



St David's
Primary School Germany

Vacancy Notice for Supply Learning Support Assistant(s)

St David's School is looking to recruit supply Learning Support Assistants to support a range of activities across the school. These could include covering for absent colleagues, supporting school activities, organising resources, and lunchtime supervision. Hours may include a 0730hrs start or 1700hrs finish. As always in a school no two days are ever the same, so enthusiasm, flexibility and working as part of a team are key skills. Experience would be preferable but is **not** essential.

The position is on a supply basis, which means you will be asked to work when needed. The grade is LSA2. Please follow link for current pay scales. <https://bfgnet.de/employment/pay-advice/dep-pay/lisa-2.html>

At St. David's School the support staff team play a key role working alongside pupils (3-11 years) and staff, assisting in promoting the best provision possible for the pupils in our care. A comprehensive training programme, including dedicated staff training days, is offered to develop your skills and confidence, and promote employability on posting.

Commitment and professionalism are celebrated and acknowledged. Progression through our structured salary scale recognises developing expertise and increased or enhanced responsibilities.

St David's School is committed to safeguarding and to promoting the welfare of children and young people. Due to these posts affording access to children, candidates will be required to undertake pre-employment checks which will include a Disclosure and Barring Service check. Also required is an overseas and / or local Police check, a Health Check and three references in line with our Child Protection and Safeguarding Policies.

For an application form please contact the school office.

The closing date for applications is Tuesday 26th January 2021 (1700hrs CET).

Email application forms to stdavids.sas@modschoools.org

MoD Schools is an equal opportunities employer. At this stage this post is open to dependants of British personnel attached to Ramstein Airbase.

1. **POST ID - RHRAPS0049**
2. **POST ID - RHRAPS0050**

E-mail stdavids.sas@modschoools.org

Tel: 0049 6371 42717

St David's Primary School

UKNSE Ramstein
BFPO 109

ST DAVID'S SCHOOL RAMSTEIN

JOB DESCRIPTION – LEARNING SUPPORT ASSISTANT

Budget/Establishment/Unit: Directorate Children and Young People MOD Schools (DCYP MOD Schools)

Branch/Department: St David's School

Location: Ramstein

Post Title: Learning Support Assistant (LSA)

Grade: LSA2

Responsible to: Assistant Headteacher

Vetting requirement: Cat 3 Enhanced

For regular employment with National Support Element (NSE) Ramstein.

1. GENERAL

Supports and assists the staff in ensuring a high standard of physical, emotional, social and intellectual wellbeing for children in the setting in his/her area of responsibility within the school. Gives support to other personnel within the setting. Assists in matters relating to safeguarding of children. Assists in matters relating to health and safety.

2. MAIN DUTIES

Through effective practice contribute to

- Pupils participation in the academic and social processes of the school.
- Enabling pupils to become more independent learners.
- Helping raise standards of learning for pupils.

This will include the following:

- a) Supporting the general ethos of the school, complying with all school policies.
 - a. Ensure the safeguarding of children at all times, raising concerns to the DSL.
- b) Supporting pupils in learning activities (including Information Computer Technology (ICT)).
- c) Supporting colleagues in contributing to effective team practice, including liaising with outside agencies and parties as required.
- d) Working mainly with children, both within the classroom and beyond, as directed by teachers.

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- e) Listening to and talking with children.
- f) Observing, recording and reporting children's responses to tasks.
- g) Helping on trips and environmental activities.
- h) Care and support of pupils, including changing children in line with the Intimate Care Policy, if required.
- i) Participating in the school's appraisal programme
- j) Preparing and maintaining the learning environment to include:
 - General School tidiness.
 - Monitor resources and stock.
 - Mount/erect displays.
 - Photocopying and general reprographics.
 - Prepare resources.
- k) Supervise children during any play period, encouraging constructive play/activities.
- l) Ensure the school's guidelines on Health and Safety are followed.
- m) Supervise children when eating, helping with packaging etc. ensuring food is eaten quietly and safely, as per the Lunch Hall Code.
- n) Escort children around the building in a safe, quiet and orderly manner.
- o) Supervise children outside or inside according to the weather and school codes. Makes sure that the children are always supervised in the playground. Moves around to check on the behaviour and safety of the children and ensures that this is continually monitored, by moving around and using vantage points, especially in the playground.
- p) Inform Class Teacher or Assistant Head teacher of specific concerns and/or discipline problems, completing the LSA log in the staffroom when appropriate.
- q) Ensure facilities are left in a clean and orderly manner.

- r) Attend to pupil welfare needs, and protect their health and safety, for which appropriate training will be provided. This will include:

Attending to pupils involved in minor accidents or incidents.

Attending to pupil's hygiene and health requirements.

Protecting pupils from harm.

Reporting incidents or matters of possible concern.

- s) To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.

3. **OTHER DUTIES**

- a. On request of the employer, he/she must attend courses which are suitable to improve his/her professional skills.
- b. Is required to deputise for other personnel during their absence as directed by the employer.
- c. Carries out any other reasonable duties, which are within the scope of the employer's right of directive.

4. **DRIVING OF DUTY VEHICLES**

Must occasionally drive duty vehicles, provided he/she holds the necessary driving licence and FMT 600.

5. **OVERTIME/WORK ON SUNDAYS AND/OR PUBLIC HOLIDAYS**

Must perform work on any day of the week and Public Holidays on request of the employer.

6. **SHIFT WORK/ROTATING SHIFT WORK**

Regular shift work or rotating shift work is not a feature of the employment.

7. **ON-CALL DUTIES**

The relevant provisions of the CTA II are applicable.

8. **MEDICAL**

A medical examination is/is not a prerequisite for this employment. Subsequent medical examinations are/are not necessary. However, must undergo medical examinations in accordance with Health and Safety at Work provisions or other relevant provisions as necessary.

9. **REQUIRED PROFESSIONAL QUALIFICATIONS/EXPERIENCE**

a. **Essential:**

(1) Professional qualifications/experience:

(a) Good basic education to GCSE level in literacy and numeracy, or the equivalent.

(b) Other competences:

- An interest and commitment to work related training.
- Able to use ICT confidently and experience of a range of programs.
- Experience in working with children.
- Commitment to providing excellence.
- Ability to communicate effectively both verbally and in writing.
- Good interpersonal skills.
- Ability to cope and adapt to change.
- Ability to work co-operatively and effectively within a changing and dynamic team.
- An understanding of the importance of confidentiality.
- Ability to use initiative.
- An understanding of the importance of Health and Safety at Work.

b. **Desirable:**

(1)

- Experience of working with children with a range of needs.
- Experience of managing behaviour effectively.
- Knowledge of the Foundation Stage Curriculum/National Curriculum.
- Practical knowledge of supporting children in a variety of settings.
- Related training and qualifications.
- Recent Child Protection training.

10. **HEALTH AND SAFETY AT WORK**

Is obliged to take care of his/her own health and safety at his/her place of work within his/her ability and in accordance with the instructions and orders of the employer. Furthermore, he/she is also obliged to take care of the health and safety of persons, who are effected by his/her actions or omissions at work. Within the frame of the aforementioned rules he/she is especially required to use machinery, equipment, tools, substances, materials, transport aids and any other working aids as well as protective equipment and any issued personal protective equipment in accordance with the requirements. He/she is to report any direct and considerable danger to health and safety as well as any failures of the safety systems to the employer or the relevant supervisor without undue delay.

11. **REDEPLOYMENT WITHIN THE GARRISON**

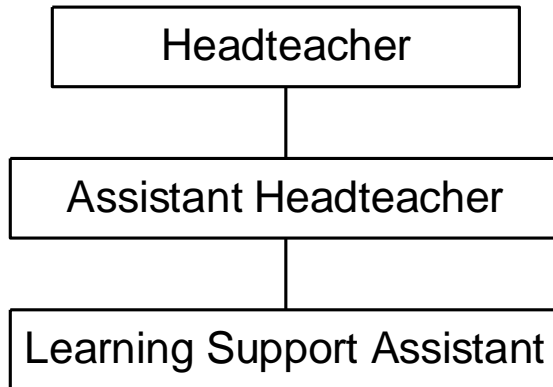
The employee may be redeployed to any unit/department within the employing agency NSE Ramstein or temporarily detached to a different employing agency.

12. TRAVEL EXPENSES

The employee is not entitled to payments for miles driven to and from place of work from/to residence. If the employee is required to perform his/her duties outside the Ramstein area he/she will be entitled to claim travel expenses in accordance with the current regulations.

13. ORGANISATION CHART

The post holder's position in the organisation is shown below, but may change due to reorganisation, redeployment or addition to staff. A change of the organisational chart upon a reorganisation, redeployment or addition to staff will not require a notice to change of employment contract. The post holder will simply be given a new organisation chart upon the change.



Date

Signature Employee