



GREENSHAW
LEARNING TRUST



**Learning Support
Assistant (LSA)
Recruitment Pack**

**ALWAYS
LEARNING**

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Headteacher's Introduction

Dear candidate

We are looking for an enthusiastic, reliable and hard working Learning Support Assistant (5 days) to join our dynamic and dedicated team at Wildmoor Heath School, an aspirational primary school, rated 'Good' by Ofsted, which is part of The Greenshaw Learning Trust.

At Wildmoor, we are committed to delivering an outstanding and fully inclusive education in an exceptional environment, where every child has the opportunity to achieve the highest level of success. We aim to develop the whole child, nurturing their own interests, widening their outlook and providing motivating challenges each day. We seek to offer a broad and balanced education, where every child accesses the full curriculum. Our curriculum develops on the content and skills of the National Curriculum and is built upon our own six drivers: Communication, Environment, Community, Opportunities, Creativity and Well-Being. In every subject, we have mapped the learning to offer a progressive acquisition of knowledge and skills over the seven year primary journey. We appreciate that all children learn in different ways and at different paces so we understand how important it is to provide a range of teaching styles, resources and a wide range of experiences, summarised in our 'Wildmoor Discovery List.

We have a highly experienced and dedicated team of staff who collaborate to inspire all of our children to 'Reach for the Stars', achieve their best and feel proud of themselves. Our highly successful school sits at the heart of its local community. Wildmoor has wonderful grounds and easy walking access to the local village and secondary schools including Wellington College and Edgbarrow School, with whom we have excellent partnerships. We also work closely with other community schools to give our staff and pupils the best opportunities to develop and succeed in all they do. A strong and healthy relationship between the school and our parents is hugely important in our mission to cultivate responsible young citizens who make the world a better place.

The successful candidate will be part of an ambitious and aspirational team at Wildmoor Heath School, part of the Greenshaw Learning Trust, and we look forward to welcoming you!

Yours faithfully



Leslie Semper
Headteacher

REACH FOR THE STARS ★★
Respect - Empathy - Aspirations - Courage - Honesty

Greenshaw Learning Trust – About us

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school-to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

The Greenshaw Learning Trust Mission Statement

- *We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*
- *We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*
- *We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression
- Employer Contributions to Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme

WILDMOOR HEATH SCHOOL
JOB DESCRIPTION FOR LEARNING SUPPORT ASSISTANT (LSA)

Job Title: Learning Support Assistant (LSA)	Grade/Salary Range: BG-K-J (SP 1-6)
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JOB PURPOSE

To serve as a Learning Support Assistant in Wildmoor Heath School, working with different classes and with different groups of children to help achieve the school's strategic goals.

MAIN DUTIES AND RESPONSIBILITIES

Under the guidance of teaching/senior staff:-

- Supervise and provide support and access for pupils across a range of learning activities, recognise and respond to individual needs using specialist skills/training/and experience and assist with the development and implementation of work programmes.
- Promote inclusion, establish constructive working relationships with pupils, act as a role model set high expectations and provide feedback on progress and achievement.
- Monitor, evaluate and record pupil progress and report as required.
- Deliver learning sessions structured to agreed plans.
- Mark pupils' work and record progress and administer tests.
- Organise and maintain the appropriate learning environment, take responsibility for aspects of class organisation and display and prepare and maintain a range of resources and specialist equipment.
- Assist with lesson planning and evaluating and amending those plans as required.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents according to established policy and encourage pupils to take responsibility for their own behaviour.
- Implement learning activities and strategies e.g. literacy, numeracy.
- Use ICT in learning activities and develop pupils' competence in its use.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the school and Greenshaw Learning Trust's equal opportunity policies and ensure that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall aims and targets of the school, establish constructive relationships with other agencies, in liaison with the teacher, to support the progress of pupils and participate in regular meetings as required.
- Be aware of and take part in the school's performance management framework, recognise own contribution and expertise to support and advise others and assist and participate in the training and development of staff as required.
- Provide for the pupil welfare / personal care both individually and in groups and ensure their safety. This could include the administration of medicines to pupils.
- Undertake any other similar duties as required.
- The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

**WILDMOOR HEATH SCHOOL
PERSON SPECIFICATION FOR LEARNING SUPPORT ASSISTANT (LSA)**

JOB TITLE: Learning Support Assistant (LSA)		SECTION:
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	GCSE English and Maths – grade C / 4 or above	Teaching Assistant qualification or equivalent experience
Competence Summary (Knowledge, abilities, skills, experience)	<p>Ability to work constructively as part of a team</p> <p>Ability to relate well to adults and children, respond sensitively and flexibly to competing demands from pupils</p> <p>Ability to use in-school technology, such as photocopier, computers and iPads</p> <p>Ability to respond sensitively to pupils need including personal hygiene needs</p>	<p>Nursery and / or school experience of working with children aged 3-11</p> <p>Knowledge of phonics and early reading teaching in a school setting</p> <p>Knowledge of outdoor learning opportunities</p>
Work-related Personal Requirements	<p>All safeguarding checks, including enhanced DBS met</p> <p>Commitment to equality, diversity and inclusion</p>	Knowledge or experience of ELSA activities
Other Work Requirements	<p>Must access school email system frequently and keep abreast of all school communications</p> <p>Participate in training and development activities</p>	

Job Profile

JOB TITLE:	Learning Support Assistant (LSA)
JOB PURPOSE:	To support children's learning
ACCOUNTABLE TO:	Class Teachers

Terms and Conditions

Line Managed by: Class Teacher TBC

Contract: Permanent

Salary: Salary calculated in line with **NJC Fringe Grade K-J** Pay scale, Points 1-6, £18,791 - £20,680 FTE per annum dependent on experience: **Actual salary: £10,637 - £11,706 per annum.** Salaries are paid monthly on the last working day of each month.

Hours of work: 25 hours per week, term time only, calculated at 43.686 weeks per year. Monday – Friday 0900-1500 with 1 hour unpaid lunch. Annual Safeguarding Inset Day required in addition, (normally in September), if Inset Day working is completed, TOIL will be given.

Start Date: 17th October 2022, or as soon as possible after this date.

Place of Work: The successful post holder will be based at Wildmoor Heath School.

Medical Examination: Appointments are subject to a satisfactory medical report.

Probation Period: New employees are required to complete a six-month probationary period.

Right to Work Check: This appointment is subject to the verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

Superannuation: Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org/>

Disclosure & Barring Service Check: This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.

Safeguarding: Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All teaching and support members of staff must undertake the required pre-employment checks which include the uptake of references both professional and personal and a satisfactory enhanced Disclosure and Barring Service (DBS) Check.

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form.

Please visit our website www.greenshawlearningtrust.co.uk/join-us/staff-vacancies

The recruitment process is managed via your online account and you will receive notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **9am on Friday 9th September 2022**. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised as soon as possible. Shortlisted applicants will be invited by telephone or email to attend a formal interview process. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

The interview process will consist of a face to face interview and a short small pupil group reading exercise. The interviews will take place on **Friday 16th September 2022**.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post 17th October 2022, or as near as possible, subject to satisfactory pre-employment clearances

6. Additional information

For further information, or to arrange a school visit, please contact Mrs Sue Attfield, School Secretary via email on secretary@wildmoorheath.org.uk or on 01344 772034. Please note there will be no one responding to emails during summer holidays.

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.