Nurture Grow Thrive

Emmbrook Junior School

Applicant Information Pack:

Learning Support Assistant – Total Communications Base

Emmbrook Junior School

Applications will be reviewed upon receipt

Applications can be made via
by completing the application form online.

To arrange a visit or return completed forms, contact Alison Hughes:
email: admin@emmbrook-jun.wokingham.sch.uk, telephone: 0118 978 4940

Learning Support Assistant – Total Communication Base

12.5 hrs per week – Term time only plus inset days
Mon - Fri – 1.00pm to 3.30pm (with some flexibility)
Start Date ASAP

We are looking to appoint an experienced Learning Support Assistant to support our deaf children. The Total Communication Resource is a provision delivered across Emmbrook Infant and Junior schools. You will be joining a committed and enthusiastic team who have considerable experience of working with deaf pupils and children with a hearing loss. Your role will be to continue the support and learning of the deaf children alongside and in consultation with other school staff. We are a total communication setting and communicate with children in their preferred method of communication (e.g. British Sign Language (BSL), Sign Supported English (SSE) or spoken English.)

We offer:

- Happy, enthusiastic children who love to learn.
- Supportive colleagues and leadership team.
- Opportunities for professional development.
- A welcoming school community with strong values and a positive ethos.

We are looking for someone who:

- will have BSL level 2 (desirable)
- will have a flexible approach to meeting the individual needs of each child
- will have a genuine enthusiasm and commitment for working with deaf children of all abilities
- will support the excellent provision currently delivered across both schools
- is highly motivated and would like to be part of our small, hardworking school family
- has excellent communication and organisational skills
- is committed to team work and maintaining high standards
- has high expectations for pupils' achievement, progress and behaviour

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.

We welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Our school

Emmbrook Junior School is a two-form entry school set within attractive and extensive grounds, which it shared with Emmbrook Infants.

We pride ourselves on being a warm and welcoming school where children can learn within an inclusive and nurturing environment.

We aim for every child to be successful, and do this through developing a culture of responsibility, respect and resilience.

Every child in our school is unique, and we want to celebrate each child for who they are and what they can achieve.

We are proud to be part of the Emmbrook community, and work closely with our main feeder school, Emmbrook Infant School, as well as The Emmbrook Secondary School. Our Total Communication Base (run alongside Emmbrook Infant School) is an integral part of our school and we place a strong emphasis on achievement for all and respect for each other's uniqueness.

Our vision

Nurture – Grow - Thrive

Our mission is simple. Emmbrook Junior School is a welcoming family which fosters a warm and nurturing environment where children grow and learn to take responsibility, develop their resilience and become respectful to all, enabling their personal development and academic curiosity to thrive.

Our whole community agrees with this vision and endeavour to ensure that every child feels welcome, has the opportunities to develop as an individual within our community and ultimately be ready to move onto the next stage of their learning journey.

Our values

All of the adults and children at Emmbrook Junior School try their best to demonstrate our three core values inside and outside school.

We teach the children about the qualities they need to have to unlock and live these core values.

RESPECT

We learn to show that we are kind, we help others, use good manners, show empathy and are caring towards each other. We learn to understand others' beliefs and opinions, being tolerant and inclusive of all.

REPONSIBILITY

We promote honesty, curiosity and pride in our learning in order to ensure that children understand that their decisions and actions determine who they are and will have a direct impact on their individual success.

RESILIENCE

Qualities such as perseverance, learning from mistakes, showing courage and being adaptable means that we develop our resilience in the face of the unknown or uncertain.

Emmbrook Junior School pupils speak with pride as they describe their school.

They are appreciative of being here because they know they are part of something special.

Ofsted, 2022

Job description

Salary	£26,427 PA pro rata. Actual salary £7,645	**Reporting to**	Teacher of the Deaf
Contract	Fixed Term Contract	**Start Date**	ASAP

Job purpose

To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupils achievement.

Duties and Responsibilities

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required.

Liaise with class teacher/Teacher of the Deaf on a daily basis to discuss class tasks and enable pupils to become independent learners within their own ability and assisting the teacher with developing pupils social skills. Regularly report back to the teacher/teacher of the deaf on pupil's progress and areas of concern

Interpreting between spoken English and BSL. Helping pupils communicate with others.

Clarifying and explaining instructions, assisting in weak areas e.g. language, behaviour, reading, spelling, handwriting, presentation and ensuring that class work and homework instructions are understood. Using a range of ways to help pupils understand what is required in class and helping them to produce written work.

Work with small groups or individual pupils, clarifying and explaining instructions, ensuring that pupils are able to use equipment and materials whilst motivating pupils to complete work

To aid the teacher in classroom discipline re-enforcing the teacher's standards of behaviour and tidiness within the classroom

Accompanying groups or individuals around the school e.g. library and school educational trips

To work with the Teacher of the Deaf and SEN co-ordinator and help deliver educational programmes, assist with the development of reading, writing, spelling and listening skills

Meet the physical, emotional, behavioural and or other special needs as required whilst encouraging independence and encouraging the acceptance and integration of the pupil with special needs whilst ensuring compliance with school policies i.e. Equality opportunities, inclusion etc

Preparation of classroom/educational materials and organise supplies of classroom/educational materials and work with small groups of pupils on ICT equipment and programmes

Provide feedback to teachers and other professionals on pupil's progress in the evaluation of the support programme and noting pupils' achievements or problems. To provide a link under the direction of the teacher/ teacher of the deaf/SENCo between parents and school.

Monitor, record and analyse pupil data e.g. daily attendance records (as required) and collect and record payments of pupil's monies e.g. lunch school trips (as required)

Prepare class lists, worksheets and carry out general examination administration tasks and invigilation of examinations (if required)

Help and support pupils create displays etc for open evenings

Administer teacher cover and co-ordinate the training programme for work experience students (as required) assist with administrative tasks and supervise pupils if the teacher is absent in an emergency.

Carry out the organisation and collation of pupil reports (as required)

Provide supervision during break times as required

To help with special occasions in the school's annual calendar (if applicable)

Person specification

	Criteria
	Qualifications and experience
1.	NVQ Level 1 / CACHE Level 1 Certificate or equivalent (desirable)
2.	Good standard of general education e.g. GCSE English, Mathematics and Science
3.	British Sign Language – Level 2 (desirable)

	Criteria
	Skills/Abilities
4.	Sensitivity and understanding
5.	Patience and the ability to remain calm in stressful situations
6.	Enjoys working with people
7.	The ability to accept criticism and work well under pressure
8.	Flexible and open to change
9.	Excellent verbal communication skills
10.	Knowledge of teaching and the ability to design courses
11.	Knowledge of psychology
12.	To be able to carry out basic tasks on a computer or hand-held device
13.	Knowledge of the national school curriculum
14.	Good questioning skills
15.	Good observation and assessment skills
16.	Knowledge of the standard of work expected from pupils
17.	Understanding of open-ended questioning and investigative work
18.	Understanding of their role to assist and supervise pupils on particular tasks and the expected outcome of individual activities within the allocated timescale
19.	Excellent communication skills and interpersonal skills
20.	Ability to work within a team working environment and also able to work independently
21.	Confidentiality at all times

	Criteria
	Experience
22.	Experience with children with special needs is desirable but not essential
23.	Experience working with children aged 4 – 11

	Criteria
	Personal Qualities
24.	Calm under pressure and adaptable to changing situations
25.	A good listener and sensitive to pupils needs
26.	A caring, energetic and positive attitude
27.	A sense of responsibility
28.	Positive behaviour management
29.	A team player
30.	A good sense of humour
31.	Flexibility and use of initiative is very important

	Criteria
	Special Factors
32.	Flexibility to accommodate all day educational trips
33.	Responsibility for first aid
34.	Provide lunchtime support
35.	Commitment to professional development

About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounded area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.

An introduction to The Circle Trust

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.

Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.

Our values are our cultural north star they drive our behaviour and decision making.

The highest educational outcomes for every learner is paramount

Preserving the unique identity and ethos of all partner schools is essential

To be anything but utterly inclusive is non-negotiable

Being self-reflective is essential in encouraging innovation, our Trust is always driven to improve further

What we say is what we do, we recognise talent, foster expertise, believe well-being for all is fundamental

Our Trust promotes collaborating with others and being outward looking

Our schools

We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained. We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and young people. We don't want to change schools; we want to help them progress.

Badgemore Primary School

Emmbrook Infant School

Emmbrook Junior School

The Hawthorns Primary School

Hartland Primary School

Nine Mile Ride Primary School

Owlsmoor Primary School

Shinfield Infant and Nursery School

St Crispin's School

The Emmbrook School

Wescott Infant School

Westende Junior School

Our name

In the early days, we spent hours debating our name! We chose “The Circle Trust” as it symbolically reflects our approach and ethos. It is a name that is deliberately neutral, without association to a specific school. One of our core values is inclusivity, and we wanted our name to encapsulate that. We include any type of school or phase and appreciate the importance of treating every school as unique.

Our support

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives.

At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.

To find out more:

Please visit The Circle Trust website and Family Circle guide.

If you would like to arrange a meeting, please get in contact via the school office.

We’d love to have a cuppa with you!

Photo taken by Stewart Turkington Photography

About Wokingham

Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.

The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

Visits to the School	Visits to the school are warmly welcomed, please contact the School Office to arrange a visit.
Application form	Please complete The Circle Trust application form. This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.
References	We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.
Equal opportunities monitoring form	We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent. Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified. The completion of this equal opportunities monitoring form is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form. Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.
Application closing date	The closing date for applications is Applications will be reviewed upon receipt. Applications can be made via the application form on our school website. Please send your application to Claire Freeman - email: admin@emmbrook-jun.wokingham.sch.uk tel. 0118 978 4940
Shortlisting	Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.
Interview Dates	TBC

Checks	If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.
Offer of employment	We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

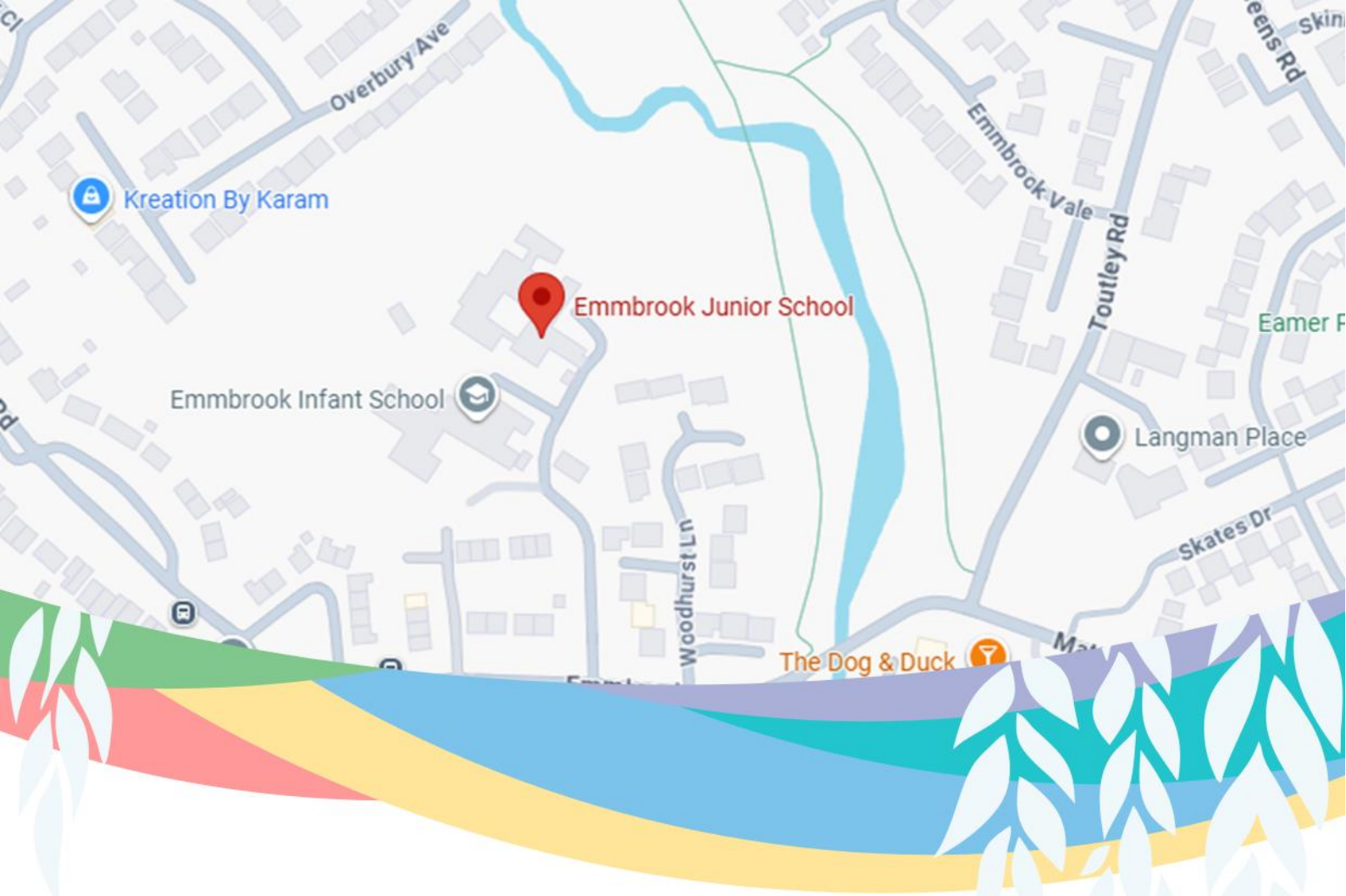
How we use your data

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.



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Emmbrook Junior School is an academy and part of The Circle Trust. The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk.