.</li> <li>• Excellent punctuality.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• High levels of self-confidence.</li> <li>• Ability to relate well to other professionals.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> </ul>	I, R
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#### Evidence

- A = Assessed at application  
I = Assessed at interview  
R = Assessed through references  
D = Assessed through supporting documents at interview