



Learning Support Assistant



Candidate Information Pack



"Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the school"

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Welcome from the Chief Executive Officer

Thank you for your interest in the position of Learning Support Assistant at Linton Village College, part of Anglian Learning.

We are an ambitious, outward looking school trust consisting of six secondary schools and nine primary schools, the latest to join our community being the new Marleigh Primary Academy which opened in September 2022. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to new ideas and alternative perspectives. We also firmly believe that our most important resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

I hope that you find the following information useful. If you wish to visit our school or make an application for this vacancy, please see contact information within.

We look forward to hearing from you.

Yours sincerely



Jonathan Culpin
Chief Executive Officer



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Anglian Learning

Our mission is to build an innovative partnership of academies that excites, inspires, and empowers our people – pupils, staff, and the community in which we work - to be the very best they can be, to have the confidence to think creatively, and embrace new challenges. Through this we will seek to support and inspire our young people to be dynamic learners who will live, grow, and thrive in the local, national, and global community in which they live and will work.

Currently, the Trust educates more than 8000 pupils and employs 1000 members of staff in 15 schools across three counties, with a 16th school due to open in September 2024. Several of our schools provide adult education opportunities, reflecting our commitment to lifelong learning and we also operate our own sport centres, under the banner of Anglian Leisure. We are recent winners of the NGA Outstanding Governance Award; have a unique partnership with Arts Council England, reflecting our commitment to arts education; and are one of the eight National Creativity Collaborative pilot hubs. We are strategic partners in the local teaching school hub, working closely to provide with other trusts to provide professional qualifications in addition to own very extensive professional learning programmes.

We provide school improvement support to our schools, alongside finance, human resources, ICT, and estates support. Many of our leaders, teachers, and professional services staff are involved in networks across the Trust to share best practice and build skills and knowledge, with some taking on cross-trust leadership positions.

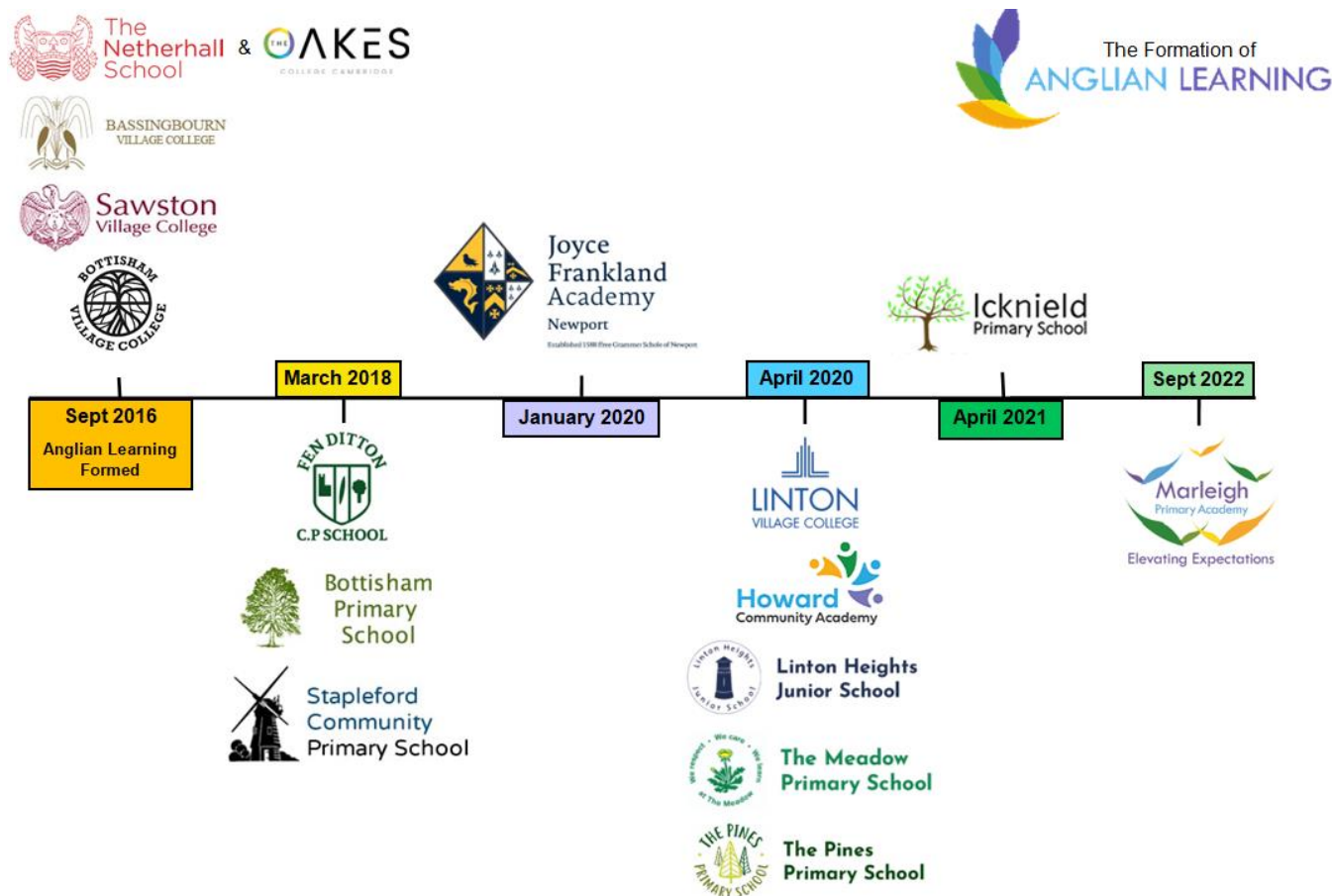
Our most recent staff survey indicated that a high proportion of staff:

- ✓ Feel as though they belong within Anglian Learning
- ✓ Agree that they are provided with relevant opportunities for professional development
- ✓ Feel that there is a positive culture of psychological safety within their school
- ✓ Have high levels of job satisfaction and happiness at work
- ✓ Would recommend our organisation as a great place to work

Almost all staff who responded to the survey feel part a team within their school and can rely on colleagues for support when needed.

We look forward to receiving applications from all who wish to be a part of Anglian Learning.

This is how Anglian Learning currently looks. It is an exciting time to join our growing Trust.



We are committed to providing outstanding academies which are a source of pride for the communities that they serve.

We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross-school educational fertilisation within the Trust to improve life chances by:

- Developing a dynamic and inspirational culture for teaching and learning excellence.
- Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
- Building a curriculum and assessment structure that will enable teachers, pupils, and parents to celebrate success and respond swiftly to challenge.
- Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally, and internationally.
- Promoting, enabling, and supporting leadership at all levels to flourish in individual schools and across the Trust.
- Providing high quality professional learning opportunities for staff at all levels in the Trust

Linton Village College

Thank you very much for your interest in this position at Linton Village College. I hope that the information enclosed will encourage you to apply to join our dedicated team of staff and helps you to appreciate what makes Linton Village College a special place to work and learn.

College ethos

We are a relatively small 11-16 comprehensive secondary academy with around 835 students on roll. Our culture is characterised by an inclusive and caring ethos. At Linton Village College everyone is a learner and every learner matters. Opened in 1937 as the third of Cambridgeshire's Village Colleges, the school is still true to Henry Morris' founding vision for cradle to grave learning. We operate a community sports centre and adult education provision in addition to community users.

Location and facilities

Linton Village College is situated on the outskirts of Cambridge. Our students come from a large number of primary schools in South Cambridgeshire and bordering Essex and Suffolk villages, plus the town of Haverhill. There are excellent transport links and we have an expansive campus with lots of green spaces and some fabulous facilities including a beautiful library, science labs, dance studio and excellent sports amenities.

School culture

Having been a pilot school for the Relational Schools research project, we prize the importance of developing strong relationships between all members of the College community. As close-knit staff, there is collaboration and support across departments. We are people-centred and committed to having reasonable workload expectations of our staff (as showcased by the DfE) and access to high quality professional development. The four Linton Learner attributes are the qualities that we recognise, develop and promote in our students: independence, responsibility, curiosity and care. We have a strong safeguarding culture at the College.

Student profile

As Linton Village College has grown, its student demographic has diversified. Our cohort varies year on year but is typically above national average with a significant proportion of higher-attaining students. Our intake is very comprehensive and in recent years we have attracted more students with acute SEND. The proportion of students eligible for the Pupil Premium is lower than the national average (around 11%). We have relatively few EAL students.

Pastoral care

The care and support on offer to students is a strength at Linton Village College. The form tutor plays an integral role in offering pastoral care and supporting educational success. A Support Hub houses the five Heads of Year and a range of other colleagues with specific pastoral expertise including an inclusion and safeguarding team, caseworkers and a counsellor. This team works in partnership with the SEND team in our Henry Morris Centre.

Academic success

The College has maintained above-average levels of attainment and progress over a number of years with positive Progress 8 results since the introduction of this measure. We are consistently within the top 25% of all schools nationally. Year 11 students at LVC made above average progress in 2022. We are keen to sustain this success and strive for even stronger outcomes and to close achievement gaps, particularly in Maths, for SEND students and low/middle prior attaining boys which are areas of relative underperformance.

Enriching education

We value the importance of a holistic education. Students at Linton Village College benefit from a wealth of enrichment activities including trips and visits to support the curriculum in addition to a thriving extra-curricular programme. A 5-day enrichment week in the summer term enables all students to engage in cultural opportunities beyond the classroom – the ambition is for every Year 9 student to experience a residential excursion. There are plentiful lunchtime and after school clubs on offer.

Professional networks

We joined Anglian Learning Trust on 1st April 2020. Membership of this local, community-focused and like-minded group of schools affords us lots of opportunities for professional development and school improvement. Our staff body benefits from accessing training through The Cambridge Teaching Hub and through membership of Whole Education. We also have close links with the University of Cambridge and other teacher training providers as well as our local primary schools.

College Improvement priorities

Our College improvement plan centres on the importance of achieving consistency in the quality of educational provision:

- Ensuring impactful leadership, accountability and support at all levels.
- Developing a collaborative culture and a workload/wellbeing strategy.
- Establishing an Ambitious, Inclusive and Enriching curriculum and effective assessment practices.
- Developing Inclusive Classrooms pedagogy.
- Embedding positive relationships and Linton Learner behaviours.

It is my eighth year as Principal and it is a privilege to lead the College. However, there is much to be done to ensure that Linton Village College continues to be a vibrant, high-performing and successful school that meets the needs of all of its learners. I hope that you feel inspired to join us and play an integral role in the College's improvements.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely



Helena Marsh

Principal

Learning Support Assistant

Hours: 32.5 hours per week, 38 weeks per year

Salary: Level 2/HLTA, depending on experience (£20,812-£25,878 pro-rata)

Actual salary from: £15,166 per annum

Contract Type: Permanent

Anglian Learning is a high-performing multi-academy trust responsible for 15 schools in West Suffolk, Cambridgeshire, and Essex, educating over 8,000 pupils and employing more than 1000 staff.

Our vision is for dynamic, empowered learners who thrive and lead in their communities: locally, nationally, and globally. Our schools are at the heart of their communities and as well as providing a broad, rich, and vibrant curriculum to pupils they also provide sporting, community education and other facilities and opportunities to their local community.

The Vacancy

We wish to appoint a full-time Learning Support Assistant (32.5 hours per week) to join a hardworking and vibrant team to work alongside students who may have a range of challenging learning and/or communication difficulties.

The ability to support students with SEND in one or more of the following subjects up to GCSE grade would be an advantage: English, Maths, Science and Technology. Linton Village College supports flexible working.

Requests for flexibility in working arrangements/patterns will be considered.

Employee Benefits

Linton Village College offers the following benefits to staff.

- Career Average Revalued Earnings Pension Scheme (CARE)
- Free membership to all Anglian Learning's Sports Centres
- 20% Discount on Adult Education Classes
- Employee Assistance Programme
- Cycle To Work Salary Sacrifice Scheme
- Discounted Eye Care Vouchers
- Annual Flu Jab Vouchers
- A friendly, community environment.
- Access to free parking on site.
- A commitment to supporting healthy staff workload and wellbeing.
- Access to staffroom with free tea and coffee.

Application

If you would like to arrange a visit to our school please contact Rachel Drennan, HR Officer
humanresources@lintonvc.org.

To apply for the vacancy please complete the Anglian Learning Support Staff application form and send together with a letter of application of no more than 2 sides of A4, outlining how your skills and experience will enable you to be successful in this role. The application form can be downloaded from our website: <https://lvc.org/vacancies/>. Please note that CVs will not be accepted.

Please send completed application forms to Rachel Drennan, HR Officer
humanresources@lintonvc.org.

Closing Date: 9.00am on 02/06/2023

Interview date: TBC

Start date: 1st September 2023

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and those in regulated activity will be subject to an Enhanced DBS Check and online checks. Certificate of Good Conduct and other applicable checks may be requested.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered.



Learning Support Assistant

Salary	Level 2/HLTA depending on experience (£20,812-£25,878 pro-rata) Actual salary from: £15,166 per annum
Hours	Full time, term time only
Pension	LGPS is a salary-related, defined benefit scheme and is not affected by stock market changes or performance of investments
Disclosure Level	Enhanced DBS
Location	The post holder will be based at Linton Village College
Responsible to	Director of Inclusion
Job Purpose	To work under the direction of the Director of Inclusion, in order to facilitate the active participation of children in the academic and social activities of the school. In particular, to remove barriers to learning for children with special educational needs to enable them to: • Achieve their potential from their starting point • To be able to take part in all aspects of school life • To be ready for independence in learning and life when they leave Linton Village College

Main Responsibilities

1. Support for students

- To have a secure knowledge of the students with SEND and be informed of the relevant strategies required to support these students (that have been outlined on their SEND Passport)
- To be a positive role model to these learners and develop positive and supportive relationships with individuals and small groups of students to ensure they can make progress
- To promote and support inclusion in the classroom, so that all students are involved with learning, tasks and activities
- To encourage students to become independent learners
- To help students with physical disabilities, who may need support with physical activities or require occupational or physio therapy
- To be a scribe, reader and or prompt in assessments

2. Support for the teacher

- To co-plan with the teacher so that both the teacher and the LSA are aware of the adaptations that need to be made with the students with SEND
- Provide information and advice to the subject teacher in order to help them plan accessible and ambitious programmes of work

- To be aware and plan for points of assessment, so that access arrangements can be supported
- To be informative with the progress students are making and share ways in which barriers to learning can be removed
- To work with the teacher to promote positive behaviour for learning

3. Support for the school

- Be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- Understand and support the aims and ethos of the school
- Support additional in school activities as a staff house member
- Appreciate and support the roles of other professionals
- Attend relevant meetings as required
- Participate in training and other learning opportunities as required
- Assist with the supervision of pupils out of lessons e.g. break and lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Develop and maintain effective working relationships with other staff
- Contribute to the maintenance of a safe and healthy environment

4. Knowledge and skills

- Computer literate in Word and Excel
- Ability to relate to adults
- To be able to work co-operatively as part of a team
- To have proficient communication skills

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through the appraisal process.

Person Specification: Learning Support Assistant

Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

Education	Essential	Desirable
Educated to GCSE Level with a good standard of literacy and general education	✓	
GCSE grade C+ / 4+ in English and Maths	✓	
School support staff qualification		✓

Experience	Essential	Desirable
Experience of working in a school or college context		✓
Experience of working in a classroom		✓

Professional Qualities	Essential	Desirable
A high level of organisational ability	✓	
Ability to work well with other colleagues	✓	
Ability to communicate effectively with staff and students	✓	
Ability to learn quickly	✓	
Ability to work independently	✓	
Maintain confidentiality	✓	
An interest in education	✓	
Ability to use ICT		✓
Flexibility in relation to tasks carried out	✓	
Able to converse at ease with members of the public (i.e. staff and pupils), answer questions and provide advice in accurate spoken English	✓	

Personal Qualities	Essential	Desirable
A commitment to safeguarding and promoting the welfare of children	✓	

Personal Qualities	Essential	Desirable
Energy and enthusiasm	✓	
Confidence	✓	
Resilience	✓	
Good humour and an ability to maintain perspective	✓	
Ability to remain calm in difficult situations	✓	
Ability to work as part of a team	✓	
Excellent attendance and punctuality	✓	
A liking and respect for young people	✓	
Appropriate professional relationship with colleagues and children	✓	

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