

# Application Pack



## Inclusion Learning Support Assistant

# Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Sir Steve Lancashire**  
**Chief Executive, REAch2 Academy Trust**

# Letter from our Headteachers, Gunton Primary Academy

Dear Candidate,

Gunton Primary Academy is a well-established and popular school in the heart of Gunton, North Lowestoft. We have an exciting opportunity to join our school in a brand-new Inclusion Learning Support Assistant role. You will play a key role in providing nurture and teaching and learning support for our Key Stage 1/EYFS children. This is an amazing opportunity to shape and develop the new role and really make it your own to promote inclusion of all children.

Gunton Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974.

An Enhanced DBS disclosure will be sought through the Criminal Records Bureau as part of the Academy's pre-employment checks.

Satisfactory written references will be sought post shortlisting and ahead of a selection process.

**Mrs Kirsten Stone and Mr Matthew Jordan**  
**Headteacher and Executive Headteacher, Gunton Primary Academy**

## Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. [You can learn more about REAch2 at our website: www.reach2.org](http://www.reach2.org)



# The Role

**Start date:** 1<sup>st</sup> March 2022

**Contract type:** Fixed Term Contract: 31.08.23

**Pay Scale:** Salary - NJC Scale Points 2 - 6 (Actual Salary £11,828 - £12,803)

**Working Hours:** 28.33 Hours per week / 39 weeks per year.

Gunton Primary Academy is a well-established and popular school in the heart of Gunton, North Lowestoft. We have an exciting opportunity to join our school in a brand-new Inclusion Learning Support Assistant role. You will play a key role in providing nurture and teaching and learning support for our Key Stage 1/EYFS children. This is an amazing opportunity to shape and develop the new role and really make it your own to promote inclusion of all children.

## Are you:

- Able to promote the inclusion and acceptance of all pupils?
- Child-centred, putting the child at the heart of what you do?
- Enthusiastic, hardworking and ready for a challenge?
- Committed to building relationships with some of our more vulnerable children and their families?
- Experienced in working with children from a range of backgrounds and additional needs, ideally in a school setting?
- Calm and confident in using positive behaviour strategies with children?
- Able to provide enjoyable creative play and arts-based experiences that give children the chance to learn through experience, rather than through more formal learning?
- Someone who can support the developmental, social and emotional and behavioural needs of vulnerable children to improve their ability to access mainstream learning?
- Flexible, reliable, well-organised and with a strong level of literacy, numeracy and IT skills?
- Able to work effectively as part of our committed staff team?

If so, you'll love working at Gunton Primary Academy!

In return, we can offer you:

- A friendly, supportive, enthusiastic and hardworking team of staff and governors.
- A staff team who are very committed to inclusion and doing their very best for all children.
- Encouragement to develop new ideas and the opportunity to make a real difference.
- Opportunities to further develop your career within our Multi Academy Trust, REAch2 - the largest primary-only academy trust in the country.
- And, most importantly, the opportunity to work with our AMAZING children.

Gunton Primary Academy supports the Real Living Wage.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. Enhanced DBS Disclosure with Child Barred List check will be carried out for this role. Employees will also be subject to a pre-employment medical check and references.

Gunton Primary Academy, and REAch2 Academy Trust, reserves the right to appoint earlier if an exceptional candidate applies for the post, so early applications are strongly encouraged.

# The Application

Please download the Application form from our school website, [Guntonprimary.co.uk](http://Guntonprimary.co.uk) or email [recruitment@guntonprimary.org](mailto:recruitment@guntonprimary.org)

Please return your completed application forms to: Mrs R Newrick, HR and Finance Officer, [recruitment@guntonprimary.org](mailto:recruitment@guntonprimary.org)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an Enhanced DBS with Child Barred List check.

## The application process and timetable

<b>Application deadline:</b>	Midday on Monday 7 <sup>th</sup> February 2022
<b>School visits:</b>	You are welcome to visit our school after 3.30pm weekdays; please phone to make an appointment.
<b>Interviews:</b>	Wednesday 9 <sup>th</sup> February 2022

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

<b>Job Description</b>	
<b>Job title</b>	Inclusion and Learning Support Assistant (KS1)
<b>Salary Scale</b>	NJC Point 2-6
<b>Responsible to</b>	Headteacher / Acting Assistant Headteacher / KS1 Leader

<b>Main Duties and Responsibilities</b>	
<b>About the Role</b>	
<p>Our new Inclusion and Learning Support Assistant will play a key role in providing nurture and teaching and learning support for KS1 children.</p> <p>Although this role will be predominantly based in KS1, the ideal candidate will also have the skills, knowledge and confidence to teach in EYFS.</p>	
<b>Key Responsibilities</b>	
<b>Support for Pupils</b>	
<ul style="list-style-type: none"> <li>• Establish positive and supportive pastoral relationships with children and interact with them according to their individual needs</li> <li>• Plan relevant and appropriate support to help remove identified barriers to learning that prevent children from achieving their full potential</li> <li>• Plan and deliver appropriate programmes of 1:1 or small group nurture support that enable children to take a full and confident part in all aspects of their learning and school generally</li> <li>• Contribute to the development and implementation of appropriate support which will help children to develop positive self-images, improve academic attainment and progress and modify undesirable behaviour</li> <li>• Support children with their learning across the curriculum, including phonics, reading, writing and maths</li> <li>• Work closely with all school staff, parents/carers and external agencies to achieve a shared understanding of the needs of individual children</li> <li>• Work with key staff, including the Thrive Practitioner, Family Support Worker and SENDCo to develop, agree and implement an action plan for those children based on an assessment of their individual needs</li> <li>• Support children with their social and emotional development and well-being</li> <li>• Develop, identify and share strategies which have shown themselves to be effective in meeting the needs of individual and groups of children in order to ensure consistency of practice and the maintenance of positive outcomes</li> </ul>	



<ul style="list-style-type: none"> <li>• Provide feedback for children about their attainment and progress, under the guidance of the class teacher</li> <li>• Promote positive behaviour for all children, in line with our behaviour policy</li> </ul>
<b>Support for Teachers</b>
<ul style="list-style-type: none"> <li>• Assist with the planning of learning and nurture activities as necessary</li> <li>• Use formative assessment to monitor children's understanding and accurately record achievement/progress as directed</li> <li>• Provide regular feedback to teachers about children's attainment and progress</li> <li>• Contribute to the development, implementation and monitoring of Individual Learning Plans</li> <li>• Use strategies, in liaison with the teacher, to help children to achieve their targets</li> <li>• Establish and maintain positive relationships with parents/carers</li> <li>• Contribute to creating and maintaining a purposeful, orderly and supportive learning environment</li> <li>• Provide clerical/admin support as needed</li> </ul>
<b>Support for the curriculum</b>
<ul style="list-style-type: none"> <li>• Undertake structured and agreed learning and nurture activities, differentiating activities according to children's responses and needs</li> <li>• Support the use of IT in learning activities and develop pupils' competence and independence in its use</li> <li>• Prepare, maintain and use equipment/resources required to meet learning objectives and assist pupils in their use</li> </ul>
<b>Support for the school</b>
<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the designated person</li> <li>• Contribute to the overall ethos and vision of the school and consistently promote our 3 core values of grow, persevere and aspire</li> <li>• Support the role of other professionals contributing to reviews, multi-agency meetings or requests for statutory assessments</li> <li>• Attend and participate in relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required, taking responsibility for your own professional development, including working towards your objectives</li> <li>• Lead play activities with the children when out in the playground at break times</li> <li>• Accompany teaching staff and children on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher</li> <li>• Any other duties as requested by the Headteacher as required</li> </ul>

<b>Person Specification : Inclusion Learning Support Assistant</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>English and mathematics GCSE Grade C or above or equivalent</p> <p>NVQ Level 3 in learning support or equivalent qualification status.</p>	<p>A Levels – Maths/English Grade C or above or equivalent</p> <p>Relevant degree / evidence of professional development</p> <p>Safeguarding Training/ understanding of child protection policies and procedures.</p> <p>First Aid training</p>
<b>Working with children</b>	<p>Experience of working with and supporting children in KS1</p> <p>Commitment to high standards of teaching and learning and behaviour</p> <p>Ability to deal effectively and positively with challenging behaviour</p> <p>Understanding of how to support children who find learning a significant challenge</p>	<p>Experience of working with children in EYFS</p> <p>Knowledge of attainment standards in reading, writing and maths for primary children</p> <p>Awareness of strategies for SEND intervention, including more able children</p>
<b>School specific needs</b>	<p>Good team player</p> <p>Ability to use own initiative</p> <p>Ability to calmly manage stressful situations</p> <p>Good organisational skills</p> <p>Effective time management, including being highly productive in working style</p>	<p>Willingness to be involved in all school activities</p>
<b>Personal Qualities</b>	<p>An approachable and caring manner</p> <p>Ability to engage parents and families of children requiring additional support for behaviour, social and emotional difficulties</p>	<p>Able to build good relationships with pupils, staff, parents, governors and outside agencies</p>

	<p>Love of children and a commitment to their entitlement to rich educational experiences</p> <p>Prepared to seek help when necessary</p> <p>Enjoys a challenge</p> <p>Good physical and mental health</p> <p>Excellent organisational skills, with a flexible approach</p> <p>Supportive with the ability to work as part of a team</p> <p>Ability to work under pressure while maintaining a positive composure</p> <p>Sense of humour</p>	<p>Proven methods to encourage parents' involvement in the education of their child</p> <p>Has an enthusiastic outlook to the position.</p>
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Gunton Primary Academy recognises that all individuals have fundamental human rights and therefore adopts a rights based approach to equality. We shall develop practices that promote the right for everyone to participate in all aspects of life within school by promoting initiatives that remove barriers to participation and by actively promoting equality and social inclusion.

We recognise that prejudice and inequality of opportunity exist within life and we commit ourselves to challenging and redressing these injustices by applying equal opportunity within school.