



**KEREM SCHOOL**  
(Incorporating Kerem Early Years Unit)

**LEARNING SUPPORT ASSISTANT  
(FULL TIME)**

Recruitment Application Pack

January 2018



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# Welcome Letter from the Head Teacher

Dear Candidate

Thank you for showing an interest in the position of Learning Support Assistant at Kerem School. This is a full time position working with our Year 2 children on the main school site (Norrice Lea).

Kerem School, incorporating the Early Years Unit, opened in 1948 and educates pupils between the ages of three and a half and eleven. We are a community school with approximately 240 pupils on roll. We firmly believe that by building strong partnerships with parents and families we are able to 'work together and achieve together'.

We received "Excellent" in all eight categories in our most recent ISI Inspection.

At Kerem, we aim to provide all our children with a challenging and stimulating education within the security of a warm and caring learning environment. We aim to promote excellence and to celebrate achievement by involving children in their learning objectives through close contact with parents, governors and community, and by ensuring a safe, hard-working atmosphere in which all children can develop positive attitudes to their work. All the children at KS2 have access to 1:1 iPad devices.

You will have an opportunity to play a vital role at Kerem. As a staff member we will work together to develop and strengthen the opportunities offered to the children and ensure that we provide them with the best possible education that we can. Valuing the efforts and attainment of all our pupils, providing them with a strong Jewish identity to leave Kerem as confident individuals prepared for the challenges that lie ahead.

We can offer you a dedicated staff, hardworking children and supportive parents and governors. Professional development opportunities are open to you as well as the flexibility to 'think outside the box'.

If you are ready to take on a new challenge, have enthusiasm and a good work ethic with a passion for making a difference to young lives, this could be the job for you.

I look forward to receiving your application.

Kind regards,



Alyson Burns  
Head Teacher

## The Application Process

If you wish to apply, please respond by submitting the Kerem School application form and attaching copies of your qualification certificates. Please also submit a supporting statement addressing the job description and person specification.

Applications should be emailed to [vacancies@keremschool.co.uk](mailto:vacancies@keremschool.co.uk) as soon as possible and by Wednesday 24<sup>th</sup> January at the latest. Please add the header “(Your Name) – Application for LSA”.

### Your References

You should give the names, positions, organisations, telephone contact numbers and email addresses of at least two referees, one of whom must be your current/most recent employer. If you specifically do not wish referees to be approached without your prior permission, then you should indicate the fact. Finally, please ensure that you have included daytime, evening and mobile contact numbers, as well as any dates when you will not be available or might have difficulty with the timetable.

### Recruitment Timetable

Applications to be received by Wednesday 24<sup>th</sup> January 2018.

Interviews will take place on Monday 29<sup>th</sup> January and Tuesday 30<sup>th</sup> January (pm).





## KEREM SCHOOL

Norrice Lea, London, N2 0RE

020-8455 0909

[vacancies@keremschool.co.uk](mailto:vacancies@keremschool.co.uk)

Miss Alyson Burns BEd Oxon (Hons)

[www.keremschool.co.uk](http://www.keremschool.co.uk)

### FULL TIME KEY STAGE 1 LEARNING ASSISTANT (required as soon as possible)

We are looking to appoint an excellent learning assistant for our Year 2 class to join our hardworking and caring staff. This is an exciting opportunity to help make a difference to the lives of the children at Kerem.

Kerem School is a Modern Orthodox primary school. Our aim is that every child should be a confident, happy and motivated pupil who achieves their full potential in both Jewish and Secular Studies.

We received excellent in all categories in our ISI inspection (July 2014).

A Level 3 qualification is advantageous but not essential. You should be creative, flexible and able to work as part of a team. We offer opportunities for professional development and in-school support. We would be particularly interested in hearing from candidates looking to pursue a career in teaching.

Salary commensurate with experience.

To apply, applicants should complete an application form which can be found on the school website: [www.keremschool.co.uk/vacancies](http://www.keremschool.co.uk/vacancies).

Closing date for applications: Wednesday 24<sup>th</sup> January 2018. Interviews will take place on Monday 29<sup>th</sup> January and Tuesday 30<sup>th</sup> January (pm).

Kerem School is committed to safeguarding and promoting the safety and welfare of children.  
The successful applicant will be subject to an Enhanced Level DBS check.



# **KEREM SCHOOL**

## **JOB DESCRIPTION LEARNING SUPPORT ASSISTANT**

|                |                                 |
|----------------|---------------------------------|
| RESPONSIBLE TO | Head Teacher                    |
| DIRECTED BY    | Class Teacher<br>Inclusion Team |

### **Main Purpose of the Job**

To support pupils to succeed educationally and socially.

To assist in development of the pupils' learning, the provision of care and the management of the pupils' behaviour under the guidance of teaching staff/senior colleagues.

### **Duties and responsibilities include**

#### **Support for the Pupils**

1. Establish constructive relationships with pupils and interact with them according to individual needs.
2. Promote the inclusion and acceptance of all pupils.
3. Encourage pupils to interact with others and engage in activities led by the teacher.
4. Set challenging and demanding expectations and promote self-esteem and independence.
5. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

#### **Support for the Teacher**

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with Lesson plans and assist with the display of pupils' work.
2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
3. Assist with the planning of learning activities.
4. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
5. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
6. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
7. Support constructive relationships with parents/carers.
8. Administer routine assessment tasks and undertake routine marking of pupils' work.
9. Support teaching/senior staff with routine administration, e.g. photocopying, typing, filing, charity collections and other monetary items etc.

### **Support for the Curriculum**

1. Assist with the implementation of structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
2. Assist with the implementation of programmes linked to local and national learning strategies e.g. literacy, numeracy, early years, recording achievement and progress and feeding back to the teacher.
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
4. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

### **Support for the School**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Appreciate and support the role of other professionals.
5. Attend and participate in relevant meetings as required.
6. Participate in training and other learning activities and performance development as required.
7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
8. Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

### **General Comments**

1. A classroom assistant is viewed by the school as being part of the educational team.
2. Classroom assistants are expected to attend staff days when appropriate.
3. Any matter relating to a child's welfare and development should be discussed with the class teacher - never in the presence of children or other adults apart from members of the teaching staff.
4. Alert the teacher if consultation with parents concerning a child's welfare or development may be necessary - never consult directly with a parent or comment on a child's progress unless specifically requested to do so.

*This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.*