

# Recruitment Information Pack



## Learning Support Assistant

Required as soon as possible

Paid at Grade 5 (point 7-8)

27.25 hours per week term time plus 5 days for training

£11,879 to £12,118 pa (actual salary)

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# Vision, Values and Ethos

LiFE Multi Academy Trust

Bringing Learning to LiFE

## Vision

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it, are also successful, popular and flourishing. Hence we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

## Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

## The Winstanley School

### Widening horizons and enabling excellence

Staff and Students have created the values that The Winstanley School stands for in promoting learning for life.

All members of the community SHINE.

This means we believe in:

Supporting others

Hard work

Independence

Never giving up

Excellence

Everything we do is related to these values

**We SHINE**

## Our offer to new staff joining The LiFE Multi Academy Trust and our schools

### Professional Capital:

**'We believe in getting the right people, getting them to work together and getting them to stay'**

Strategy	Description
<b>Putting your trust in our Trust</b>	We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young people. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.
<b>Coaching</b>	Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.
<b>Personal Improvement Plan versus Performance Management</b>	Instead of the usual performance management, we encourage our staff to identify aspirational targets through our 'Personal Improvement Plan' (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.
<b>Health and Wellbeing Strategies</b>	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> <li>● providing employees with a safe, healthy and supportive environment in which to work</li> <li>● recognising that the health and wellbeing of our employees is important</li> <li>● providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged</li> </ul> <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p>
<b>Presumed Professionalism</b>	We have a 'Presumed Professionalism' ethos across the Trust. Our staff are professional educators and we recognise the need to support staff to enable a healthy work life balance to allow maximum impact whilst working with our young people and each other. We achieve this by allowing staff to sign out during their free periods, as long as professional duties are not affected. See our policy for further details.

## Our offer to new staff joining The LiFE Multi Academy Trust and our schools (continued)

<p><b>Development of Professional Capital and Excellence</b></p>	<p>As a Trust we always look to invest in our staff and pride ourselves on our 'home grown talent'. We pride ourselves on this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young people.</p> <p>Quite simply, our aim is to employ people who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding training pathways which draw on excellence both within and outside of our Trust to enable you to build your professional capital.</p> <p>Examples of the many opportunities we encourage staff to take up externally include:</p> <ul style="list-style-type: none"> <li>● The National Professional Qualification for Senior Leadership (NPQSL)</li> <li>● The National Professional Qualification for Headship (NPQH)</li> <li>● The National Professional Qualification for Middle Leadership (NPQML)</li> <li>● The Outstanding Teacher Programme (OTP)</li> <li>● Initial Teacher Training (ITT)</li> </ul> <p>Pathways are available at apprenticeship level, NQT, aspiring middle leader, Lead Practitioner and aspiring senior leader level. Some of these courses are led by staff within the Trust and others are externally accredited. In addition, the Trust provides the opportunity of becoming an associate SLT member, enabling middle leaders to gain insight and experience of leadership at the highest level within a school.</p> <p>Support staff have their own Personal Improvement Plan that they use as a tool to create a bespoke professional development plan. All support staff also receive Coaching and training opportunities, in order to help them feel empowered and in charge of their own development.</p> <p>Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age.</p>
<p><b>Great access to progression and leadership responsibility</b></p>	<p>Further evidence of our investment in 'home grown talent' is that 86% of our TLR holders have been internal appointments. We have clear professional progression pathways within the CPD offered throughout the year at all levels within the Trust.</p>

## Our offer to new staff joining The LiFE Multi Academy Trust and our schools (continued)

<b>Collaboration across all schools</b>	We are developing relationships across our Trust to enable collaboration to support learning and teaching outcomes. In addition, we are able to offer a joint CPD programme to draw upon expertise across the Trust. Staff work and meet regularly in teams across schools in the Trust and we hold an annual Strategic Planning Day, where each member of the Trust work together.
<b>Sabbatical and flexible working policies</b>	We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details.  Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.
<b>Strong Induction Process</b>	It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience. To support this we have a New Staff Induction Day before the start of term, which enables colleagues to get a real understanding of what the school is about and what it means to be part of the Trust. This day also prepares new staff for our training (conference) days at the beginning of the Autumn term. In addition to this ALL staff are invited to visit a series of lessons across the school year.
<b>NQT Programme</b>	We offer newly qualified teachers a robust, supportive and bespoke training programme which will enable you to develop into an outstanding teacher.
<b>Continued NQT and RQT support</b>	Where possible we try to ensure that NQTs and second year teachers have reduced teaching loads to allow them more opportunities for CPD throughout the school week. This also allows for peer to peer observations and additional coaching to take place to develop their practice.
<b>3D Networks</b>	3D Networks are an opportunity for faculties to share good practice and new ideas with colleagues across the school, based on our unique 3D Learning and Teaching model.
<b>Attendance of staff</b>	Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.

We are always looking for highly quality teachers and support staff who buy into our values across the LiFE Multi Academy Trust and our schools

# Learning Support Department

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Our Learning Support provision is a strength of the school. Learning Support Assistants have real impact on the progress of students with special educational needs, and their role is genuinely valued by the whole staff. We are looking for an able candidate, preferably experienced, who is able to show initiative.

Hours of work will normally be 27.25 per week during term-time. Flexibility is necessary to allow occasional attendance at meetings or, part of meetings before or after school, plus training days. These hours are included in the contract and equate to five additional days per year. There is a strict policy regarding leave of absence in term-time. Leave of absence will not be granted for holiday or recreational purposes. The majority of the post involves teaching students with special educational needs, especially those with EHCPs, alongside the class teacher. This will sometimes be in classes but will also involve individual or, more often, group work where the assistant will be in charge.

# The Application Process

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Completed applications should be returned to [shambleton@winstanleyschool.org.uk](mailto:shambleton@winstanleyschool.org.uk)

or by post to

Mr D Bennett  
The Winstanley School  
Kingsway North  
Leicester  
LE3 3BD

A phone call, followed by an email will be sent to shortlisted candidates to confirm details of the interview process.

## **Queries**

If you have any queries on any aspect of the application or need additional information, please contact Miss S Hambleton on 0116 2898 688 or via email on [shambleton@winstanleyschool.org.uk](mailto:shambleton@winstanleyschool.org.uk)

Thank you



# Advert

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## Learning Support Assistant

Temporary in the first instance until August 2022

Paid at Grade 5

27.25 hours per week, plus 5 training days

Salary range dependent on experience and expertise

£11,879 to £12,118 (actual salary) per annum

The Winstanley School is seeking to appoint committed and enthusiastic Learning Support Assistants, to work with the Additional Needs Manager and SENCO in supporting SEN students in lessons. Experience of working with children, preferably in an educational setting, would be advantageous. The Learning Support Assistant will primarily be based at The Winstanley School, an 11-16 school situated in the heart of the vibrant and engaged Braunstone Town community. This role offers candidates an exciting opportunity to contribute to the school's relentless drive for excellence. You will possess a real passion for contributing to the learning of our young people and be able to promote the vision, and to live the values, of the LiFE Multi-Academy Trust.

\*NB The academy reserves the right to terminate this contract at any time during this fixed term contract with appropriate notice should the student no longer require the support.

“The LiFE Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment”

Please contact the school office on 0116 289 8688, via e-mail [shambleton@winstanleyschool.org.uk](mailto:shambleton@winstanleyschool.org.uk) or visit [www.winstanleyschool.org.uk](http://www.winstanleyschool.org.uk) for further details and application form.

**The closing date for completed applications is 9am on Monday 29<sup>th</sup> November 2021**

The Winstanley School, Kingsway North, Braunstone Town, Leicestershire, LE3 3BD

Tel 0116 2898688, email [shambleton@winstanleyschool.org.uk](mailto:shambleton@winstanleyschool.org.uk)

Headteacher: Dave Bennett

November 2021

Dear Applicant

### **Learning Support Assistant**

Thank you for your interest in the above post.

We are seeking to appoint a learning support assistant who has energy, enthusiasm and enjoys working supportively with young people. The successful applicant will join the Learning Support department, a strong team of committed support staff. Ideally you should have experience of working with children, preferably in an educational setting and be aware of a range of special educational needs, and of the barriers these can present to children's learning. Knowledge of the curriculum and the learning activities involved are obviously helpful.

The following information is included in this pack:

- Personnel Specification and Job Description;
- An application form can be downloaded from our website;
- Details of our most recent Ofsted report can also be found on our website or Ofsted's.

If you are interested in applying for our post, please complete the following:

- Application form;
- Letter (of no more than two sides of A4), outlining your relevant experience and how you would support young people

The Personnel Specification indicates the specific skills and qualities we are interested in and where we expect to make judgements of these in the selection process.

Further details about the school can be found on the website at [www.winstanleyschool.org.uk](http://www.winstanleyschool.org.uk)

**Your application should be sent to Miss S Hambleton at the school, by 9 am on Monday 29th November 2021.**

I look forward to receiving your application.

Yours sincerely



Dave Bennett  
**Headteacher**

# Job Profile

<b>School:</b>	<b>The Winstanley School</b>
<b>Job Title:</b>	<b>Learning Support Assistants – Special Educational Needs</b>
<b>Grade:</b>	5 (Points 7-8) 27.25 hours per week term time plus 5 training days, fixed for one academic year in the first instance. Actual salary in the region of £11,879 to £12,118 dependent of experience.
<b>Responsible To:</b>	The SENCO through the Additional Needs Manager and class teachers or if in a specific department the Team Leader.
<b>Key Relationships/ Liaison with:</b>	Learning Support Department, Class Teachers, Support Staff, Representatives of External Agencies, e.g. Education Psychologists, etc.
<b>Job Purpose:</b>	To provide in-class support within a specific department or support throughout the The LiFE Multi Academy Trust for named students with EHC plans or who are on the Register of Special Needs. Supervising and supporting student learning in classes across the curriculum. This may involve modifying resources, working one to one, or in a small group of students under the direction of the class teacher. It is important that LSAs liaise with class teachers and with the SENCO to inform the monitoring of student progress. LSAs also have a mentoring role with named students across the The LiFE Multi Academy Trust.
<p><b>Main duties and responsibilities:</b>  <b>The activities and responsibilities listed below are examples of the type of tasks that are expected of the post holder. These may vary over a period of time.</b></p> <ul style="list-style-type: none"> <li>• To prepare resources under the direction of the Additional Needs Manager or class teacher.</li> <li>• To work with and build a positive relationship with students. Working with students on a 1-1 basis and in small groups, under the supervision of the class teacher.</li> <li>• Be organised and prepared for lessons. To follow the directions of the class teacher/instructor in lessons.</li> <li>• To contribute to the administrative procedures in the Learning Support Department under the direction of the SENCO and/or Additional Needs Manager.</li> <li>• To have knowledge of SEN Code of Practice and School policy.</li> <li>• To implement School Policies and procedures in relation to: <ul style="list-style-type: none"> <li>○ Health and Safety, Equal Opportunities, Behaviour etc.</li> </ul> </li> <li>• To contribute to reports on student progress and behaviour.</li> <li>• To support students under exam conditions.</li> </ul>	

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. \*NB The academy reserves the right to terminate this contract at any time during this fixed term contract with appropriate notice should the student no longer require the support.

# Personnel Specification

ESSENTIAL	DESIRABLE
<p>Understanding of the importance of supportive student/ teacher relationships</p> <p>Ability to communicate effectively with young people and adults.</p> <p>Good numeracy and literacy skills – GCSE grade C or equivalent in English and Maths</p>	<p>Evidence of effective relationships with young people. Evidence of good working relations with a range of people</p> <p>Qualification / specialism or interest to work within a specific department</p>
<p>Ability to work well within a team</p>	
<p>Good organisational skills</p>	<p>Evidence of organisational ability</p>
<p>Self-motivated, ability to work on own</p> <p>Good ICT skills</p> <p>Willingness to develop and attend training as necessary</p>	<p>Recent ICT qualification</p>
<p>Ability to work under pressure and react calmly to confrontation</p>	<p>Evidence of meeting deadlines and ability to prioritise</p>
<p>Able to be totally confidential and discreet</p>	
<p>Recent record of good health, attendance and punctuality</p>	
<p>Completion of Enhanced DBS disclosure</p>	