



# Castle Donington College

## Learning Support Assistant

Start date: Summer Term 2024

Scale 2

Term Time only (39 weeks) 37 hours per week



## Applicant Information Pack

*Closing Date 23<sup>rd</sup> May 2024*

## Learning Support Assistant

Dear Applicant,

Thank you for your interest in the post of Learning Support Assistant at Castle Donington College. I hope the enclosed pack will be of interest to you and I look forward to receiving your completed application. This is a support staff role based in the Learning Support Department. We welcome submissions from people currently working in the education sector, those interested in a career supporting young people or those considering a future in teaching.

Castle Donington College is a small 11-16 school. In September 2021 we started with 650 students on role across five year groups (Year 7 to 11). The College is situated on the Northwest edge of Leicestershire on the Leicestershire, Derbyshire, and Nottinghamshire border and within 30 minutes' drive of Nottingham, Derby, Leicester, Loughborough and Burton, being close to the M1 and A50.

In January 2019 we received an Ofsted rating of 'Good' and we are very proud of our community and the pupils we serve. We chose to join the East Midlands Education Trust, a successful and thriving partnership of high achieving schools in January 2022. We have high aspirations for everyone in our community whether pupil or staff. We are therefore seeking to appoint a Receptionist who has a clear desire to contribute to the future success of the College and to support our young people to become the best they can be.

We are seeking to appoint a dedicated, enthusiastic and flexible Learning Support Assistant to work in class with our pupils across the College. The core purpose of the role is to provide support to students with special educational needs and/or disability.

The successful candidate will be patient and calm preferably with experience of working or a desire to work in an educational setting or with children. They will work closely with the current team under the leadership of our Assistant Principal for Inclusion (SENCO) as well as teachers in a wide range of curriculum areas.

This is an exciting and unique role providing the opportunity to support and encourage individuals to overcome their learning difficulties and to help them develop their skills and confidence to work more independently. The successful applicant will have excellent communication skills, be committed, enthusiastic and have the ability to inspire learners to recognise and achieve their aspirations. The post holder will be working with our most vulnerable pupils and those with special educational needs, which is very rewarding. We are looking for someone who can be flexible, respond effectively to the unexpected, interact positively with students as well as carry out, develop and enhance our existing support practise and procedures.

All our staff work collaboratively to support each other, share best practice and drive school improvement. In a recent staff survey 100% of respondents said that Castle Donington College was a good place to work. We are committed to a happy, purposeful and secure environment that provides the opportunity for all to grow and develop. Our staff are highly valued, well regarded and fully supported. We can offer a coherent programme of induction and we have a strong commitment to professional development. Your development will be a key priority for us, regardless of your experience.

The job description and person specification will give you further details about what we require. We welcome and encourage prospective candidates to come and visit, to meet our staff and pupils and to experience first-hand the ethos and values of the College. If you believe you have the skills and qualities to help us continue to be successful, then I look forward to receiving your application. Details of how to apply can be found overleaf.  
Julie Sheppard (Principal)

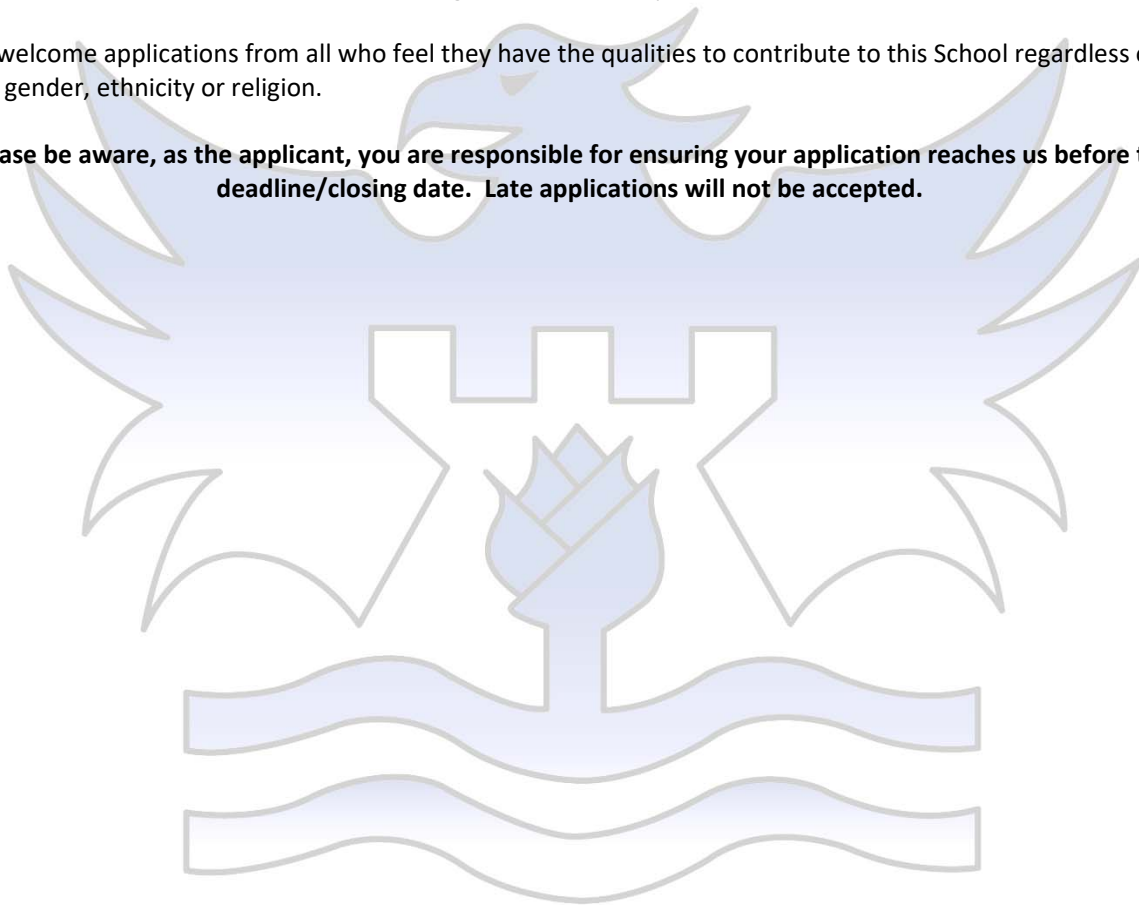
## To apply:

- Complete an online application form via East Midlands Education Trust website [www.emet.uk.com/vacancies](http://www.emet.uk.com/vacancies)
- On the application form, please focus on a detailed 'supporting statement' considering the person specification and indicating why you would be the best person for us to recruit to this position. Set out your experience to date and what you feel you can contribute to the post; include information about your current expertise and experience.

Castle Donington College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding checks will be undertaken during the recruitment process.

We welcome applications from all who feel they have the qualities to contribute to this School regardless of age, gender, ethnicity or religion.

**Please be aware, as the applicant, you are responsible for ensuring your application reaches us before the deadline/closing date. Late applications will not be accepted.**



# Learning Support Assistant: Job Description

<b>Job Title:</b>	Learning Support Assistant	<b>Reporting to:</b>	Assistant Principal Inclusion
<b>Department:</b>	Learning Development	<b>Scale</b>	2
<b>Contract</b>	Permanent, 39 weeks	<b>Hours</b>	37 hours 08.00-16.00

## Safer Recruitment Statement

Castle Donington College is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. This post is subject to a number of checks being carried out including References and an Enhanced level check by the Disclosure & Barring Service regarding any previous criminal record.

## Equality Statement

Castle Donington College is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 and the Equality Act 2010 to accommodate a suitable disabled candidate.

## Responsibilities of all Support Staff

- To make the education, safety and happiness of the students in the College your primary purpose
  - To ensure the need to safeguard students' well-being is understood and followed in accordance with statutory provisions and in line with College procedures
  - To promote the College aims values and ethos and to abide by policies and procedures in all situations
  - To maintain high standards of punctuality and attendance
  - To act as a role model by demonstrating a professional level of dress, appearance and behaviour
  - To treat all members of the College community (staff, students, parents, Governors and visitors) with respect and dignity and at all times observe proper boundaries
  - To know and always act within the statutory frameworks which set out your professional duties and responsibilities
  - To show a tolerance of and respect for the rights and beliefs of others. To ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law and do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
  - To participate and engage fully in relevant college-based meetings and training activities, within contracted hours, including the appraisal process
- To respond speedily and appropriately to parental concerns, as appropriate to the role

## Specific Responsibilities and duties of a Learning Support Assistant

The main aim of an LSA is to work under the direct supervision of a teacher to provide support for teaching and learning and associated activities in accordance with school policies and procedures. Duties include;

- Providing general support for learning activities by supporting individuals or small groups of pupils within the classroom
- To provide agreed support to the teacher in the delivery of planned whole class learning activities
- To work under the direct supervision of a teacher to support small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans

- To observe and feed back to the teacher on pupil performance and behaviour, acting as appropriate, in line with relevant College policies
- To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs
- To interact with and respond positively to children, young people and adults
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team
- To support pupils to improve their basic numeracy and literacy skills through focussed learning activities and more generally across the curriculum
- To prepare and utilise ICT resources to support pupils learning as appropriate
- To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment
- To provide care and encouragement to young people with disabilities or special educational needs, supporting them to participate in activities
- To contribute to the provision of support for bilingual / multilingual pupils if required
- To invigilate internal and external tests and examinations under formal conditions (training given)
- To encourage participation in structured and unstructured learning activities, including running clubs and activities outside lesson time
- To undertake midday/ break time supervision duties as requested.
- To support, as appropriate, in instances where pupils are unwell whilst at the school
- To undertake first aid training as required
- Assisting pupils in implementing their own personal care programmes during the school day, specifically in relation to practical support for personal hygiene and toileting.
- Working in cooperation with other key workers involved in supporting the pupils' educational and health care needs under the guidance of the class teacher or other responsible officer
- To participate in meetings and training where required
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot justify, in themselves, a reconsideration of the grading of the post.

Castle Donington College seeks to promote the recruitment of disabled people and will make any reasonable adjustment to the duties above, under the terms of the Equality Act 2010.

<b>Person Specification-Learning Support Assistant</b>		Essential / Desirable
<b>Qualifications</b>		
Minimum of 5 GCSE's equivalent at Grade 4 (C)		D
Grade 4 (C) or above in Maths and/or English or equivalent Level 2 qualification		E
Level 3 or above qualification/s		D
First Aid Qualification		D
Right to work in the UK		E
<b>Experience &amp; Knowledge</b>		
Understanding of role regarding safeguarding and child protection		E
Experience of working in a school or academic environment		D
Experience of providing high-level support in a busy environment		E
Experience of supporting learners or young people to achieve their goals		D
Knowledge and understanding of a range of Special Educational Needs		D
Knowledge of safeguarding children		E
<b>Skills</b>		
Proven high communication skills, oral and written		E
Excellent attention to detail and accuracy		E
Effective organisational skills including the ability to meet deadlines		E
High expectations		E
Ability to work independently on own initiative and as part of a team		E
Willingness to use authority and maintain discipline with individuals and small groups		D
Clear commitment to the team approach: exchanging ideas and providing support to colleagues		E
Patient and empathetic in supporting vulnerable pupils and those with special educational needs		E
Flexible and resilient in meeting ever changing demands/ challenges		E
<b>Personal attributes</b>		
A positive outlook, well-motivated, enthusiastic and energetic		E
Personal warmth, openness and sensitivity		E
Professional manner and ability to deal with various members of the College community		E
Commitment to own professional development		E
Work in ways that promote equal opportunities		E
Self-awareness, empathy, ability to manage feelings, motivation and social skills		E
The ability to influence and motivate others in a positive way		E
Commitment to supporting the full life of the school		E
Able to demonstrate resilience, motivation and commitment to driving up standards		E