



Recruitment Information Pack



Communication Support Worker (Minimum BSL level 3)
32.5 hours per week
Fixed term (2 years or until child leaves the school)
Paid at Grade 9 (point 19-22)
Salary range dependant on experience and expertise
£23,360 To £25,030 Actual (Pay award pending)
(£31,074 To £33,294 FTE)
Required – August 2025



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Vision, Values and Ethos



Kingsway Primary School

Everyone thriving in a learning community

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 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 school is seen as a leader of and vital to its local community; each school is regarded as fundamental to the identity of its surrounding community.

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 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 the 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.



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
Putting your trust in our Trust	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.
Coaching	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.
Personal Improvement Plan versus Performance Management	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.
Health and Wellbeing Strategies	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> • providing employees with a safe, healthy and supportive environment in which to work • recognising that the health and wellbeing of our employees is important • providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged <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>
Presumed Professionalism	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>Development of Professional Capital and Excellence</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"> • The National Professional Qualification for Senior Leadership (NPQSL) • The National Professional Qualification for Headship (NPQH) • The National Professional Qualification for Middle Leadership (NPQML) • The Outstanding Teacher Programme (OTP) • Initial Teacher Training (ITT) <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>Great access to progression and leadership responsibility</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)

Collaboration across all schools	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.
Sabbatical and flexible working policies	<p>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.</p> <p>Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.</p>
Strong Induction Process	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.
NQT Programme	We offer newly qualified teachers a robust, supportive and bespoke training programme which will enable you to develop into an outstanding teacher.
Continued NQT and RQT support	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.
3D Networks	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.
Attendance of staff	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



The Application Process

To apply visit ETeach to complete an application form.

The closing date for completed applications is 9 am on Wednesday 2nd July

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

We hope to interview w/c 7th July 2025. Please let us know any dates you are not available.

Queries

If you have any queries on any aspect of the application or need additional information, please contact Ann Pearce on 0116 2898525 or email office@kingsway.org.uk

Thank you



Communication Support Worker

We would like to appoint a Communication Support Worker with British Sign Language level 3 and above who would like to work with a hearing-impaired child who will be in year 5. 2 year fixed term contract (or until child leaves the school)

This is an exciting opportunity to join our happy and successful school and work with a fantastic team.

The staff and children at Kingsway are a delight to work with. We have a very positive and nurturing approach to education and so we are able to get the very best from our pupils every day. We are committed to the continual development of teachers and offer professional development opportunities, wherever you are in your teaching career.

We have an excellent relationship within our community and enjoy strong links with other schools in the LiFE MAT. We were proud to maintain our 'Good' Ofsted rating at our last inspection.

"LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search."

Equal Opportunities

Kingsway Primary School is committed to equal opportunities in our recruitment and selection procedures.

We welcome applications from all who meet the essential requirements within the person specification.

"At LiFE Multi Academy Trust we embed the principles of equality, diversity and inclusion into everything we do. As a Trust we actively encourage applications from those in minority groups and with diverse backgrounds."

Please note that the contract will be with LIFE Multi Academy Trust, which will form the terms of the employment.

The successful applicant will need to undertake an enhanced disclosure via the DBS.

Please contact the school office via e-mail office@kingsway.org.uk or by visiting www.kingsway.org.uk for further details and application form.

The closing date for completed applications is 9 am on Wednesday 2nd July

Interviews will be held w/c 7th July 2025



Application process:

Please complete the application form via Eteach

The closing date for completed applications is 9 am on Wednesday 2nd July

Please contact the school office via e-mail **office@kingsway.org.uk** or by visiting **www.kingsway.org.uk** for further details.

Kingsway Primary School
Kingsway North, Leicester, LE3 3BD
Tel 0116 2898 525, email office@kingsway.org.uk
Head of school: Germaine Mckinnon





June 2025

Dear Applicant

Communication Support Worker

Thank you for your interest in the above post.

We are seeking to appoint a Communication Support Worker who has energy, enthusiasm and enjoys working in a nurturing environment. This role is to work within our primary school and requires someone who is able to be self-motivated, organised and flexible.

The following information is included in this pack:

- Personnel Specification and Job Description

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.

An application form can be downloaded from Eteach.

Details of our most recent Ofsted report can be found on our website or Ofsted's.

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

- Application form via Eteach.

Further details about the school can be found on the website at www.kingsway.org.uk

Your application should be sent via Eteach, by 9 am on Wednesday 2nd July.

I look forward to receiving your application.

Yours sincerely

G Mckinnon
Mrs G Mckinnon
Head of School



Job Profile

Learning support:
<ul style="list-style-type: none"> • To work collaboratively under the guidance of the class teacher and teacher from the Specialist Teaching Service Hearing Support Service to provide in class support to an individual hearing-impaired child who communicates through British Sign Language. • To promote auditory awareness and development by encouraging use of the child's available hearing using cochlear implant appropriately. • To ensure the pupil has understood what her class teacher expects and to help to keep her on task. • To have a good knowledge of behaviour management, including issues specifically relating to deaf children. • To respond appropriately and encouragingly to the child's communication in speech or sign. • To work 1:1 with the child promoting BSL skills, speaking, and listening skills. • To prepare additional materials to support/adapt the child's access to the curriculum. • To develop appropriate social interaction with other children and to assist the child's inclusion in the classroom environment. • To go on visits and activities that occur as part of the curriculum. • To plan and liaise regularly with school staff. • To follow and respect school policies/procedures. • To follow the school's/MAT's guidelines and policies on equal opportunities for pupils and staff. • To have good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, children, young people, their families and carers.
Assessment and Monitoring:
<ul style="list-style-type: none"> • To assist the class teacher in carrying out the task of assessment. • To discuss regularly with class teachers and school co-ordinators the specific needs of individual pupils. • To assist the class teacher in implementing the child's individual learning plan/EHCP. • To contribute to reviews of progress.
Home-School Liaison:
To enhance communication between home and school.



Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> BSL Level 3 or equivalent. Evidence of a good general education to GCSE level or equivalent. 	
Experience	<ul style="list-style-type: none"> Some relevant experience of working with children and/or young people either in a voluntary or paid capacity. 	<ul style="list-style-type: none"> Experience of working in an educational establishment. Experience of working with hearing impaired children or young people
Knowledge	<ul style="list-style-type: none"> Of the linguistic and cultural background of the Deaf/Hearing-Impaired Community. Understanding of cochlear implants and cochlear implant processors. 	<ul style="list-style-type: none"> Of general education issues as they relate to Deaf/Hearing-Impaired pupils.
Professional skills	<ul style="list-style-type: none"> Ability to prioritise and manage time effectively. Ability to work as a team member. Ability to communicate effectively and build relationships with pupils, parents and a wide range of other people. 	<ul style="list-style-type: none"> Ability to handle difficult situations and to deal sensitively with disability issues. Ability to use initiative when supporting learning.
Community	<ul style="list-style-type: none"> An understanding of the importance of supporting communication in a sensitive manner whilst promoting independence. 	<ul style="list-style-type: none"> An awareness of the need for whole school understanding and opportunities for full participation across the wider curriculum.
Commitment	<ul style="list-style-type: none"> A commitment to equality and equity of opportunity for all pupils. 	
Written application and interview	<ul style="list-style-type: none"> Clear, well presented application showing evidence and ideas to meet the requirements of this post and the ability to articulate these clearly at interview. 	