

School Business Manager  
Meath School  
Brox Road  
Ottershaw  
Surrey, KT16 0LF

Email:  
**[SBM@meathschool.org.uk](mailto:SBM@meathschool.org.uk)**  
Tel: 01932 872 302

**Dear Candidate**

**BANK LEARNING SUPPORT ASSISTANT**

**Hourly rate £12.28 per hour**

Meath School & Specialist Centre, Brox Road, Ottershaw, Surrey, KT16 0LF

Thank you for your interest in becoming a Learning Support Assistant at our Ofsted 'Outstanding' school in Surrey. We have been rated as outstanding for eleven years and are part of the leading children's communications charity, Speech and Language UK. We are located between Woking and Chertsey in delightful grounds close to Runnymede which is an inspiring setting to work in. We are a multi-discipline team that includes Teachers, Learning Support Assistants, Speech and Language Therapists, and Occupational Therapists who all offer our pupils a fully integrated approach to our children's education, communication skills and overall health and well-being. The school also has an assessment centre, residential services and a Family Liaison Lead.

Child contact time is maximised so that our pupils achieve the best possible outcomes at Meath School through an holistic approach. You would be a key member of the Teaching Team with an essential part to play in providing music sessions throughout the school.

Meath School is a fantastic place to work, with benefits including;

- Annual salary reviews
- Employee assistance programme providing a confidential helpline
- Supportive and paid sick leave, if needed
- Free optional flu jab in the Winter
- Contributory pension scheme
- Life assurance cover
- Enhanced maternity and paternity leave
- Free eye test
- Interest-free annual season ticket loan and bike loan
- Plenty of onsite parking
- Discounted staff lunches
- Access to hundreds of exclusive perks, discounts and wellness resources through Perkbox

- A comprehensive induction programme so you can hit the ground running
- Continued professional development and training opportunities, and regular professional support
- A friendly, passionate and enthusiastic team dedicated to getting the best outcomes for our young people

Please do give this opportunity your very serious consideration and find attached:

- Information about Meath School and speech and Language UK
- A job description and person specification.
- A brief summary of our terms & conditions of employment.
- An application form.

If you are interested in the role please do contact Marnie Downes so you can discuss and hopefully arrange a visit to the school too. You can contact Marnie through the school office on 01932 872 302 or by email [mdownes@meathschool.org.uk](mailto:mdownes@meathschool.org.uk)

To apply please complete application form with a covering letter to [sbm@meathschool.org.uk](mailto:sbm@meathschool.org.uk).

We are committed to safeguarding and promoting the welfare of children and we carry out safer recruitment principles, as well as appropriate vetting and verifications on all school staff.

Thank you for your interest and I look forward to hearing from you.

Yours faithfully

**Majella Delaney**  
**Principal**

## **Meath and Speech and Language UK**

Meath, a Speech and Language UK School ([www.meathschool.org.uk](http://www.meathschool.org.uk)) based in Ottershaw, Surrey is a day and residential non-maintained primary special school for up to 75 pupils aged 4 to 11 years, where language disorder, high functioning Autism and associated difficulties is the primary need.



Our most recent Ofsted report (2023) is highly positive about the work of the school and the progress which our children make. "Pupils are happy and safe, and they enjoy being in school. They comment that 'everyone can have friends here'."

"The values of 'talk, learn, grow' are at the heart of all that the school does. Every aspect of learning is centred around equipping pupils to become confident and independent communicators."

"The harmonious collaboration between the therapy and education teams forms the core provision. Therapy programmes are seamlessly intertwined throughout all lessons, and every pupil benefits from this enrichment."

Meath, a Speech and Language UK School is one of a very few schools in the UK which is tailor made for only young learners with Speech Language and Communication Needs (SLCN). The school and residential settings have been recognised repeatedly as 'outstanding' by Ofsted since 2008.

## **Speech and Language UK**

At Speech and Language UK, we want every child to face the future with confidence. For 1.9 million children in the UK, learning to talk and understand words feel like an impossible hurdle. Without the right help, this can destroy their world. They feel disconnected from their family. Unable to make friends. Unfairly punished for not following instructions they don't understand. What does the future hold for them? We must reach children earlier, to make sure every child has the skills to face the future. We design innovative tools and training for thousands of nursery staff and teachers. We give families the confidence and skills to help their child. And we put pressure on politicians to prioritise support for children. Too many children are left waiting to be understood. Help us bring speech and language skills into the spotlight so they can all flourish.

For more information about Speech and Language UK, its work and values go to or follow-us on X @SpeechAndLangUK

## **JOB DESCRIPTION – Supply Learning Support Assistant**

**RESPONSIBLE TO:** Assistant Headteacher, with day-to-day Supervision by the LSA Coordinator

**ACCOUNTABLE TO:** Principal

### **Summary**

To be deployed within school to assist a class team in meeting the educational and social needs of the children.

To provide flexible/responsive support to all areas of the school and/or individual pupils.

### **Main Duties & Responsibilities**

1. Work as part of the schools' multi-disciplinary teams including teachers, speech and language therapists, occupational therapists and child care officers.
2. Provide a range of opportunities for children in their class, under the guidance of a teacher, speech and language therapist or occupational therapist, for the development of classroom skills, language, motor skills, play, social behaviour and communication.
3. Build and maintain successful relationships with pupils, treat them with respect and consideration and demonstrate and promote the positive values, attitudes and behaviour that is expected from the pupils.
4. Respect their social, cultural, linguistic, religious and ethnic backgrounds and be committed to raising their educational achievement.
5. Maintain and develop knowledge of ICT and signing and use to help advance pupils' learning .
6. Support class teachers with preparation and administration associated with class procedures. Plan one's role in lessons including how to provide feedback to pupils and colleagues on pupils' learning and behaviour in liaison with the teacher.
7. Maintain and develop understanding of Meath specialist approaches to support pupils' learning, and contribute effectively and with confidence to the classes in which one is involved.
8. Maintain and develop familiarity with the school's curriculum and the national curriculum, the age-related expectations of pupils, the main teaching methods and the assessment frameworks across the subjects and age ranges.
9. Understand and follow the aims, content, teaching strategies and intended outcomes for the lessons in which one is involved, and understand the place of these in the related teaching programme.
10. Contribute to the planning, recording and review process for groups of pupils and individual children. Including:

- Monitor pupils' responses to learning tasks and modify approaches accordingly
  - Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn
11. Be familiar with the guidance about meeting SEN given in the SEN Code of Practice  
Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views, and challenging bullying or harassment, following relevant policies and procedures.
  12. Maintain very good communication across the school
  13. Manage challenging behaviour under the direction of class teachers and support the school's behaviour policy and practice. Maintain training and use techniques in Team Teach and Physical Interventions.
  14. Support classes in the swimming pool as requested.
  15. Carry out school duties, e.g. lunchtime/playtime as directed.  
Carry out additional/alternative duties as required for individual pupil support. (This may include supporting intimate care and feeding)
  16. Accompany classes on outside visits as required with the agreement of the Assistant Head.
  17. To complete the appropriate safeguarding and induction training.
  18. To show best practice by following the LSA standards.
  19. Be involved in the school's extended services programmes, (e.g. After School Clubs, assessment) as appropriate.

### **Additional Requirements**

1. Provide cover for colleagues as directed by your manager.
2. Refrain from acting in a manner which in any way endangers yourself, fellow employees, or the public.
3. Ensure that all policies and procedures relating to the protection of children in Speech and Language UK's services are followed at all times.
4. Safeguard at all times confidentiality of information relating to children, staff and Speech and Language UK's work.
6. Refrain from smoking in any area of Speech and Language UK premises not designated as a smoking area.
7. Behave in a manner which ensures the security of Speech and Language UK property and resources.
8. Abide by all relevant Speech and Language UK Policies and Procedures.

This list of duties and responsibilities is by no means exhaustive and the postholder may be required to undertake other relevant and appropriate duties as required.

This job description is subject to regular review and appropriate modification.

## PERSON SPECIFICATION – Learning Support Assistant

CRITERIA	ESSENTIAL	DESIRABLE
<b>Experience and Qualifications</b>	<ul style="list-style-type: none"> <li>• Demonstrable levels of numeracy and literacy (equivalent to GCSE (A-C) or NVQ level 2).</li> <li>• Minimum C grade for English GCSE (or equivalent)</li> <li>• Experience of working with primary children in a school context. Experience of SEN. Flexibility and adaptability to work with a variety of groups in different ways.</li> </ul>	<ul style="list-style-type: none"> <li>• Training/qualification in early years, child development, social care or related field relevant to the age of the pupils.</li> <li>• Experience of working with children with complex difficulties</li> <li>• Experience of working within a multi-disciplinary team</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of behaviour management strategies.</li> <li>• Understanding of First Aid procedures</li> <li>• Understanding of the importance of confidentiality of sensitive information.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of early language development, play and social development</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• To communicate effectively with colleagues, parents and outside agencies</li> <li>• Ability to relate to children individually and in groups.</li> <li>• Ability to implement and evaluate behaviour management strategies and education/therapy plans under the guidance of other professionals.</li> <li>• Clear accurate written communication</li> <li>• Sound IT skills to support learning and maintain electronic information systems.</li> <li>• Effective listening skills and ability to follow instructions</li> <li>• Willing to strive to deliver a high quality service and contribute towards continuous improvement.</li> <li>• Good organisational and time management skills</li> <li>• Punctuality</li> <li>• Accuracy</li> <li>• Ability and willingness to work constructively as part of a team</li> <li>• Positive and constructive attitude</li> <li>• Willingness to undertake training including license to drive the school mini-bus</li> </ul>	<ul style="list-style-type: none"> <li>• Able to use signing</li> </ul>
<b>Other factors</b>	<p>Commitment to safe guarding and promoting the welfare of young people</p> <p>Clean driving license and willingness to drive school minibus</p>	

**Speech and Language UK**  
**Summary of Terms and Conditions of Employment and Benefits**

<b>Job Title:</b>	Bank Support Assistant
<b>Start Date:</b>	As soon as possible subject to the usual checks
<b>Location:</b>	Meath School, Brox Road, Ottershaw, Surrey, KT16 0LF
<b>Hourly Rate:</b>	£12.28 per hour
<b>Hours:</b>	To be agreed as required
<b>Disclosure &amp; Baring Service Check:</b>	The successful candidate's employment is subject to an enhanced DBS and barred list check
<b>Probation Period:</b>	There is a 6 month probationary period for this post
<b>Pension:</b>	After 3 months, staff employed on a continuing contract, or temporary contract of minimum 6 months, are entitled to join the Speech and Language UK group pension scheme with Aviva. Employer contributions 4.5%, and the minimum employee contribution is 3%.
<b>Perkbox:</b>	Employee benefit providing hundreds of exclusive perks for staff ranging from discounts on shopping, entertainment and gifts, to gym membership, rewards and access to a confidential employee assistance helpline.
<b>Free Annual Flu Vaccination:</b>	Free annual flu vaccination for all Speech and Language UK employees.
<b>Payroll Giving</b>	By joining the payroll giving scheme, you can donate to your chosen charity directly from your pay before tax is deducted.
<b>Season Ticket Loan</b>	Speech and Language UK offers eligible employees an interest free loan for the purchase of a season ticket for travel between home and Central Office/ the School.
<b>Bike Loan</b>	Speech and Language UK offers eligible employees an interest free loan for the purchase of a bicycle for commuting to work.