

**Learning Support Assistants  
Grade 5, Points 7-8  
£11,877 - £12,117 (actual salary)  
27.25 hours per week per week, term time,  
plus 5 training days**



# Recruitment Pack

Headteacher: Jude Mellor

Deputy Headteacher: Vikki Rundle-Brown

Business Manager: Karen Westwood

Assistant Headteachers: Andy Binns, Ali Jackson, Phil Newman, Roger Skervin

Anything is Possible



## Information for Candidates

### Right to Work in the UK

Please be advised that we are unable to sponsor candidates who require an employment visa to work in the UK. Applicants seeking their first employment in the UK will need to provide a Certificate of Good Conduct from the country they are leaving.

### Application Form

Candidates must ensure that the application form is **fully completed**. You may attach a CV, but we are unable to consider applications made by CV alone.

Please ensure that you provide a full career and educational history from the date you left higher education/school until the present.

**Gaps in Employment:** If you have any gaps in your educational or work history, please give the reasons with dates (eg travelling, family leave).

### Referees

You must provide the details of at least two referees, one of whom should be your current or most recent employer or teacher/tutor if you have recently completed your education.

If you are currently working in a school, your referee must be the Headteacher. The second referee should be a previous employer, an academic referee or someone that you know in a professional capacity.

References will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are aware of the need to respond within the timescales set.

**We are unable to accept open-ended testimonials or references from relatives or friends.**

### Declaration

By submitting the application form, you are certifying that all the information you have provided is complete and accurate.

### DBS Clearance

Successful applicants will need to complete an enhanced clearance by the Disclosure and Barring Service (DBS), which will include details of cautions, reprimands, final warnings as well as convictions, spent or unspent.

### Offer of Employment

As well as Enhanced clearance by the DBS, any offer of employment will be subject to two satisfactory references and a health assessment. All employees are required to complete a successful six month probationary period.

If you would like to arrange a visit to the school or have any queries with regard to the recruitment process, please contact Judi Bancroft – 01530 413748 or email

[j.bancroft@ashbyschool.org.uk](mailto:j.bancroft@ashbyschool.org.uk)

Click [here](#) to visit the school website to find out more about why Ashby School is such a great place to work.

## An Introduction to Ashby School



At Ashby School, we have been delivering outstanding education and opportunities to students for more than 450 years.

We draw on the latest and most innovative teaching practices to create a vibrant and well-equipped learning environment, and are proud of our reputation for consistently high academic aspirations and achievements.

Our commitment to an open

curriculum means students can choose from traditional core subjects as well as from our thriving sport, languages, design and arts provision.

The school is now entering a new, exciting, phase as we become part of the LiFE Multi Academy Trust and prepare for age range change from August 2022 when we will be welcoming KS3 students.

The school has more than 1,600 students on roll, including 600 in our thriving Sixth Form.

### Empowering Learning

At Ashby School, we have a passion for learning.

All students are given every opportunity to achieve their academic potential, supported by high standards of teaching. The majority of Year 10 and 11 lessons take place in specialist and/or refurbished classrooms on our dedicated KS4 campus.

Students of all abilities are encouraged to aim high.

Academic extension activities such as after school study sessions run all year round. We offer a rich and vibrant programme of extra-curricular activities, including an active performing arts scene, several musical ensembles, and numerous sporting clubs and competitions for young sportsmen and women of all abilities.

Other options include the Duke of Edinburgh award scheme, peer mentoring and educational visits.

### Empowering Wellbeing

The safety and wellbeing of students is our top priority. We understand that students are more likely to thrive in a caring and supportive environment.



This is why we strive to ensure every student gets the support they need. Form Tutors establish strong relationships with students, guiding them through any issues and carefully monitoring their academic and personal progress. Form Tutors are supported by a dedicated pastoral team, including Heads of Year and Year Tutors, who are experienced at dealing with issues such as health, attendance and behaviour.

### **Empowering Achievement**

Ashby School has been educating and inspiring students since 1567.

We are proud of our history and continue to uphold many of the core values that have been embedded in Ashby's long-standing educational tradition for more than four centuries.

Like our predecessors, we recognise the importance of a happy and holistic school experience. That is why we encourage students to flourish as individuals and to explore talents and opportunities both inside and outside the classroom.

Above all, we want our students – and our staff - to enjoy their time at Ashby School and to leave us for the next stage of their journey with happy and lasting memories. That is why we are committed to the recruitment and retention of the best staff and place huge importance on professional development to ensure that all staff feel valued at every stage of their career.





## Job Description

<b>Job Title:</b>	Learning Support Assistant – Special Educational Needs
<b>Grade:</b>	5, Points 7-8. (£18,933 - £19,314 pro rata)
<b>Responsible To:</b>	The SENDCo through the SEND support coordinator, classroom teachers or, if in a specific department, the Head of Faculty.
<b>Key Relationships/ Liaison with:</b>	Classroom teachers, support staff, other members of the Learning Support Department, representatives of external agencies, eg. Educational psychologists, etc.
<b>Job Purpose:</b>	<p>To provide in-classroom support within a specific department or support throughout the school for named students with EHC plans or who are on the Register of Special Needs.</p> <p>Supervising and supporting student learning in classes across the curriculum. This may involve modifying resources, working one to one, or in a small group of students under the direction of the classroom teacher. It is important that LSAs liaise with classroom teachers and with the SENDCo to inform the monitoring of student progress.</p> <p>LSAs also have a mentoring role with named students across the school.</p>

### MAIN DUTIES AND RESPONSIBILITIES:

**The activities and responsibilities listed below are examples of the type of tasks that are expected of the post holder. These may vary over a period of time.**

▪	To prepare resources under the direction of the Team Leader or class teacher.
▪	To work with and build a positive relationship with students. Working with students on a 1-1 basis and in small groups, under the supervision of the class teacher.
▪	Be organised and prepared for lessons. To follow the directions of the class teacher/instructor in lessons.
▪	To contribute to the administrative procedures in the Learning Support Department under the direction of the SENDCo and/or SEND Support Co-ordinator.
▪	To have knowledge of SEND Code of Practice and Academy policy.
▪	To implement Academy Policies and procedures in relation to: Health and Safety, Equal Opportunities, Behaviour etc.
▪	To contribute to reports on student progress and behaviour.
▪	To support students under exam conditions.
▪	To oversee our lunchtime clubs.

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 themselves justify a reconsideration of the grading of the post.



## Person Specification

### Learning Support Assistant

Essential	Desirable
<p>Understanding of the importance of supportive student/teacher relationships.</p> <p>Ability to communicate effectively with young people and adults.</p> <p>Good numeracy and literacy skills - GCSE or equivalent in English and Maths.</p>	<p>Evidence of effective relationships with young people.</p> <p>Evidence of good working relations with a range of people.</p>
<p>Ability to work well within a team.</p>	<p>Qualification/specialism or interest to work within a specific department.</p>
<p>Good organisational skills</p>	<p>Evidence of organisational ability</p>
<p>Self-motivated, ability to work on own.</p> <p>Good ICT skills.</p> <p>Willingness to develop and attend training as necessary.</p>	<p>Recent ICT qualification.</p>
<p>Ability to work under pressure and react calmly to confrontation.</p>	<p>Evidence of meeting deadlines and ability to prioritise.</p>
<p>Able to be totally confidential and discreet.</p>	
<p>Recent record of good health, attendance and punctuality.</p>	
<p>Enhanced clearance by the Disclosure and Barring Service.</p>	



## **Learning Support Assistants £11,877 - £12,117 (actual salary)**

**Are you looking for a career change or a new position?**

**Then become a Learning Support Assistant and nurture students' love of learning.**

Ashby School is part of the LiFE Multi Academy Trust. We are seeking to appoint committed and enthusiastic Learning Support Assistants to work with the SENDCo in supporting SEN students.

The successful candidates will have the desire to ensure that our core value of 'no student will underachieve' is fulfilled. You will have the ability to work well within a team, have good organisational and communication skills, be self-motivated with the ability to work under pressure and react calmly to confrontation.

Hours of work are 27.25 per week, term time, plus 5 training days. The grade for the post is Grade 5, Points 7-8. Actual salary £11,877 to £12,117 depending on experience and expertise. These are temporary positions, until July 2023, in the first instance.

Application forms and further details are available on the school website:

[www.ashbyschool.org.uk](http://www.ashbyschool.org.uk)

Ashby School is committed to safeguarding and promoting the welfare of all of its students and expects all staff to share this commitment. The successful applicant will be subject to enhanced clearance by the Disclosure and Barring Service and pre-employment checks.

**Closing date for applications is Tuesday 2 November at 9.00am**





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Applications to: [j.bancroft@ashbyschool.org.uk](mailto:j.bancroft@ashbyschool.org.uk)