



ATHENA
LEARNING TRUST

Learning Support Assistant

Application Pack

Closing date:
21st April 9am

Interview date:
TBC

www.athenalearningtrust.uk





Job Title: Learning Support Assistant

Start date: As soon as possible

School base: Launceston College

Contract type: Various fixed term opportunities

Closing date: 21st April 2023, 9am

Interview date: TBC

Salary: Grade B, £10.90 (£21,028 FTE) from April 2023.

Actual salary based on 32.5 hours £15,278.09.

Contract term: 32.5 hours, term time only, fixed term until August 2023, with the possibility to extend for the right candidate.

At Athena Learning Trust, we are inspired by wisdom, creativity, collaboration, innovation and learning. At our six schools - Altarnun Primary, Atlantic Academy, Bideford College, Egloskerry Primary, Launceston College, and Launceston Primary School – we are dedicated to providing a learning environment that develops all to their full potential.

We believe that education is the key to unlocking a better future, and our mission is to support all schools and their communities in achieving world-class education. With many years of experience in the field, we understand that knowledge brings freedom - freedom from illiteracy, innumeracy, and exclusion from learning. We are passionate about helping schools to provide the education to bring opportunity, choice and freedom to all.

Launceston College is looking for Learning Support Assistants to join their busy team. The role is a pro-active one to support students' educational, social and physical needs. The postholder provides curriculum support and assistance to the teacher in the practical organisation of class activities and small group work.

We are seeking applicants who are aligned with our values and have the talent and passion to deliver our vision successfully. You will be joining a team of dedicated individuals who are committed to fostering a positive school culture and community that encourages interaction, friendship, collaboration, understanding, and cultural diversity among students and staff.

If you want to make a meaningful impact and support our schools while taking advantage of the lifestyle that our beautiful coastal settings provide, we want to hear from you. Apply now and be a part of our dedicated team working towards a brighter future for all of our students.



These are just a few of the reasons to join Athena:

People:

Our staff are great people and a great team together

CPD:

We love learning together; and provide all staff with development opportunities

Flexibility:

Our staff work flexibly in a range of different patterns and positions

Value:

Our staff have a great pension and holiday entitlement, access to sick pay and nationally negotiated rates of pay

Impact:

We work as a team to improve the life chances and opportunities for children

Leaders:

We see every staff member and student as a future leader

Time:

We value staff time really highly and devote ourselves to always investing it well

Balance:

We value the holiday staff have to do things that make them happy and healthy

Wellbeing:

We give all our staff access to a range of wellbeing and employee benefits

Why Athena?

At Athena Learning Trust, we pride ourselves on creating an inclusive and diverse work environment where staff happiness and wellbeing are a top priority. As part of our team, you'll also have access to a range of benefits, including:

- Competitive pay and opportunities for professional development, as we are a growing trust
- Generous holidays and access to the outstanding teacher pension scheme
- Perkbox, our benefits scheme that offers a wide range of savings and perks
- An employee assistance programme to support your health and wellbeing
- Modern, well-equipped schools, with outstanding facilities and on-site parking
- The option to participate in a nationally recognized cycle to work scheme
- Access to quality CPD to ensure professional success and personal satisfaction
- A team of dedicated staff who are passionate about supporting teaching and learning
- A trust culture which is creative, innovation, fun, fair, developmental, values diversity and inclusion and which is supportive of staff and pupils

Join our team and be a part of an organisation that is committed to providing an excellent education for all students, regardless of their background or circumstances. Apply now and experience the difference in a rewarding and meaningful career in education.

Thank you for your interest in the position of Learning Support Assistant at Athena Learning Trust.

If you have any questions, or if you would like a further discussion about the role, in the first instance please contact our People team: Tel: 01566 701683 E-mail: people@athenalearningtrust.uk



Job Description:

Job Title: Learning Support Assistant

Grade: B

Responsible to: Assistant Principal

Important Functional Relationships:

Internal: Principals, senior leadership and teaching staff, as well as Governors and Trust Shared Service.

External: local/national improvement networks

Main Purpose of Job:

The role will be to take a pro-active role in the support of the educational and social needs of the students; to support the curriculum and the College through the provision of assistance to the teacher in the practical organisation of class activities and small group work.

Main Duties and Responsibilities:

- To assist individuals and groups of children in developing knowledge, skills and attitudes. To take into account the learning support involved to aid the children to learn as effectively as possible.
- To establish supportive relationships with the student/s concerned and to encourage acceptance and inclusion of all students.
- To encourage social integration and individual development of students. To develop methods of promoting and reinforcing students' self-esteem.
- To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.
- To assist with lunch and break time supervision of children.
- To accompany children on educational visits and outings as supervised by the Teacher.
- To assist with the assessment, monitoring and recording of children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the teacher or Principal as appropriate.
- To be aware of confidential issues linked to home/student/teacher/school work and to ensure the confidentiality of such sensitive information.
- To supervise an individual or small group of children within a class under the overall control of the teacher.
- To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required.
- To meet the needs of students with emotional and behavioural difficulties. To control the student to prevent harm and disruption to the student or others, within the limits of the post holders training and school policies and procedures.
- To carry out administrative tasks associated with all of the above duties as directed by the teacher.



- To attend staff meetings and school-based INSET as required. To meet with the Student Support Centre Manager, Head of Individual Needs and/or other appropriate staff.
- To encourage acceptance and inclusion of all students.
- The post holder is responsible for his/her own self-development on a continuous basis.
- To be aware of and work in accordance with the College's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To develop methods of promoting/reinforcing the student's self-esteem and to promote independence through the development of self-help skills.
- To undertake other duties appropriate to the grading of the post as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.



Person Specification

Qualifications:

- GCSE's or equivalent to include Maths & English at a C grade or above
- Good levels of literacy and numeracy

Experience (preferred but not essential):

- Previous experience of working with children with complex needs/challenging behaviours within a classroom environment or similar
- Experience working with students with diverse backgrounds and learning needs
- Strong ability to work with technology and educational software
- Knowledge of issues relevant to education and child development
- Team Teach training

Skills and Abilities:

- Excellent communication skills, both oral and written
- Strong organisational and time management skills
- A high level of accuracy and attention to detail
- Flexible, adaptable and able to handle unexpected changes in schedules.
- Ability to manage multiple tasks, set priorities and prioritise between different demands
- Self-motivated and able to work in a team to collaborate with teachers, other support staff and parent to deliver effective support to students

Personal Qualities:

- Passion for education and a strong commitment to improving student learning outcomes
- Patience, flexibility and creativity
- Positive attitude and strong work ethic
- Strong commitment to student learning and success
- Strong ability to maintain confidentiality and professionalism

To apply:

To apply for this job, please complete our application form on the website.



We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.

Safeguarding Statement:

Athena Learning Trust 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. All posts are subject to DBS clearance and appropriate pre-employment checks.

