Lord Grey Academy
Lord Grey Can

TOVE LEARNING TRUST

LEARNING SUPPORT ADVISOR

Application pack contents

Welcome from the Associate Principal, Samantha Satyanadhan

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”

Lord Grey Academy
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Welcome from the Associate Principal

Thank you for your interest in working at Lord Grey Academy.

Lord Grey Academy is a diverse and vibrant learning community where students develop skills in, and beyond, the classroom to ensure they flourish.

We ensure that every student has access to an outstanding education and is given the best life opportunities. We create a positive atmosphere, an “I can achieve anything” attitude through our core values and motto, Lord Grey Can!

Lord Grey Academy focuses on knowing each of our pupils and their individual needs, and by developing purposeful and personal relationships, guide them to achieve their potential. It is our belief that engagement with parents and external agencies are invaluable. The success at Lord Grey stems from pastoral care. Our dedicated non-teaching pastoral team ensures all pupils are valued and included. Pupils at Lord Grey build close relationships with fellow peers and staff and enjoy being part of a close community.

The behaviour and attitudes of our students is very positive and we are proud of our students and the kind and caring attitudes to each other that they display. This ensures an environment in which learning is good and better for everyone.

We are relentless in our pursuit of excellence with a focus on academic rigour with compassion. We insist on outstanding behaviour within a harmonious and respectful culture, where students feel happy and safe. We encourage our students to become confident and ambitious young adults, balanced by compassion and respect for others.

Our motto, Lord Grey Can reminds all members of our community that there is no limit to our ambition and that imagination can become reality.

Lord Grey became an Academy in April 2018 and joined the Tove Learning Trust. We are on a rapid journey of school improvement as we seek to provide even better outcomes for our students. The support and challenge provided by the Trust is key to this. Lord Grey Academy has quickly become the school of choice in the local area and parents’ trust and belief in what we do is high; we are oversubscribed in all year groups.

We think that working at Lord Grey Academy is a great choice. There are opportunities for growth and development and our CPD programme is appreciated by staff and recognised externally as being high quality. The staff team support one another well and there is a strong sense of community within the Academy. We are also very focussed on reducing unnecessary work burdens for our staff and in promoting a healthy work life balance.

We hope that by reading this application pack and browsing through our website, you will be encouraged to apply to work here at Lord Grey. We encourage pre-application visits or telephone conversations to discuss any aspect of the job or anything else about the Academy that you would like to know.

We look forward to meeting you.

Samantha Satyanadhan
Associate Principal

Jim Parker
Executive Principal

Lord Grey Academy
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Advertisement

LEARNING SUPPORT ADVISOR

PERMANENT

Hours of Work 8.30am – 3.30pm
32.5 hours per week
39 weeks per year – Term time plus training days
Tove Learning Trust Band E (£21,189 - £21,575)

Actual annual starting salary: £15,917 per annum

We are seeking to appoint as soon as possible a proactive and reliable Learning Support Advisor to join our Inclusive Learning Faculty. The successful candidate will enjoy working with young people and will play a key role in supporting students in school, both in class and through the delivery of small group work. In addition, the successful candidate may be required to work in the Learning Support Centre in a LSA capacity.

A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

http://www.lordgrey.org.uk/general-information/vacancies/

Please note the application form is available on the right-hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk by 9am on Tuesday 28th February 2023.

Only successfully short listed candidates will be contacted.

Join an Academy on a rapid journey of improvement as part of a highly supportive and growing MAT. Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. The right candidate will join us on our exciting journey to providing a great education for our amazing students as we prepare them for adult life. There is a great team to work with who are already on the path to making changes that will shape the future of the Academy.

Tove Learning Trust

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

The school is committed to safeguarding children. The successful applicant will require an enhanced DBS check.

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JOB DESCRIPTION

POST TITLE: **Learning Support Advisor**
Inclusive Learning Faculty

RESPONSIBLE TO: **Assistant Principal – Inclusive Learning; ILF TA Team Leader**

JOB PURPOSE

To work under the line management of the Head of Inclusive Learning Faculty in order to provide an effective and efficient support service for students at Lord Grey Academy. To offer Learning Support Advisor support within the Inclusive Learning Faculty.

PRINCIPAL ACCOUNTABILITIES

- To observe all academy policies, procedures and working practices
- To strive towards continuous improvement and to foster an enterprising culture
- To undertake any other duties which are reasonable within the scope and grade of the post
- To ensure the effective implementation of the academy's Equalities Policy and Safeguarding and Child Protection Policy
- To contribute towards the delivery of high-quality education for all students

Support for Pupils

- To work under the supervision of the Head of Inclusive Learning Faculty in supervising and supporting students who may present with a variety of special needs
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans where appropriate
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement
- To demonstrate an understanding of and take responsibility for promoting high standards of literacy and correct use of standard English, whatever the Learning Support Advisor's specialist subject
- To have the ability to provide an accurate and legible handwritten record from the personal dictation of a student in examinations;

Support for the Head of Inclusive Learning Faculty

- Create and maintain a purposeful, orderly and supportive environment, in accordance with the agreed protocols of the Inclusive Learning Faculty
- Use strategies, in liaison with the Head of Inclusive Learning Faculty, to support pupils to achieve learning goals
- To support the teaching staff on early intervention in classrooms working with the class teacher and assist with students with challenging behaviour
- To attend annual reviews and interim reviews as appropriate
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers and the Head of Inclusive Learning Faculty on pupils' achievement, progress, problems etc.

- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers and all teaching staff
- Provide clerical/admin. support e.g. photocopying, typing, filing, administer coursework etc. as appropriate

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher recording all interventions for pupil records
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the Academy

- 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 an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development (including first aid certificate) as required
- Assist with the supervision of pupils out of lesson times, including before and after academy
- Accompany teaching staff and pupils on visits, trips and out of academy activities as required and take responsibility for a group under the supervision of the teacher
- To comply with any other reasonable requests from the Principal when there are exceptional circumstances
- To undertake such duties as may from time to time be reasonably assigned by the Principal

Support for Tutoring

- Be a Support Tutor within our Tutoring System alongside an experienced colleague.

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. Staff are expected to carry out any reasonable instruction given by the Principal or other such authorised person as to allow for the effective running of the academy. This job profile does not form part of your contract of employment.

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PERSON SPECIFICATION

Experience	Essential	Desirable	How evidenced
Working with or caring for children of relevant age for minimum of 1 year		✔	A R
Knowledge	**Essential**	**Desirable**	**How evidenced**
Effective use of ICT to support learning	✔		A I
Understanding of relevant policies/codes of practice and awareness of relevant legislation		✔	A I
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies		✔	A I
Experience and/or knowledge of delivering literacy/numeracy programmes		✔	A I
Basic understanding of child development and learning		✔	A I
Ability to self-evaluate learning needs and actively seek learning opportunities	✔		A I
Ability to relate well to children and adults	✔		A I R
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✔		A I
To have the ability to provide an accurate and legible handwritten record from the personal dictation of a student in examinations	✔		A I
Ability to communicate effectively, both verbally and in writing	✔		A I
Education, Training and Qualifications	**Essential**	**Desirable**	**How evidenced**
Good numeracy/literacy skills – GCSE Maths and English at grade C or above or equivalent	✔		A I
NVQ 2 for Learning Support Advisors or equivalent qualifications or experience		✔	A I
Training in the relevant learning strategies e.g. literacy		✔	A
First Aid at Work qualification		✔	A I
Other Requirements	**Essential**	**Desirable**	**How evidenced**
Completion of DCSF Teacher Assistant Induction Programme within 6-12 months [It is desirable for Learning Support Advisors to have already completed this but it is recognised that there will be occasions when direct entrants have not completed the programme].		✔	A
Participate in development and training opportunities	✔		A
Commitment to uphold the school's Equalities Policy and Safeguarding and Child Protection Policy	✔		A
Willingness to be flexible with working hours to respond to the school's needs	✔		A
Subject to successful completion of enhanced DBS check	✔		

A – Application form I – Interview R – Reference

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Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Our staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't under estimate the responsibility and sometimes stress that comes with working in a busy Academy environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Internal Intranet where all information is one place and data dashboards to support analysis of data.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Associate Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.

How to apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website:

http://www.lordgrey.org.uk/general-information/vacancies/ Please note the application form is available on the right hand side of the above link.

You should ensure that you complete all sections of the application form. There is a space on the form titled **Support of Application** and in here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 1 side of A4.