

BEAL HIGH SCHOOL

Woodford Bridge Road, Ilford, Essex, IG4 5LP
020 8551 4954

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LEARNING SUPPORT ASSISTANT

Scale 1/2 - £8.22 - £9.07 per hour (inclusive)

Pay Under Review

35 hours per week x 44.2 weeks per year (term time only)

Required As Soon As Possible

Beal High School is an over-subscribed and high-achieving secondary school, which has a unit provision for students with Social Communication Difficulties including Autistic Spectrum Disorders Aspergers Syndrome – Communication and Learning Department (CLD).

The person appointed will be working alongside the CLD teachers in small classes in the department and in the school with students as they access mainstream classes.

For this post a good level of general education is required. Experience of working with young people would be advantageous. You must be flexible and able to work on your own initiative. Training and support will be offered.

Further details regarding the department and post can be found on our website www.bealhighschool.org.uk, where an application can be downloaded. Alternatively please telephone the school for an application form on 020 8418 2602. Please include names, addresses, telephone numbers and fax numbers/e-mail addresses of two referees. Closing date for receipt of applications is midday Friday 23rd October 2009. Interviews will be held on Monday 9th November 2009.

BEAL HIGH SCHOOL
The Communication and Learning Department (CLD)

Job Title: Learning Support Assistant

Line Management: LSAs may receive direction from any of the following people -
The Senior LSA, CLD Class Teachers, the Head or Deputy of CLD

Purpose of the job

- To work with and support individuals and small groups of students on activities as directed by teachers both within school or the local community.
- To assist in the support and integration of children within CLD classes and other departments of the school.

Duties

Supporting the student

- To actively seek to develop an understanding of the specific needs and targets of the students.
- To establish a supportive relationship with the students.
- To encourage acceptance of the student within the context of integration.
- To develop methods of promoting and reinforcing student's confidence and self esteem.
- To promote the independent learning of students as much as possible and diminish adult reliance
- Supervising students at break and lunch times on a rota basis.

Supporting Teachers and other professionals

- To assist the teacher in the development of a suitable programme of education and support for the students either within CLD or other departments.
- To show initiative in preparation of appropriate lesson materials and resources.
- To contribute to annual reviews in writing and attend the meeting if requested.
- Assist mainstream teachers on understanding a pupil's needs and the appropriate differentiation.
- Assist teachers in the preparation and maintenance of classroom and corridor displays.

Supporting the Department

- To develop and foster a positive relationship between the student's home and school.
- To liaise, advise and consult with other members of the CLD team, mainstream teachers and outside professionals in support of the students.
- To attend relevant in-service training, CLD team meetings, departmental meetings and whole school staff meetings as required.
- To be aware of and follow CLD and whole school procedures / policies.

LEARNING SUPPORT ASSISTANT
COMUNICATION AND LEARNING DEPARTMENT

Selection Criteria and Person specification

The following will be used to short-list candidates and as criteria in the interview process.

You should be able to supply/demonstrate all of the essential items listed below and hopefully some of the desirable ones too.

Qualifications

Essential

1. A good standard of general education to at least A level

Desirable

2. GCSE English and Maths

Experience

Essential

3. Experience of working with children and young people in either a paid or voluntary capacity
4. Experience of young people with special educational needs

Desirable

5. Experience of working in a school environment

Knowledge/Skills

Essential

6. Good written English and effective communication skills
7. A flexible approach and the ability to use initiative as well as work as part of a team.
8. Basic ICT skills such as word processing, emails and the internet

Desirable

9. Knowledge or experience of Autism and Asperger Syndrome

THE COMMUNICATION & LEARNING DEPARTMENT BEAL HIGH SCHOOL

Woodford Bridge Road, Ilford, Essex. IG4 5LP
Telephone: 0208 418 2602
Fax : 020 8418 2604
email: elaine.wrampling@redbridge.gov.uk

The Communication and Learning Department (CLD) caters for students with Autistic Spectrum Disorders and other related Social Communication Difficulties in a specialist provision on a mainstream site. It is based at Beal High School in the London Borough of Redbridge and is housed in a purpose built building with accommodation for up to 30 secondary aged students in school years 7 – 11

Within the department the students are based in small class groups of approximately 8 to 11 students. Each class has one teacher as well as a learning support assistant. The teacher is responsible for planning and delivering the full range of the National Curriculum to the class, which is differentiated to meet their specific needs. The curriculum has a strong emphasis on literacy, numeracy, there is also an additional emphasis on communication, social skills and life skills. In Key stage 4 the introduction of qualifications within the foundation learning tier and access to college links and work experience broadens out the learning opportunities that we offer.

Within the classrooms we use a range of teaching techniques recognised as effective for students with autistic spectrum disorders, these are used as appropriate to their individual needs. The use of visual structure and structured teaching methods ensures the student's ability to access the curriculum.

We have a good level of support from the Speech and Language Therapy service and the Educational Psychology service. This input and advice is used in consultation with parents to inform our planning and intervention with the students.

One aim of the provision is to be as inclusive as possible with the main school and so the students, whilst receiving the majority of their education from their class teacher within the provision, do have opportunities to attend mainstream lessons where appropriate including GCSE courses and they also have access to social opportunities within the main school. Each student is attached to a main school tutor group and where possible accesses some lessons alongside these peers, this is planned in conjunction between CLD teachers and the main school staff. Many of the students enjoy the opportunities to participate in the extra curricular activities and clubs on offer at Beal. When accessing the main school students are supported by Inclusion learning support assistants from our department, and we work towards independence from that support where appropriate.

Asylum and Immigration Act 1996 and Immigration (Restriction on Employment) Order 2004

Under the Asylum and Immigration Act 1996 employers are required by law to see original evidence of proof of entitlement to work before taking on a new employee.

New regulations came into force on 1 May 2004 regarding what documents are required before employment can begin. The relevant documents are listed in the Immigration (Restriction on Employment) Order 2004.

If you are unable to produce one of the documents listed under Part 1* of the attached schedule **Descriptions of documents for the purposes of article 4(2)(a)**, then you must produce two documents as stated under Part 2* of the attached schedule **Descriptions of documents for the purposes of article 4(2)(b)**.

If you provide documents listed under Part 2* then these must consist of one document from 1(a) and one document from 1(b)(i) to (vii) **or** the document described in 2(a) and one document listed in 2(b)(i) to (ii). If the two documents that you produce show different names then you must also produce a document explaining the difference.

Please note that applicants who produce documents listed under Part 1* of the Schedule or Part 2* section 2(a) and (b) will still be required to provide proof of their National Insurance number; this is required by the Council's Payroll function for Benefits Agency and Inland Revenue purposes.

Under the Immigration (Restriction on Employment) Order 2004, it is a requirement that the employer must have satisfied himself that each document produced appears to relate to the employee in question. If you choose to post your documents or arrange for someone else to produce these on your behalf, we will have to make further enquiries to confirm your identity.

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SCHEDULE

Part 1

Descriptions of documents for the purposes of article 4(2)(a)

Article 4(2)(a)

1. A United Kingdom passport describing the holder as a British citizen or as a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport containing a certificate of entitlement issued by or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the United Kingdom.
3. A passport or national identity card, issued by a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confers rights of entry to or residence in the United Kingdom, which describes the holder as a national of a State which is a party to that Agreement.
4. A United Kingdom residence permit issued to a national of a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confirms that the holder has rights of entry to or residence in the United Kingdom.
5. A passport or other travel document or a residence document issued by the Home Office which is endorsed to show that the holder has a current right of residence in the United Kingdom as the family member of a named national of a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confers rights of entry to or residence in the United Kingdom, and who is resident in the United Kingdom.
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, has indefinite leave to enter, or remain in, the United Kingdom or has no time limit on his stay.
7. A passport or other travel document endorsed to show that the holder has current leave to enter, or remain in, the United Kingdom and is permitted to take the employment in question, provided that it does not require the issue of a work permit.
8. A registration card which indicates that the holder is entitled to take employment in the United Kingdom.

Part 2

Descriptions of documents for the purposes of article 4(2)(b)

Article 4(2)(b)

1. (a) A document issued by a previous employer, Inland Revenue, the Department for Work and Pensions' Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains the National Insurance number of the person named in the document; and

(b) either:-
 - (i) a birth certificate issued in the United Kingdom, which specifies the names of the holder's parents; or
 - (ii) a birth certificate issued in the Channel Islands, the Isle of Man or Ireland;or
 - (iii) a certificate of registration or naturalisation as a British citizen; or
 - (iv) a letter issued by the Home Office, to the holder, which indicates that the person named in it has been granted indefinite leave to enter or remain in the United Kingdom; or
 - (v) an Immigration Status Document issued by the Home Office, to the holder, endorsed with a United Kingdom Residence Permit, which indicates that the holder has been granted indefinite leave to enter or remain in the United Kingdom; or
 - (vi) a letter issued by the Home Office, to the holder, which indicates that the person named in it has subsisting leave to enter or remain in the United Kingdom and is entitled to take the employment in question in the United Kingdom; or
 - (vii) an Immigration Status Document issued by the Home Office, to the holder, endorsed with a United Kingdom Residence Permit, which indicates that the holder has been granted limited leave to enter or remain in the United Kingdom and is entitled to take the employment in question in the United Kingdom.
2. (a) A work permit or other approval to take employment issued by Work Permits UK;
and

(b) either:-
 - (i) a passport or other travel document endorsed to show that the holder has current leave to enter, or remain in, the United Kingdom and is permitted to take the work permit employment in question, or
 - (ii) a letter issued by the Home Office to the holder, confirming the same.