



Cherry Fields
Primary School



Hardwick
Primary School



Longford Park
Primary School



William Morris
Primary School

Learning Assistant

Opportunities at all schools in the
Banbury Cluster





Cherry Fields
Primary School



Hardwick
Primary School



Longford Park
Primary School



William Morris
Primary School

Welcome to the Banbury Cluster of Schools Where you can Grow, Learn & Flourish

A message from our Executive Headteacher

Dear Candidate

Thank you for your interest in the role of Learning Assistant.

I hope the information in this pack is valuable in providing you with the detail you need to assist your application.

I wish you every success in your application and hopefully look forward to working with you in the near future.

If you would like any further information please email our People Administrator s.jessop@glfschools.org.

Kind Regards

Julie Hiddleston
Executive Headteacher

Claire Robertson
Head of School Cherry Fields

Graeme Page
Headteacher Hardwick Primary

Claire Martin
Headteacher Longford Park

Alastair Johns
Headteacher William Morris





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The Application Process

Application

We require you to complete our online application form fully, give details of all employment, training and gaps in employment since leaving school to present day. The supporting statement is an instrumental part of our shortlisting process, please give as much detail as possible in this section to show how you feel you meet the criteria of our person specification, and why you think you are the most suitable candidate for the job. Please note we do not accept CV's are part of the selection process.

Shortlisting

A panel will shortlist for interview those applicants who best meet the criteria as outlined in the person specification.

References

We will seek references from your current school, or most recent employer—if not currently employed from the employer prior to that.

Interview Process

Interviews are being conducted through Microsoft Teams, you will be required to prepare a presentation task and there will also be a set of formal interview questions to discuss. Candidates who have a disability or any other needs will be given the opportunity to highlight this on the application form in order that reasonable adjustments may be made,

Onboarding & Induction

Successful candidates are offered a comprehensive onboarding and induction programme upon commencement of the role

Additional Information

We particularly welcome applicants from under represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.



GLF Schools—Job Description for Learning Assistant

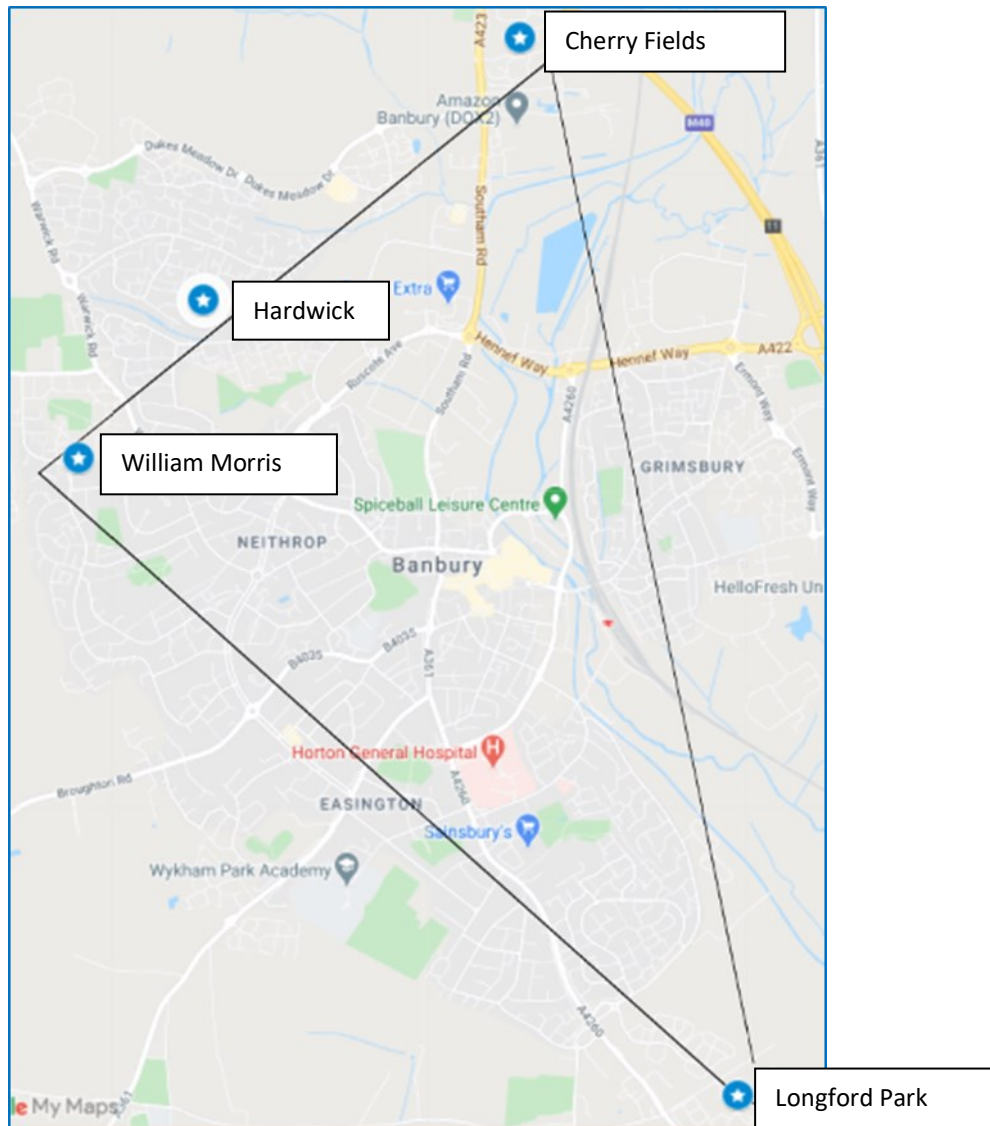
Job Title	Learning Assistant	Job Reference	LABCL
Location	Banbury	Travel Required	Occasionally
Core purpose			
<p>To support the teacher with their responsibility for the development and exceptional education of children in schools. Using routine supervision and care skills to support children.</p>			
Key accountabilities			
<p>To assist in the delivery of educational work programmes by participating in day to day learning activities, supporting children so that they achieve to the best of their abilities.</p> <p>To support in planning and evaluating programmes and adapting teaching materials to suit the particular requirements of individual children or groups of children.</p> <p>To discuss with and report back to the teacher on the assessment of children's work.</p> <p>To contribute to the carrying out of child programmes, including literacy and numeracy, keyboard skills, life skills and to ensure that the programme is delivered professionally at all times.</p> <p>To participate in staff development activities and, where required to contribute to any multi-disciplinary discussion of a child's needs/progress.</p> <p>To organise and maintain the learning environment</p> <p>To work as part of a team to ensure that the well-being, behaviour and personal development of children enhances their learning opportunities and like skills.</p> <p>To maintain confidentiality in and outside the workplace.</p> <p>To understand and assist in interpreting school policies</p> <p>To assist with the support of pupils, sometimes involving one to one.</p>			
Other			
<p>Any other duties commensurate with the role as directed by the Headteacher</p>			
Accountability			
<p>GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.</p>			
Safeguarding			
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>			

GLF Schools - Person Specification Learning Assistant

Job Title: Learning Assistant		
	Essential	Desirable
Education and Training		
Good General Education including English and Maths at GCSE or equivalent	√	
NVQ Level 2 Teaching Assistant / Supporting Teaching and Learning in Schools or equivalent		√
Up to date safeguarding training		√
First aid certificate		√
Experience & Skills		
Good understanding of the importance of safeguarding and promoting the welfare of children	√	
Ability to plan and prepare work programmes for individuals in collaboration with the class teacher.	√	
Basic IT skills	√	
Able to plan and prioritise regular and irregular tasks	√	
Able to clarify and explain instructions to children using different methods appropriate to the needs of the child	√	
Ability to motivate and engage children	√	
Ability to keep accurate records of progress	√	
Utilise a variety of strategies and emotional intelligence to engage and support children in their learning	√	
Ability to maintain records and children's files	√	
Good understanding and knowledge of child development	√	
Experience in assisting with the organisation of the learning environment		√
Ability to take on routine tasks under the direction of the class teacher	√	
Personal Attributes		
An effective communicator	√	
Able to adapt communication style depending on the individuals being engaged with	√	
Ability to remain professional and maintain confidentiality at all times	√	
Good time management	√	
Trustworthy and approachable	√	
Passionate about positively changing the lives of children	√	
A commitment to Continuous Professional Development	√	
Safeguarding		
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>		



Banbury Cluster Map



Thrive in a Career at GLF Schools

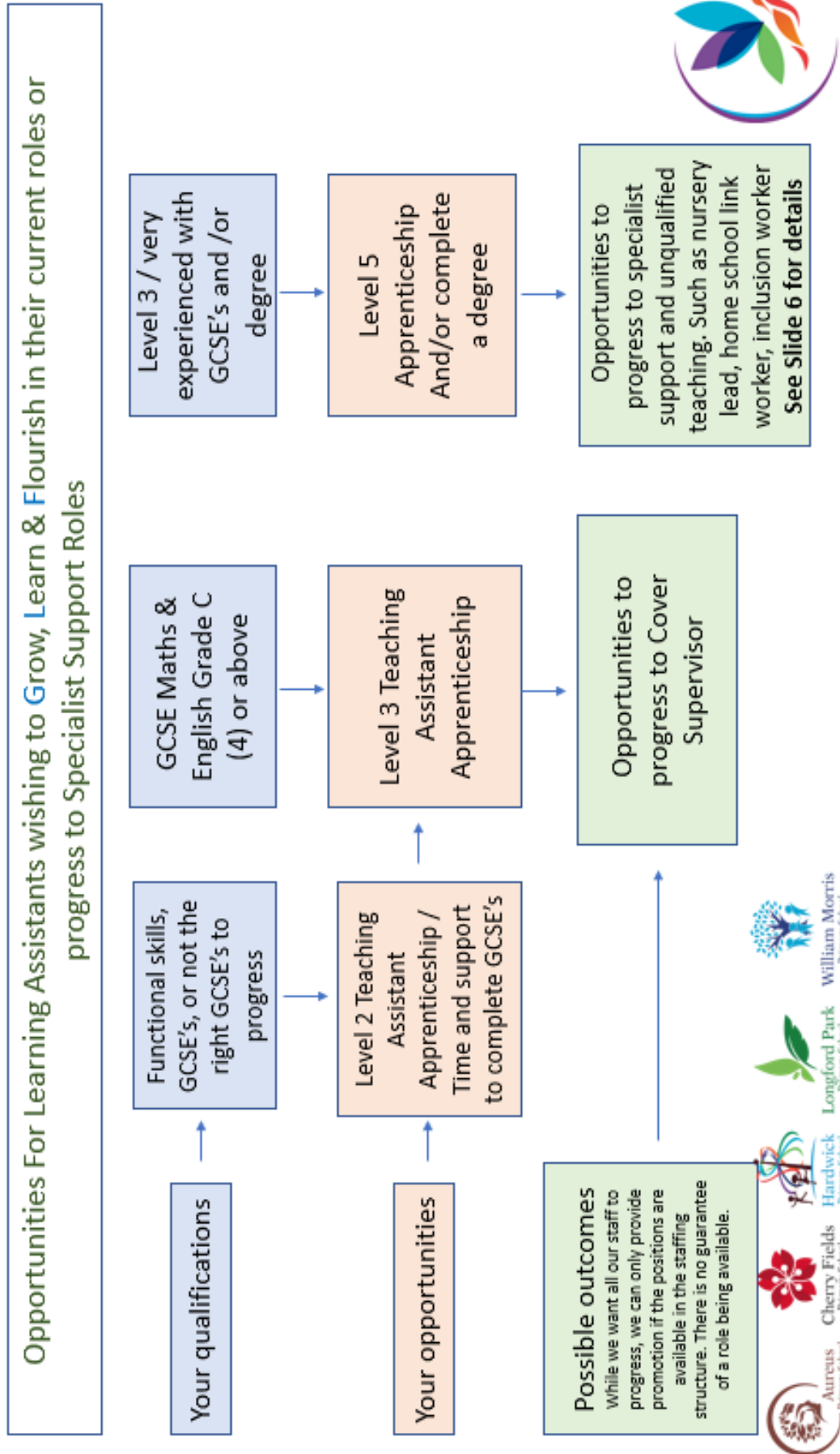
GLF Schools is a dynamic, forward thinking and rapidly expanding Academy Trust with many career opportunities for new and existing staff.

Each school in our Trust has its own individual identity, while benefiting from the expertise that comes from a dedicated and experienced support team. Our schools serve to meet the needs of its own local community yet all are united in their core purpose of providing an outstanding educational experience.

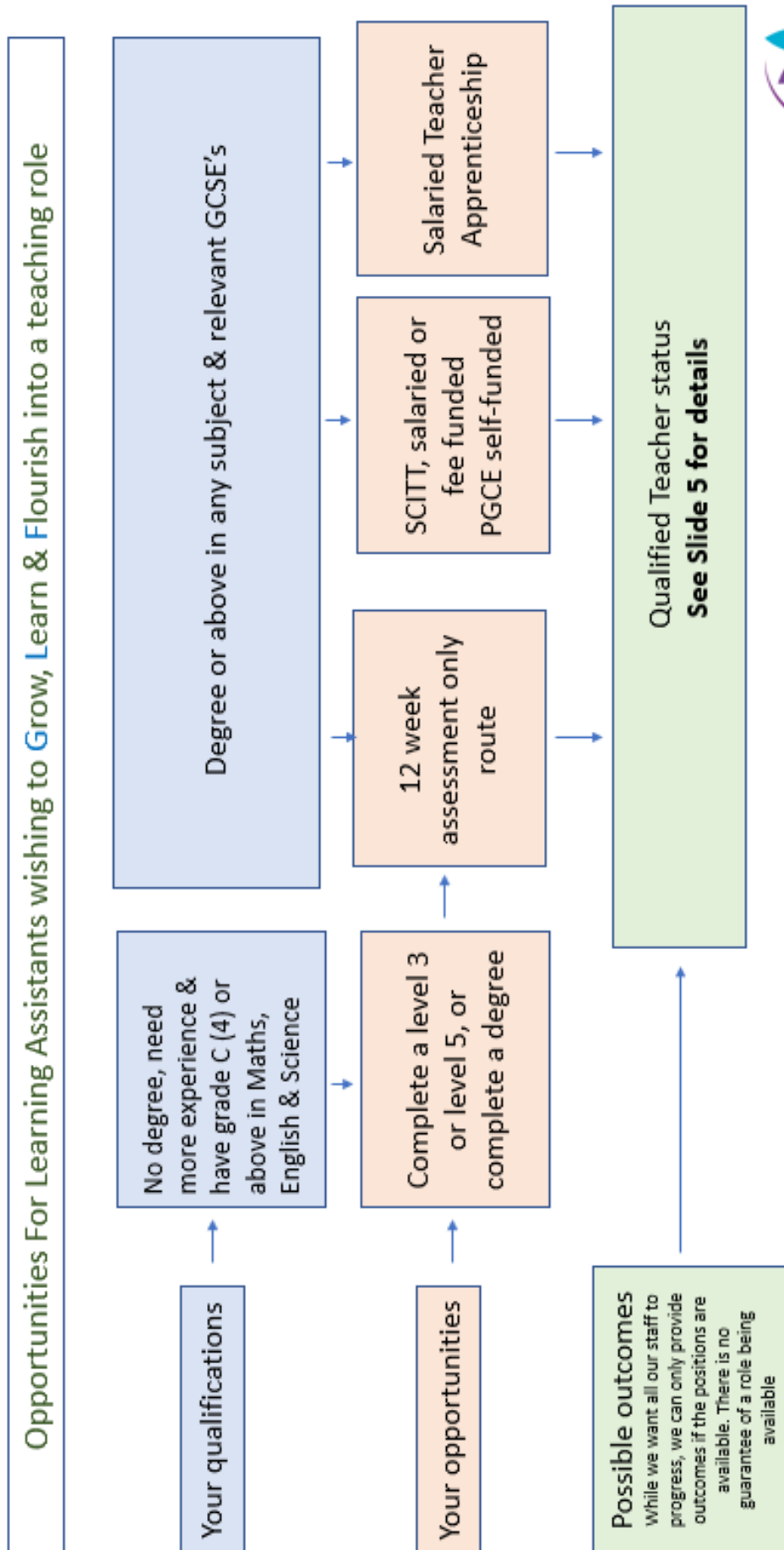
GLF Schools has a generous employment offer which allows our colleagues to **Grow, Learn and Flourish**.



Thrive in a Career at GLF Schools—Career Pathways for Support Staff



Thrive in a Career at GLF Schools—Career Pathways for Support Staff cont.



Thrive in a Career at GLF Schools

Continuous Professional Development: We are committed in supporting the professional growth of our staff. We hold regular CPD workshops on over 100 topics via our Central Core CPD offer for both teaching and support staff. This core CPD offer compliments both school level training and bespoke courses. All staff have access to a comprehensive e-learning portal with various CPD courses including safeguarding and role specific training.

Work life and family friendly policies: GLF Schools supports working parents through a number of policies and initiatives. We offer a generous enhanced maternity leave, shared parental leave and paternity leave. Staff are able to apply for childcare vouchers for registered childcare providers, to offset some of the costs of being a working parent. We recognise staff have commitments outside of school so we have developed a special leave policy which allows staff to apply for paid time off to attend significant events.

Flexible Working: We are committed to drive forward flexible working opportunities across our Trust to ensure we are able to meet the work-life balance requirements of a diverse applicant market. We are open to discussing flexible working at hiring point and are pleased to be part of the CIPD pilot scheme as a 'Flexible Hiring Champion Employer'

Staff Wellbeing: As an employer, we are committed to staff well-being. All staff have access to a 24/7 confidential Employee Assistance Programme with access to specialist telephone counselling. We have well-being ambassadors within each of our schools to promote our well-being initiatives and to signpost staff to relevant support agencies. 'GLF in touch' is our termly e-newsletter that focuses on well-being. GLF are working in partnership with recognised unions to support its well-being strategy and looking at innovative ways to improve staff workload.

Staff benefits: Teachers joining the Trust will become a member of the Teachers' Pension Scheme and for support staff we adopt the Local Government Pension Scheme. Staff have access to a benefits platform offering discounted shopping, gym memberships, childcare vouchers and cash back. We offer all staff an enhanced sick pay scheme and candidates moving from the public sector without a break in service can be reassured that continuous service will be honoured.

Career Pathways and Talent Management: Working in the Trust offers a unique experience. As a member of staff, you can expect GLF to invest in your career progression, provide a bespoke career development plan and offer the potential to be fast tracked into leadership. We are keen to promote from within so if you are looking for a career with real potential for progression, then GLF is the place for you.

Community and Collaboration: With 40 schools currently within our Trust, opportunities to share and collaborate is highly encouraged and facilitated. We have different forums to support the sharing of expertise including MAT subject leader forums, a conference/celebration called the Festival of Education, MAT Mondays (secondary schools working together by subject), SEND forums, NQT forums, Headteacher forums and Business Leader forums. Schools within GLF work as a team and achieve more by sharing than any single school would be able to.

Valued Worker Scheme GLF are proud to be approved by NASUWT and endorsed by other unions for becoming accredited via the Valued Worker Scheme. This shows our commitment to staff welfare and well-being. GLF was also the first MAT in our locality to sign up to a Joint Consultative Committee with our Unions, ensuring we work in partnership with them and seek their input when creating our staff related policies and initiatives.