



APPLICATION PACK

POST REFERENCE: 2047

ROLE: LEARNING SUPPORT AND CARE ASSISTANT

START DATE: AS SOON AS POSSIBLE

SALARY: B3 £20,444-£22,129 (PRO RATA £17,937-£19,415) HOURS: 37 HOURS PER WEEK

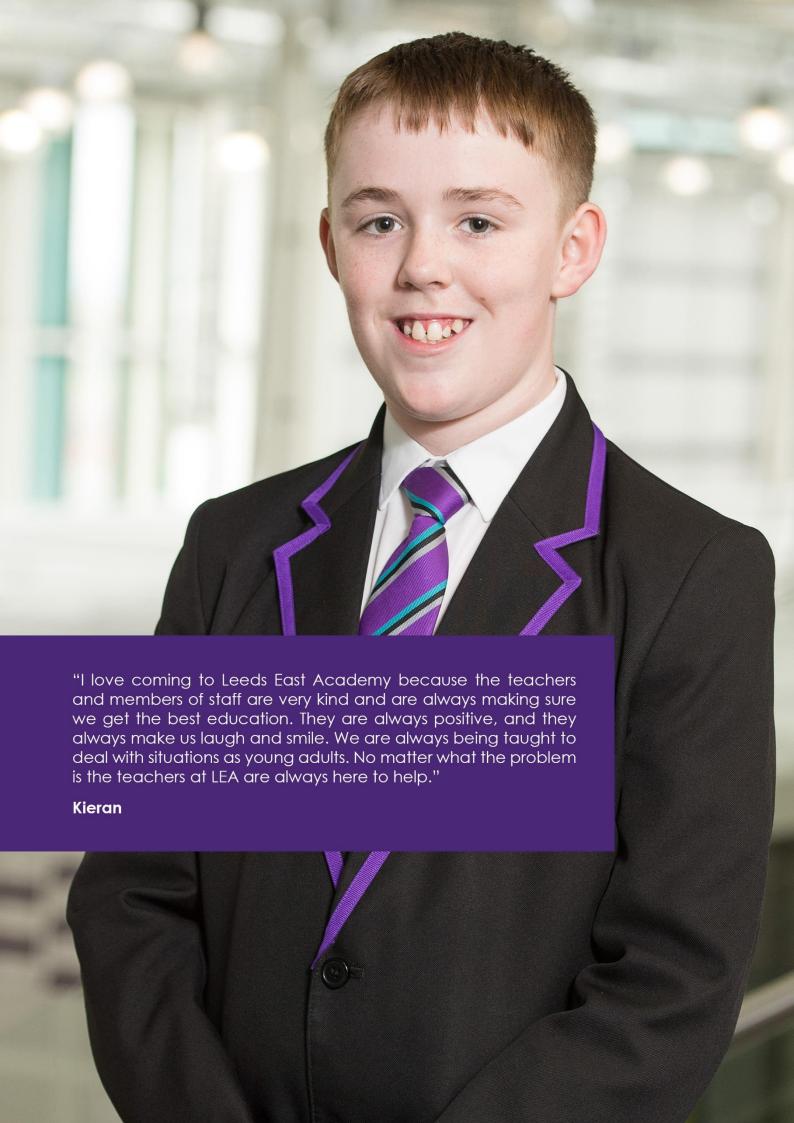
(8AM-4PM MON-THURS AND FRI 8-3.30PM)

TERM TIME ONLY +10 DAYS

South Parkway
Seacroft
Leeds, LS14 6HA

Telephone: 0113 273 1964 Email:

recruitment@whiteroseacademies.orc





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MESSAGE FROM THE TRUST

Dear applicant,

We are delighted that you are considering applying for a role within the White Rose Academies Trust. Your interest comes at an important and exciting time in the development of the trust and our relentless implementation of our 2025 vision. At the heart of this vision is the aim for more young people and colleagues to benefit from our community-focused philosophy; the belief that the education we deliver regenerates our communities and transforms lives.

In December 2020, we reached our first milestone when our first primary joined our trust as a sponsored academy. Already, this truly community-focused academy, now named Alder Tree Primary, has enriched our trust and so, our vision is one step closer to becoming reality. Therefore, you could not be joining us at a more exciting point in our ongoing transformation. As we look forward to the prospect of many more schools joining us, the reality is that this could be a pivotal moment in your career. As we grow, the opportunities within our trust and the wider Luminate Education Group are limitless.



The power of a vision is best measured by the number of detractors who claim it cannot be achieved. In our roles as Chief Executive Officer and Executive Principal of the White Rose Academies Trust, it has been a privilege to witness the drive and determination with which our staff have implemented our vision, to ensure that our academies provide:

- world-class levels of teaching and learning,
- bespoke pastoral care that nurtures our students' aspirations,
- inspiring learning environments where our students can make mistakes and overcome their personal fears to become the best version of themselves,







- industry-leading continuous professional development for all staff, as investing in our colleagues is always the right thing to do,
- local centres of community transformation.

The hard work has been recognised, and whilst we know our work is far from complete, we are proud to have reached several milestones:

- 'Good' Ofsted ratings at all three secondary academies in 2019, with an 'Outstanding' rating at Leeds City Academy for Leadership and Management.
- We welcomed our first primary in late 2020, Alder Tree Primary.
- We began an aspirational journey in 2021 by joining High Performance Learning's 'World Class' school transformation programme.

Our dedicated staff, incredible governors and amazing students are relentless in their shared aim to create truly world-class schools. The trust strives daily to empower its Academy Principals to create schools that truly represent the communities they serve. We insist that our academies and our trust are externally focused, obsessive in their quest to learn from the very best, never leaving self-improvement to chance. We see vacancies such as this as an opportunity to attract talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our powerful vision. Together, we will transform lives.



THE WHITE ROSE ACADEMIES TRUST "WE SAID, WE DID"

Yours sincerely,

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Mr Andrew Whitaker

CEO, White Rose Academies Trust Deputy CEO Teaching and Learning, Luminate Education Group Yours sincerely,

Mr Christian Wilcocks

Executive Principal
White Rose Academies Trust







MESSAGE FROM THE PRINCIPAL

I am absolutely delighted to share this amazing opportunity at Leeds East Academy, as we seek to recruit another talented and aspirational professional to join our team.

I am sure that having read about the White Rose Academies Trust, Leeds East Academy, our students and our continued journey of transformation, I am confident you will be keen to become an integral part of building something remarkable.

Our core values of: Resilience, Integrity, Trust and Ambition are at the heart of everything we do, ensuring that our students receive an excellent academic and pastoral experience.

Leeds East Academy is a vibrant, diverse, and welcoming school community, which is currently making excellent progress. As part of the White Rose Academies Trust, Leeds East Academy has set its ambition to be rated Ofsted 'Outstanding' in the next two years. This is a challenge that both staff and students alike are determined and excited to meet.



I am delighted to report we are well on our way with this journey as in our recent Ofsted inspection the academy was judged to be 'Good' in all areas of the Ofsted framework. This is a fantastic achievement for the school and our community, and we are very excited about commencing the next phase of our journey to outstanding.





Our ambition for all stakeholders is quite simply 'Everyone Exceptional'. As we continue this journey of transformation, we are determined to provide both an exceptional quality of education and culture for all students at Leeds East Academy. We are committed to supporting all our students to excel academically and personally to become aspirational and inspirational young people, who are ambassadors of change for their community.

Leeds East Academy is a unique and very special place to work. Our philosophy is grounded in securing the highest professional standards through the implementation of a framework of 'high expectations, high challenge and high support' for all professionals. As a key member of the White Rose Academies Trust and ground-breaking Luminate Education Group, all professionals benefit from exceptional CPD like no other in the City. A broad, varied and highly personalised CPD offer is in place, driven by the latest educational research, focused on the development of all professionals in the organisation at each career stage. Colleagues train with us, grow with us and progress with us. There is no better time to join Leeds East Academy as a colleague.

Leeds East Academy serves the community of Seacroft and other surrounding areas and is fortunate to be housed in a £14 million building, which opened in late 2013. Staff and students at the academy benefit from a bright, modern, heavily resourced learning environment, which is highly flexible to meet the needs of the 21st century learner.

It is a privilege and an honour to be the Principal of such an amazing school. It is an extremely exciting time to join us as we embark on our journey to outstanding.

I hope you enjoy learning about our students, our school and our culture, and I look forward to the possibility of working with you should you choose to apply for this role.

SO. NOW IT'S OVER TO YOU...

- Are you eager to join a forward-thinking organisation committed to securing the highest educational, professional, and personal standards?
- Do you feel you will thrive within a culture that is driven by clear values that permeate everything we do?
- Do you feel passionately about transforming student lives and the opportunities provided to our communities? If so, then we would be delighted to hear from you.









Yours sincerely,

Sarah Carrie Principal

JOB DESCRIPTION

Post Reference: 2047

Academy: Leeds East Academy

Job Title: Learning Support and Care Assistant

Grade: B3 £20,444-£22,129 (Pro rata £17,937-£19,415)

Hours: 37 hours per week

(8am – 4pm Mon-Thurs and Friday 8am-3.30pm)

Term Time Only +10 days

Accountable to: SENCo/Assistant SENCo

Role:

To work under the guidance of the SENCo ensuring students on the SEND register have the best possible experience through support in lessons and providing high quality intervention programmes, in order to further strengthen the standards of achievement, outcomes and inclusion for our students. To contribute to the key objective of the Academy Development and Improvement Plan.

Responsible for the personal care and accelerated progress of some of our most vulnerable students, ensuring that they can access the curriculum we offer through regular support and achievement.

NB: All post-holders at White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for safer working practice direct the work of every adult working at or associated with White Rose Academies Trust.







General duties and responsibilities

- You will be able to differentiate classwork and activities according to ability and plan, create and use appropriate resources for your students
- The successful candidate will assist with the development, management and use of resources, and aid departments with planning and schemes of learning
- You will play a vital role regarding in-class support, be it aiding subject teachers with provisions in the planning process or as direct in-class support
- You will carry out essential cover (which constitutes as any lesson cover to avoid supply cover) in the absence of teachers
- You will use specialist skills, training and experience to support students' learning
- You will establish productive working relationships with students, acting as a role model and setting high expectations
- You will support students consistently whilst recognising and responding to their individual needs including social, emotional, health, physical, hygiene, education and welfare
- You will encourage students to interact and work co-operatively with others and engage all students in activities
- You will promote independence and employ strategies to recognise and reward achievement of the academy core values
- To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- You will promote the inclusion and acceptance of all students within the classroom, working with the SENCo and teachers to establish an appropriate, tailored learning environment, evaluating and adjusting seating plans and learning as appropriate. To be aware of and support differences and ensure all students have equal access to opportunities to learn and develop
- You will provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- You will plan Intervention and implement agreed learning activities and programmes, adjusting activities according to student response/needs. To monitor and evaluate student responses to learning activities and ensure a smooth reintegration back into mainstream lesson with clear communication for teaching staff
- You will provide objective and accurate feedback, information and reports as required to the SENCo on student achievement, progress and other matters, ensuring the availability of appropriate evidence by adhering to deadlines for SEND dashboards and intervention records as agreed with the SENCo. To contribute to the reviews of systems and records as requested by the SENCo.
- You will liaise sensitively and effectively with parents/carers as agreed with the SENCo within your role/responsibility and participate in feedback sessions/meetings and reviews as directed by the SENCo both in and out of usual working hours







- You will invigilate exams/tests and provide support as a scribe/reader where requested
- You will determine the need for specialist equipment and resources, preparing and maintaining where necessary as directed by teaching staff e.g. overlays, coloured papers, writing boards, seating etc.
- You will contribute towards the writing of student passports and implement actions and strategies from these in the classroom, supporting teaching staff to use them to differentiate and personalise learning
- You will be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- You will establish constructive relationships and communicate with other agencies/professionals in liaison with the SENCo, to support achievement and progress of students
- You will recognise own strengths and areas of expertise and use these to advise and support others, whilst determining areas of development
- You will attend and participate in regular meetings, required training and other learning activities specific to the role of LSA
- You will be able to track and monitor data which informs planning for purposeful interventions
- You will be able to implement and respond to guidance outlined in student EHCPs
- You will plan and deliver focused intervention and lead on developing strategies to ensure our students succeed
- You will uphold and implement academy policies, ensuring all students within Leeds East Academy demonstrate the core values
- You will supervise students on visits, trips and out of school hours learning
 activities as required by the SENCo, which fall within the remit and hours of
 the post
- You will provide personal assistance to identified students in physical/practical activities e.g. physical education, cookery, school visits, therapeutic treatments organised by the school etc

Literacy and numeracy responsibilities:

- You will plan and deliver high-quality interventions in small groups or one to one
 within a specialist area such as Literacy and or Numeracy, including the delivery of
 programmes outlined from external agency support, e.g. Speech and Language
 Therapy Report
- You will develop students' love of reading through targeted interventions;
 developing their ability to understand vocabulary
- You will assess and effectively track progress within these interventions
- You will work collaboratively with the Literacy Lead, teachers, and the SENCo to ensure effective identification, support and progress for all students
- You will be a key worker for specific students, building strong links between parents and teachers







 You will work autonomously to create engaging interventions for varying degrees of ability, which you will strategically implement and deliver

Carer responsibilities:

- To be responsible for students with additional intimate and personal care needs within the academy
- To attend to students' needs including help with social, welfare, care and health matters, including toileting, dressing, mobility, feeding, etc.
- To conduct the principles of correct manual handling and apply them to personal care tasks
- To keep records related to personal care
- To be proactive and work in cooperation with other key workers involved in supporting the students' educational and health care needs
- To work closely with both, parent/carers and professionals to share information and provide continuity of care
- To cover for absent colleagues working with vulnerable young people

Additional duties:

- To carry out morning, break, lunch and after school duties as required by the leadership team and supervision of SEND students during those times, where necessary, at the discretion of the SENCo
- Carry out any other duties as directed by the Principal

Equal Opportunities

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing

Generic Staff Requirements

- To uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers and the wider community
- To adhere to the principles expressed in the aims of the academy and its mission statement
- To actively contribute to the continued development of the academy by attending training, participating in relevant meetings, and putting forward ideas for improvement







- Be a positive, collaborative team member
- To apply academy policies in all aspects of the role
- To keep up to date with all aspects of the Safeguarding Children Policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through the White Rose Academies Trust Performance Management Policy. The Governors and Principals of the White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check. Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.









PERSONAL SPECIFICATION

Academy: Leeds East Academy

Job Title: Learning Support and Care Assistant

You should be able to demonstrate that you meet the following criteria which are all essential:

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview R=References

| | QUALIFICATIONS | |
|---|---|---|
| E | GCSE level of education grade 'C' or '4' (to include English and maths) or equivalent | A |
| D | Relevant qualification or experience | Α |

| | EXPERIENCE/KNOWLEDGE | |
|---|---|-----|
| E | Experience working with young people effectively | Α |
| E | Knowledge of developing literacy skills in an education setting | TI |
| E | Able to work with students on a 1:1 or small group basis | T |
| E | Experience of successful contributions to teamwork | ΑI |
| E | Able to differentiate class work, activities and create appropriate resources for students | ΑT |
| E | Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application | AIR |
| E | Knowledge, understanding and commitment to safeguarding and promoting the welfare of students | ΑI |





| E | A clear understanding of effective safeguarding within the academy | ΑI |
|---|--|----|
| D | Experience of working with vulnerable young people | ΑI |

| | GENERAL | |
|---|---|----|
| E | Respectful towards all students, with total belief in their entitlement to a high-quality education, whatever their circumstances and ability | ΑI |
| E | Committed to raising standards of achievement | I |
| E | Take a key role in contributing to extra-curricular activities | ΑI |
| E | Committed to the principles of the academy programme | I |
| E | Possess personal integrity, warmth and a willingness to grow and learn | I |
| E | Committed to the education of the whole child, i.e. social, emotional and citizenship development | I |
| E | Willing to carry out all duties within the role to the best of your ability | R |
| E | Adopting a co-operative approach to the vision of the academy | ΑI |

| | SKILLS, ATTRIBUTES AND ABILITIES | |
|---|--|----|
| E | Professional attitude and ability to forge positive relationships with students, parents and staff | ΑI |
| E | Possess a good level of appropriate ICT skills | Α |
| E | Possess excellent literacy and numeracy skills | ΑT |
| Е | Competent using ICT for recording, monitoring and reporting | Α |
| E | Be resilient, reliable, and possess a sense of humour | R |
| E | Able to use progress data of students to track and raise attainment of students for whom responsible | l |
| E | Good working knowledge of assessment for learning approaches and their classroom application | I |





| E | To promote equality, diversity and inclusion and demonstrate this within the role | ΑI |
|---|---|-----|
| E | To be jointly responsible for promoting and safeguarding the welfare of students | ΑI |
| E | Able to form and maintain appropriate relationships and personal boundaries with students | ΑI |
| E | Able to work effectively and efficiently as part of and group and individually | ΑI |
| E | Possess strong interpersonal skills and the ability to communicate effectively and clearly with young people and adults | ΑI |
| E | Able to respect sensitive and confidential work and respect the wishes of others | ATI |

| | TRAINING | |
|---|--|----|
| Е | Willing to develop professionally through training | ΑI |

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check. Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.







THE SELECTION PROCESS

HOW TO APPLY

Thank you for taking time to read and digest our information. If you wish to apply for this post with the White Rose Academies Trust, then you should;

- Download and complete the WRAT application form
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of the White Rose Academies Trust. If you do not complete the personal statement section of the form, you will not be considered for the role. CVs cannot be accepted.
- PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.
- Submit your application by the deadline stated below. Late applications will not be considered.

TIMETABLE FOR THE SELECTION PROCESS

Closing date for applications: Monday 16th May 2022 at 9am

Shortlisting: Wednesday 18th May 2022

Interview date: To be confirmed

Start date: As soon as possible

For more information, please visit our website at White Rose Academies Careers.

To apply for this role please complete our application form and return to <u>recruitment@whiteroseacademies.org</u> by the closing date. Please note we are unable to accept CV's.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check. Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. You can view our Child Protection policy here.







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STAFF BENEFITS

A HAPPY WORKFORCE IS A PRODUCTIVE ONE

We are delighted that you are considering applying for a role with the White Rose Academies Trust. In addition to highlighting this opportunity for you to work for a progressive, highly supportive and visionary trust, we also want to share with you a sample of the amazing benefits available to all staff.



Access to the Nuffield hospital. Staff have access to physiotherapy, counselling and appointments with medical specialists in a range of fields. Nuffield also offer discounted gym memberships and private medical plans to all our staff, as well as a FREE annual health check available in the academies (when possible).



Teaching staff have access to a wide range of excellent CPD opportunities – including a new trust-wide CPD programme, attendance at national and international conferences, visits to 'outstanding' academies/trusts nationally and formal qualifications up to Masters level.



Discounted monthly bus ticket, automated mobile ticket renewals, unlimited bus travel for work or leisure, price frozen for 12 months, tickets sent straight to your mobile, never worry about renewing your bus ticket again. If you lose your phone we can transfer your ticket to a new one.



The trust continues to support a wide number of colleagues in undertaking apprenticeships, undergraduate and post-graduate degrees and professional qualifications (e.g. CIMA).



The Local Government Pensions Scheme (LGPS) is a Statutory Scheme. This means that the rules of the scheme are issued by Parliament and have the force of law. The legal status of the pension scheme rules gives it a great deal of security.







We are part of the CycleScheme. Save money on a new bike and spread the cost. Visit their website for more information on how to sign up to this fantastic scheme.



Free parking for staff at all of our academy locations.



Techscheme allows you to purchase the latest tech through your employer through salary sacrifice. What this means is that you can now spread the cost of tech products in up to 12 payments from your salary across a year, making a National Insurance saving of between 2 and 12%. There are over 5,000 tech products to choose from, from cameras to phones to tablets to game consoles.





STAFF WELLBEING



The White Rose Academies Trust is made of outstanding professionals, whose daily commitment is matched only by the pride our students feel for their school and education. The future of our society is exciting, vibrant and safe in the hands of our students and staff.

We are committed to encouraging a positive working environment that promotes the physical and mental wellbeing of our staff. The capability, capacity and wellbeing of our colleagues is a priority for the trust. Therefore, we make every effort to address and meet our employee's health and wellbeing needs.



Several schemes operate across our academies where staff can recognise their colleagues for going above and beyond. Leeds City Academy have a great staff recognition system which is built around a system of gratitude/appreciation cards. This initiative encourages staff to submit positive feedback to their peers and allows all staff to be appropriately recognised for their hard work.



Our academies have introduced Wellbeing Wednesday breakfast for all staff. Breakfast is available from 7.45am in the canteen.



This group is made up of colleagues across the trust who are on maternity leave. The aim of the group is to create a provision in which colleagues can receive support from one another, as well as the trust, during this exciting, yet possibly isolating time.



Access to the Nuffield hospital. Staff have access to physiotherapy, counselling and appointments with medical specialists in a range of fields. Nuffield also offer discounted gym memberships and private medical plans to all our staff, as well as a FREE annual health check available in the academies (where possible)





MESSAGE FROM THE BOARD

Welcome to the White Rose Academies Trust.

We are an ambitious trust with very high aspirations for the children and diverse communities which we serve. Our values underpin everything we do and our compassionate approach is reflected in our students and how we all work together as one.

Our Board is made up of incredibly talented and inspiring people. With backgrounds and experience spanning the public and private sector, our members bring both strong business acumen and extensive education skills and knowledge.

We are focused on building the best environment for our academies to flourish and by providing excellent governance we aim to:

- ensure clarity of vision and strategic direction,
- hold executive leaders to account for the educational performance of the organisation, its students and the performance of staff,
- oversee the financial performance of the organisation and make sure its money is well spent.

We are thrilled with the improvements and progress achieved by all our academies so far. Our rating of 'Good' by Ofsted, with Leeds City Academy also achieving 'Outstanding' for Leadership and Management is something we are incredibly proud of. We are also delighted to have welcomed our first primary school, Alder Tree Primary, to the trust. We know we have the right teams of professionals in our academies to take us further as we continue to grow the trust.

Board of Directors







OUR SHARED PURPOSE AS THE LUMINATE EDUCATION GROUP IS **DEFINED THROUGH THE WORK OF ALL OUR STAFF EVERY DAY.**

The White Rose Academies Trust is a member of Luminate Education Group.

Together, the academies (Leeds City Academy, Leeds East Academy, Leeds West Academy and Alder Tree Primary) provide education to almost 4,000 4-16 year olds in Leeds. The Trust employs over 500 staff and has an annual turnover of £23 million.

Luminate Education Group also consists of Harrogate College, Keighley College, Leeds City College, Leeds Conservatoire, Leeds Sixth Form College and University Centre. It is one of the largest education providers in the Yorkshire region, with over 30,000 students and 2,000 staff members, offering education from Early Years through to Higher Education. The members work together to provide the best opportunities and experiences for students that are aligned to local needs and inclusive for all. The group has now established itself as 'a leading voice in education, training and community transformation'.

