

## About us!

Riverbank Academy is an outstanding school. Riverbank is co-located with Ernesford Grange Secondary school. Both schools run as one learning community with separate identities in a brand new, state of the art building.



Riverbank has embraced becoming a generic school catering for 164 students with needs ranging from profound and multiple, severe and moderate learning difficulties (PMLD, SLD and MLD). This opens many professional development opportunities for our staff, allowing them to apply a range of new skills in a fully inclusive setting.

We are looking for a committed and enthusiastic learning support assistant. **We welcome all applicants, including those from primary, secondary, mainstream and special school backgrounds.**



## Our Vision at Riverbank

Our vision is for all students to make exceptional progress and to lead happy and fulfilled lives.



### What's on offer?

- Working as part of an experienced, supportive and motivated team
- Brand new building
- Exciting CPD opportunities
- Access to a fully inclusive curriculum within a special and mainstream context
- Sensory garden, Hydrotherapy, Physiotherapy Medical and sensory rooms
- Speech and language therapy room
- 100% attendance day
- School iPad or Laptop
- Secondment opportunities to the middle and senior leadership teams
- Additional payment for Staff that attend residential trips on a Saturday and/or Sunday
- Cycle to Work Scheme
- Free fruit in our staffroom!
- Wellbeing Wednesdays (15 free fitness sessions a year led by a professional instructor)



**Learning Support Assistant  
Grade 3 (Full time)**

**HOURS:** **32 hours per week – Term time only plus 5 training days**  
**Monday 8:30-4:00 Tuesday to Friday 8.30 a.m. to 3.15 p.m.**

**SALARY:** **£13,767- £14,610 (pro rata)**

**JOB PURPOSE:** To provide structured support and guidance in the development of our students' academic and social needs  
To provide in-class support to our teachers and delivery practitioners  
To assist with lunchtime supervision  
To assist with after school and break duties as part of the rota  
To assist with the tutorial programme as a co-tutor

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:****Learning Support Assistant**

1. To develop an understanding of the special educational needs of the student/s concerned
2. To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials
3. To build and maintain successful relationships with students, treat them consistently, with respect, dignity and consideration.
4. To strive towards the development of independent learning for our students
5. To support in the reinforcement of learning
6. To assist students with personal care, medical and physical needs, both in and out of the classroom
7. To help students record work in ways appropriate to their needs and level
8. To support in the assessment of Student Support Plans and targets
9. To inspire positive attitudes, developing self-belief and building motivation
10. To model good practice in effective learning to keep students on task
11. To contribute towards the rewards system, capturing students being successful



12. To have formal and informal meetings with teachers to contribute to planning lessons/activities
13. To support in the preparation of materials and resources that can reach a variety of students of different levels of ability.
14. To prepare students beforehand for a task
15. To apply total communication strategies that support and develop understanding
16. To work on differentiated activities with identified groups
17. To support the teacher in implementing specific teaching programmes
18. To supervise practical tasks
19. To carry out structured classroom assessment/ observation and feedback outcomes
20. To be involved in keeping records and evaluating identified students' progress
21. To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate
22. To support implementation of school policies and procedures, including those relating to confidentiality and behaviour
23. To identify personal training needs and to attend appropriate internal and external in-service training
24. Provide support to a form tutor as a co-tutor
25. Encourage students to interact and work co-operatively with others and engage all students in activities.
26. Play an active role in the support of positive behaviour management of students both in and out of the classroom, reporting issues as appropriate.
27. To develop communications with parents, both written and verbal
28. Support in the examinations arrangements acting as a reader, prompt or scribe.
29. To embrace and adopt our 10 Professional Core Standards and seek to develop your skills, qualities and practice within this structure so that you can better serve our students.

**In addition, any other tasks as directed by the Head Teacher which fall within the range of the post.**

**David Lisowski**  
**Headteacher**  
September 2019

## PERSONNEL SPECIFICATION

**HOURS:** 32 hours per week – Term time only plus 5 training days  
Monday 8:30-4:00 Tuesday to Friday 8.30 a.m. to 3.15 p.m.

ATTRIBUTES	REQUIREMENTS
<b>QUALIFICATION</b>	➤ A desire to continue to improve literacy, numeracy and ICT skills, with Grade C achieved in English and Maths
<b>KNOWLEDGE And UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>➤ Of the needs and characteristics of young people with SEND</li> <li>➤ Of what constitutes positive behaviour management</li> <li>➤ Of the importance of positive role models for young people</li> <li>➤ Of strategies, including literacy, numeracy, ICT, independent learning, special educational needs and anti-racism to ensure the effective engagement of our students in learning</li> <li>➤ Of equal opportunities and anti-discriminatory practice in the context of the school community</li> </ul>
<b>SKILLS And ABILITIES</b>	<ul style="list-style-type: none"> <li>➤ Approachable and intuitive</li> <li>➤ To communicate effectively – verbal and written - with students, staff and parents</li> <li>➤ To motivate and encourage students to work co-operatively</li> <li>➤ To establish and maintain good professional relationships with adults and young people and to deal with difficult situations sensitively</li> <li>➤ To be a team player</li> <li>➤ To demonstrate relationship building outside of the classroom</li> <li>➤ To adopt total communication techniques and develop them sufficiently to reach out to all of our students</li> </ul>
<b>ATTITUDES And VALUES</b>	<ul style="list-style-type: none"> <li>➤ High expectations of personal performance and of pupils' success</li> <li>➤ Commitment to build upon your own learning through our structures</li> <li>➤ A belief in meeting the needs of the whole child</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>➤ Of working with groups of young people with SEND, preferably of secondary age</li> <li>➤ Of resolving problems and handling challenging situations</li> <li>➤ Of managing behaviour effectively</li> <li>➤ An EXCELLENT attendance record</li> </ul>
<b>SPECIAL REQUIREMENTS</b>	➤ This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment

***All employees of Riverbank Academy are required to comply with the School Equal Opportunities Policy when undertaking the duties of their job.***

David Lisowski  
Headteacher  
September 2019

Riverbank Academy  
Princethorpe Way  
Ernesford Grange  
Coventry  
CV3 2QD

#### How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you. Please complete the attached application form and send it electronically to: [headteacher@riverbankacademy.org.uk](mailto:headteacher@riverbankacademy.org.uk) [no hard copies to be sent in the post].

**The closing date for this post: Friday 9th July 2021**

**Interview:** date to be confirmed

If you would like further information or to discuss the post in more detail then please contact:

**[dlisowski@riverbankacademy.org.uk](mailto:dlisowski@riverbankacademy.org.uk)**

We look forward to receiving your completed application form.