

Fairfield Park School

Learning Support Assistant & Midday Supervisor Information pack



Fairfield Park Lower School

Dickens Boulevard

Fairfield

SG5 4FD

01462 830000 option 1

Fairfield Park Lower School

Ruskin Drive

Fairfield

SG5 4SG

01462 830000 option 2

Letter from Chair of Governors

Thank you for your interest in the position of Learning Support Assistant at Fairfield Park Lower School. We are looking to appoint an outstanding candidate to be part of our school and warmly welcome your application.

This is a very exciting opportunity to join a forward thinking, outstanding school with excellent staff led successfully by an exceptionally strong School Leadership Team. The governing body are experienced and supportive with a very close working relationship to the school.

Fairfield Park Lower School opened its doors 13 years ago as a one form entry lower school and through several expansions has now become three form entry with nursery provision included for over 450 pupils. In September 2018, the school expanded across 2 sites.



We are looking to appoint a Learning Support Assistant who has forward thinking skills that will help drive the school forward whilst we grow onto our second site, maintaining outstanding practice.

This is a very exciting opportunity and we look forward to welcoming you here at Fairfield Park.

We have carefully prepared this information pack for you, but if there is anything else you wish to know or discuss, please visit our website www.fairfield.beds.sch.uk or contact myself or our Headteacher Mrs Jenny Stone on 01462 830000 or email office@fairfieldparklower.uk .



School visits are encouraged and we look forward to receiving your application.

Yours Sincerely

Sue Howley
Chair of Governors



Candidate Information

Vacancy: Learning Support Assistant & Midday Supervisor
Hours of Work: 8.45am-3.45pm
Responsible to: Head Teacher

Fairfield Park Lower School is a thriving outstanding school located in Central Bedfordshire near Stotfold and Letchworth on the Hertfordshire/Bedfordshire border. We are 2018 winners of the prestigious NGA awards for outstanding governance and the governors are part of our thriving community.

We are a large community lower school located across 2 sites serving the catchment area of Fairfield Park. We have an outstanding provision and aspire that our curriculum and teachers are experts, enthusiastic, resilient and creative to help us to achieve that goal. Both are thriving school communities with vibrant, active learning environments and both are well resourced for the curriculum and staff facilitation.

Wellbeing for staff and pupils is a key feature of all of our processes. Wellbeing is high profile and lots of consideration is given to workload, ensuring we are smart and effective. Professional development is available for all staff, is bespoke and school led. We are keen to nurture, develop and talent spot staff on their career pathways. Induction is well established and key to feeling supported, happy and part of our school culture.

Our school is a values school and is very much part of the community. We have a partnership with the Baycroft Care Home and are keen that our pupils work and play alongside the older generation. Our school philosophy is to nurture compassionate citizens and for our pupils to use their school values in the wider community.

Central Bedfordshire Council are currently in a Primary consultation stage and we are excited about this next journey to Primary. This is an exciting time for a learning support assistant to join our established team and be part of our primary expansion.

You are welcome to visit our website for more information.



The Application and Selection process



During the interview day, candidates will be given activities to assess performance against the person specification. Shortlisted candidates will be provided with further details of the interview process and arrangements.

Please submit your application using the My New Term platform. The selection panel will also take into consideration the qualifications and skills of each applicant as well as experience and personal attributes.

We encourage you to visit our school. To arrange a visit or if you have any questions please contact the school email via office@fairfieldparklower.uk

The Governing Body and Central Bedfordshire Council are committed to safeguarding and promoting the welfare of children and young persons.

The candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.

This position requires an enhanced DBS check.





About our School

Welcome to Fairfield Park Lower School, where staff, pupils, parents and carer's are nurtured and supported through our strong pastoral ethos. We care passionately about our community and the welfare of all stakeholders; this is embedded into all our practices. We have a thriving PTA, and parent helper group, we are a 'People Place' where we learn and grow together; we are proud that we are an emotionally intelligent school. We have excellent facilities for staff, pupils and our local community; we have a thriving extended community involving a range of lettings and provision including a breakfast and after school club.

Fairfield Park school was a new school in 2007 and has constantly evolved and expanded over the years and is used to managing change. We have had staff stability in that process and grown staff each year as we have expanded. We have a history of coaching, supporting and offering high quality CPD to enable all to achieve their very best. Many staff have pursued their own qualifications further and continued their lifelong learning pathway through working with us. We are passionate to promote a very happy and skilled staff population, with wellbeing built into our school year. Creative, fun, secure staff create enthusiastic happy and well-rounded learners.

Our ethos

We are committed to providing children with a high quality education in a secure and nurturing setting. Our inspiring curriculum and dedicated staff provide quality engaging learning environments and a range of enrichment opportunities. High expectations enable pupils to achieve quality learning outcomes ensuring all pupils have a solid foundation block and love of learning. At the heart of everything we do is achievement, progress, challenge, inspiration, engagement, enjoyment and innovation. We aim to prepare our young pupils for life in a rapidly changing technologically driven global society. Everyone at Fairfield Park is respected and valued and there is equal opportunity for all. Discipline is based upon care for each other and positive reinforcement. Pupils contribute to shaping the school ethos through the School Council and achievements are shared and celebrated. Fairfield Park is a very reflective school, building in annual reviews and professional dialogues to always further enhance pupil outcomes. All staff are part of this culture and have a voice to develop and evolve the school; these are embedded in regular team meetings throughout the year. Fairfield Park enjoys support and effective challenge from an engaged, committed and an outstanding Governing Body and there are strong links with the local learning community.

Expansion

Fairfield Park Lower School is currently a three-form entry lower school, providing education for children in Year Groups: Nursery – Year 4. In addition, we have an established independent pre-school (age 2+) on the Dickens Boulevard site. From October 2018 we are one school but based in two locations, reflecting the same ethos and mirroring the excellent provision for which Fairfield Park is known. Ultimately, pupil numbers will be 600+ across the school with a full range of extended services.

Curriculum

Excellence is achieved through high expectations, innovation and challenge for all. We are passionate about our age appropriate inclusive engaging curriculum, embedded into whole school project weeks where pupils have the opportunity to apply their skills further through teamwork, problem solving, risk taking, reflecting and celebrating. A flavour of our project weeks delivered are Engineering week; Health and Fitness week; Culture week through The Arts (Contemporary, The Tate, sculpture, spiritual art); Road Safety week; International week. Our results are consistently above national and local standards and our curriculum is further enriched in a variety of ways including PE, Music and the Arts.





Play and lunch times are well resourced and supported by quality staff including structured sport activities and Play Leaders. We believe that learning should be enjoyed by all and the moment you step through the doors of our caring and happy school we believe you will experience this for yourself.

Pre-school

Poppyfields is an independent preschool on the Dickens Boulevard site and operates from The Pavilion bungalow, the access is from the Community Centre pathway. The provision provides a happy, stimulating, high quality and secure nursery setting for all children aged 2 years to 5 years and 'out of school hours' club for children aged 2 years to 7 years. The pre-school was rated as 'Outstanding' by Ofsted in October 2015 stating that the "physical environment is highly stimulating and supports learning well" and "Children are excited about coming into the nursery and being able to choose their favourite toy. The relationships between children and adults are warm and caring". The full report can be found on our website.

Breakfast and after school clubs

There is a range of provision on our school sites to suit parent's needs and children's interests. We can provide facilities and care for children between 8.00am to 6.00pm and some holiday provision and this is much valued by our working parents. On the Dickens Boulevard site Poppyfields offer breakfast club to the full age range of the school and after school for the younger age phase up to age 7. The school has worked in a close relationship with Poppyfields to promote the well-being and holistic needs of the children. The school manage after school club for children in a friendly, homely environment in our community room in the Pavilion bungalow. Both after school provisions use our extensive outside facilities to mix play and learning together. Dawn until Dusk offer the breakfast and afterschool provision on the Ruskin Drive site.

Extra-curricular Clubs

A wide range of clubs are also available before and after the school day to extend our child care service where they can learn key sporting technique and skills. The clubs are run by a range of competent staff and organisations in a warm, friendly and caring environment. Our children enjoy a wide range of clubs before, after and during the school day including French, Spanish, Tri-golf, Fitness, Dodgeball, Fun & Games, Multi-skills, Netball, Athletics, Cricket, Rounders and Tennis.





Job Description – Learning Support Assistant

TITLE: Teaching Assistant

RESPONSIBLE TO: Headteacher

JOB PURPOSE: Under the direction of teaching staff, to assist with the care of an individual pupil, to support their learning and development and ensure their safety.

MAIN RESPONSIBILITIES:

Support for Pupils

1. To attend to the educational, personal and social needs of pupil and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
2. Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. Whilst there may be a specific requirement to support a named pupil or pupils with a Statement of Special Educational Needs, support to other pupils may also be required, at the direction of the Headteacher.
5. To assist with preparation for school visits and the supervision of pupils on such visits, as directed by the teacher.

Support for Teachers

1. To assist in the efficient preparation, maintenance and use of classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc)
2. To assist teachers with educational activities in the classroom to support pupils' learning and development.
3. To work with individuals and groups to support expectations of acceptable personal and social behaviour and on basic tasks help to make these part of the learning experience
4. To assist with record-keeping on pupils as required, including information on pupil progress.
5. To assist the class teacher in delivering IEPs, as necessary.

Support for the school

1. To work effectively with colleagues as part of a team; at all times working within the school's policies and procedures.
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher/Manager.
3. To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Headteacher/Manager.



Person Specification – Learning Support Assistant

This acts as selection criteria and gives an outline of the type of person and the characteristic required to do the job.

Essential (E):- without which a candidate would be rejected.

Desirable (D):- used to help in shortlisting.

Attributes	Essential	Preferred	Source
Education/ Qualifications	Educated to GCSE level or equivalent. Basic standard of numeracy and literacy.	NVQ Level 2 in relevant subject.	Application form, certificates must be provided Application form and interview
Experience	Previous experience of working with children (including raising own children or other unpaid activity).	Experience of working in an educational setting. E	Application form and interview
Skills/ Knowledge/ Aptitude	Understanding the needs of children in an educational setting. Ability to work collaboratively with others. Willingness to acquire basic IT skills	Ability in the use of IT in a classroom setting Basic IT Skills	Application form/ interview Interview Interview
Motivation	Willingness to be flexible. Willingness to undertake appropriate training. Commitment to equality principles		Interview Interview Interview
Physical	Ability to meet the physical needs of the pupils		Interview
Other	Must be fluent in the English language in accordance with the Immigration Act 2016 Willingness to acquire First Aid Qualification	Current First Aid Qualification	Interview Certificate

About Fairfield Park



Fairfield Park is a village and civil parish located in the Central Bedfordshire district of Bedfordshire, England. It is in the civil parish of Fairfield Park.

The village was established in the early 2,000s in the buildings and grounds of Fairfield Hospital, which closed in 1999. The village consists of some 900 dwellings of different housing types and about 100 apartments in the former hospital building.

Fairfield Park was originally intended to become a new village in its own right, but was designated by planners as part of Stotfold civil parish. However, on 1st April 2013 the village became a separate civil parish and elected its own parish council in May 2013.

Amenities in the village include an active Community Centre, Bannatyne Health Club and Spa including a restaurant, Tesco Express, small parade of shops, Thornes Garden Nursery, Café and Chicken Centre and Fairfield Park Lower School (2 sites – Dickens Boulevard and Ruskin Drive) .

Transport Links

Fairfield Park is within easy commute of Luton, Milton Keynes, and other areas of Bedfordshire, Hertfordshire and Northamptonshire and is close to the M1 motorway and the A1. We also have good commuter links with regular trains to London (Kings Cross) taking approximately 30 minutes.

Our Location

Fairfield Park Lower School has 2 sites one is located on Dickens Boulevard and the other on Ruskin Drive just off of the A507.



