

# Welcome



Thank you for your interest in the position of 1-2-1 Learning Support Assistant at Kingham Primary School. We are looking for a hard-working, nurturing and positive Learning Support Assistant to support an adorable little girl with autistic spectrum disorder. The pupil is a loving and intelligent child who needs support to be able to access the curriculum and the school environment.

The child is currently 6 years old and is able to play, learn and communicate at an age-appropriate level, but needs a little help to process information and occasional help to regulate their emotions. The position requires constant enthusiasm, love and patience and not necessarily any previous experience in a school setting.

Tucked away off the corner of the village green, Kingham Primary School looks out over woods and open fields in the countryside of the Cotswolds. Kingham Primary School has an outstanding reputation for its creative and innovative approach to teaching and learning and for its high standards. We are passionate about ensuring children are at the heart of all that we do. Parents choose to send their children to our school because it is a friendly place where learning is fun and exciting; because our environment is inspirational where we take pride in our achievements and because everyone here is personally valued and respected as an individual.

The successful candidate should

- Have exceptional communication skills and the ability to build a supportive relationship with the pupil you are assigned to
- Have patience, empathy and a can-do attitude
- Be a team player

All our staff are provided with opportunities to grow and develop in their roles and we actively ensure clear career progression for all. Well-being is also something we are deeply committed to, and we constantly aim to ensure all our personnel are valued and looked after.

I really hope that you are able to share this passion and consider applying for a role within our school. If you wish to discuss this position further, please call me on 01608 658366 or email [recruitment@kingham.oxon.sch.uk](mailto:recruitment@kingham.oxon.sch.uk).

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service check.

Please email completed applications to **[recruitment@kingham.oxon.sch.uk](mailto:recruitment@kingham.oxon.sch.uk)** by Wednesday 21<sup>st</sup> May 3pm – earlier applications are encouraged.

I wish you the best of luck with your application.

Yours sincerely

*NProckter*

Nicholas Prockter  
Headteacher

# School

## Kingham Primary School

The Green  
Kingham  
Chipping Norton  
OX7 6YD

Tel: 01608 658366  
Email: [contact@kingham.oxon.sch.uk](mailto:contact@kingham.oxon.sch.uk)  
Web: [www.kingham.oxon.sch.uk](http://www.kingham.oxon.sch.uk)

Type: Maintained community school  
Local authority: Oxfordshire County Council  
Age range: 3 to 11  
Standard Admission Number: 30  
Number of pupils: 234, including nursery

**Tucked away off the corner of the village green, Kingham Primary School looks out over woods and open fields in the countryside of the Cotswolds.**

As well as Kingham, Churchill and other local villages in West Oxfordshire within its catchment, the school serves a wider area, including the nearby town of Chipping Norton and parts of neighbouring Gloucestershire and Warwickshire, subject to the availability of places.

Kingham Primary School has around 200 children in seven year groups. There is also a nursery class offering pre-school places to children from the age of three. The school is highly regarded by parents. Although secular in outlook, it has links to the local church and welcomes children of any faith.

The main school building is about a hundred years old and has been subsequently extended to provide seven classrooms, a modern school hall, kitchen, library area, and a purpose-built early years building, which accommodates the nursery and reception class.

Situated in leafy grounds, there is a large playground, forest area, school garden, and a large playing field.

### Location

Kingham in West Oxfordshire is four miles from the market town of Chipping Norton. It is 25 miles northwest of Oxford and has a direct train service to Oxford and London Paddington.

A traditional English village, Kingham has a 14th-century church, two pubs with restaurants of national reputation, a village shop and post office. It has been recognised by *The Sunday Times* as the best place to live in the southeast of England.

*"Kingham, in Oxfordshire, also boasts an outstanding primary school, houses of Cotswold stone, direct trains to London... It is identified as the best place to live in the southeast."*

*The Sunday Times*, 13 March 2016

The school is within a couple of miles of neighbouring Gloucestershire and Warwickshire. It is an easy drive from numerous nearby villages and towns, which offer a range of housing and amenities.

The surrounding Cotswolds countryside is a designated area of outstanding natural beauty, the second largest protected landscape in England. The low rolling hills provide the honey-coloured limestone that characterises the stone buildings that are typical of the region.

### **Provision**

Kingham Primary School provides a nursery class for children from the age of three. The Nursery was previously run by the community and has successfully transferred to the school to form part of the purpose-built Early Years Foundation Stage Unit.

The Reception class has an annual intake of 30 children, subject to availability and the local authority admissions policy. School admissions are generally oversubscribed and any places that become available in later years are generally filled through a register of continuing interest.

The school has a relatively small number of children with special educational needs or receiving free school meals, compared to the national average. The children are well-behaved and eager to learn. They consistently achieve well above the national average at the end of the Foundation Stage, Key Stage One and Key Stage Two. We would expect them to do so, and we are committed to continuously improving and extending our curriculum.

The school offers a wide range of extra-curricular activities, including clubs covering a range of activities, such as art, archery, coding, construction, cookery, French, football, gardening, golf, hockey, and tennis.

A Breakfast Club and afternoon Kids Club provide optional wraparound care wraparound care from 7.45am to 5.15pm to support working parents and carers.

The supportive community of parents has high expectations for their children and appreciate the happy, hard-working and harmonious atmosphere the school provides. Parents play a key part in the life of the school and this is greatly encouraged.

The Kingham Primary School Association, or KPSA, is a charitable organisation run by parents, which is very successful at raising funds for enrichment resources and activities for the children, while providing a social focus for the school community.

The children go on to a range of excellent secondary schools in the area, including The Chipping Norton School, Burford School, The Cotswold Academy, and the nearby independent Kingham Hill School.

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# Vision

*Always learning to be our best*

Kingham Primary School provides a safe, supportive and stimulating environment, which inspires our children to be composed, confident, and considerate, responding positively to every opportunity to develop their full potential. We encourage children to explore, expand and express their skills and talents through a carefully crafted creative curriculum tailored to the needs of every individual.

## Vision

Our Vision is simple:

**A truly exceptional education for our next generation**

## Mission

Our stated Mission is:

- **To provide magical experiences, friendships and memories;**
- **To develop the talents, skills and knowledge needed to excel in all that we do and thrive in a rapidly changing world;**
- **To be a supportive and inclusive community, where we care for ourselves, each other, and our environment.**

## Values

Underpinning our Vision and Mission are three core values. We aim to be:

- **Inspirational**
- **Ambitious**
- **Kind**

Constantly striving to improve, at Kingham Primary School we are:

***Always learning to be our best***





# Job Description

## 1-2-1 Learning Support Assistant (LSA)

### Purpose of the post

- To support a child to be able to access everything the school has to offer and develop their independence

**Responsible to:** The Special Educational Needs Co-ordinator

### LSA duties

#### Supporting the pupil

- Build a positive relationship with the pupil, promoting high self-esteem, independence and social inclusion
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education, support and care plans
- Support the pupil with their social, emotional and mental health needs, escalating concerns where appropriate
- Providing support on a one-to-one basis including: supporting the child with their learning; helping the child to play, eat food, use the toilet etc when appropriate
- Working to establish a supportive relationship with the children and parents concerned.

#### Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase the pupil's achievement
- Contribute to the planning of learning activities for the individual, delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at helping the pupil achieve their full potential in all areas of learning
- Promote, support and facilitate inclusion by encouraging participation of the pupil in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage relevant classroom areas and resources to help maintain a stimulating and safe learning environment
- Provide regular feedback to teachers on the pupil's progress, attainment and barriers to learning
- Monitor, record and report on progress and attainment
- Read and understand lesson plans shared prior to lessons, if available

### **Working with staff, parents/carers and relevant professionals**

- Share knowledge and understanding of the pupil with other school staff and education and health professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with other staff members, pupils, and parents and carers
- Keep other professionals accurately informed about performance, progress and any areas of concern
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

### **Professional development**

- Help keep own knowledge and understanding relevant and up to date by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

### **Post holder**

**Signed:** \_\_\_\_\_ **Print name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Line Manager / Head teacher**

**Signed:** \_\_\_\_\_ **Designation:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Person Specification

**The following criteria will be used for shortlisting purposes:**

## **Qualifications**

- GCSE (or equivalent) in English and Maths at Grade 4 (previously Grade C) Can sit our English and Maths tests if not.

## **Knowledge and skills**

- Good communication skills both oral and written.
- Competent in use of ICT (e.g. word processing/emails)
- Ability to supervise and assist pupils
- Good organisational skills
- Flexible and resilient
- Ability to work constructively as part of a team
- High expectations of behaviour and achievement
- Kind, patient, loving and caring
- High level of emotional intelligence
- Ability to remain calm in stressful situations
- Ability to build good relationships with children
- Commitment to maintain confidentiality at all times
- Commitment to safeguarding pupil well-being and equality
- Capacity to inspire, motivate and challenge children

# Application

## Process

Please complete the official Oxfordshire County Council application form (downloadable from our website).

To ensure consistency for all candidates, we are unable to accept a curriculum vitae without a completed official application form. Please ensure you complete the application form fully, ensuring all details are accurate and all declarations are signed.

**We need a full employment history outlining all employment since leaving school.**

Suitable references will be required from your current and previous employer.

Further information about interview arrangements will be provided to shortlisted candidates.

Our selection process will further assess the suitability of candidates and their commitment to safeguarding children. Appointment to this post will be subject to an enhanced Disclosure and Barring Service check.

**Deadline: Wednesday 21<sup>st</sup> May 3pm**

Email your application to: [recruitment@kingham.oxon.sch.uk](mailto:recruitment@kingham.oxon.sch.uk)

If you would like to visit the school, or you require further information, please call our Business Manager, Helen Davies, on 01608 658366 (term time only). Visits are welcomed and strongly encouraged. You can also watch a video tour here: <https://www.kingham.oxon.sch.uk/school/tour>

We look forward to receiving your completed application.

