



# Learning Support Assistant Application Pack



Civitas Academy

*Hand In Hand We Learn*



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# Letter from Cathie Paine, Chief Executive Officer

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Cathie Paine**

**CEO**



# Our Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago Touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. [You can learn more about REAch2 at our website: www.reach2.org](http://www.reach2.org)



# The role

**Post:** Learning Support Assistant

**Hours:** 35 hrs per week (Term time only) + 5 INSET Days

**Salary:** Grade Reading NJC RG3 SCP 5-11 (£23,500-£25,979 FTE) Actual Salary: £19,036 – £21,052 pa pro rata.

- This is an exciting opportunity to be part of a popular and well established school. Civitas Academy opened in 2015 and in September 2021 we became a full school. We have amazing facilities, a good team ethos and all within a 5-minute walk from the centre of Reading.
- Civitas Academy is part of the REAch2 family of Schools in Reading. We are looking for an enthusiastic and innovative Learning Support Assistant to join our collaborative and growing Academy team.

## **We are seeking a professional individual who is:**

- Able to inspire our children as a pro-active Learning Support Assistant
- Warm in character, has a “can do” attitude and goes that extra mile
- Engaging with team members and the children

## **We can offer you:**

- The opportunity to make a difference to children’s lives
- The opportunity to work as part of a collaborative, experienced, supportive team.
- The chance for your skills to flourish and develop with practical support and encouragement.
- High quality training and development through one of the country’s leading Multi-Academy Trusts.
- Enthusiastic, responsive children who are ready to learn.
- A caring, hard-working and committed staff team.
- The opportunity to work with children from diverse ethnicities and cultures.
- An inclusive ethos where every child is valued and supported to achieve their potential.
- The opportunity to develop an outstanding career and balanced life

## **Background Information about the School**

Civitas Academy is a two form entry school for children aged four to eleven, serving the children and families of Reading and the surrounding area. We have children from Reception to Year 6. We are part of the REAch2 Reading Cluster which also includes Green Park Village Academy, The Palmer Academy and Ranikhet Academy.

At Civitas we are proud to welcome children, families and colleagues of many different nationalities into our school on a daily basis. We work hard to support children who have little understanding of English in developing the skills they need to help them learn, even if they start at a very early stage. We are an inclusive school, working with other schools, providers and professionals in helping children with special needs to overcome their barriers to learning and find success. We also offer support to families, and value the partnerships between children, parents, the school and the wider community in improving the lives of the children in our care.

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [Civitas Academy](#)

As a member of the REAch2 Trust, a national family of primary academies, Civitas Academy is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Civitas Academy is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form to **Jo Rapley, Assistant Headteacher** using [recruitment@civitasacademy.co.uk](mailto:recruitment@civitasacademy.co.uk)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safer Recruitment Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion or visit please contact **Jo Rapley, Assistant Headteacher** using 0118 467 6720 or [recruitment@civitasacademy.co.uk](mailto:recruitment@civitasacademy.co.uk)

## The application process and timetable

<b>Application deadline:</b>	Monday 11 <sup>th</sup> December 2023 5pm
<b>Interviews:</b>	TBC
<b>Contract Details:</b>	35 hours per week
<b>Salary:</b>	Grade NJC RG3 SCP 5-11
<b>Start date:</b>	January 2024

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).



## **Job Description**

### **Core Purpose**

**Role:** Learning Support Assistant

**Line Manager:** Phase Lead

### **Job Purpose**

An important valued member of the teaching team. As well as working directly with the children's teacher, the LSA is encouraged to use his/her own initiative and skills to enhance the quality of teaching and learning for the children

### **Duties and Responsibilities**

- Work with groups/individual children following the direction of the class teacher;
- Interact with the teacher to make the lesson more lively or to generate more challenging discussion;
- Deal with behaviour issues and encourage pupils' attention enabling the teacher to concentrate on teaching the whole class;
- Provide support for a teacher to manage a named child who has a statement for special educational needs (when applicable) and/or other children with special educational needs;
- Implement an Individual Education Plan (IEP) or Pastoral Support Programme (PSP) as directed by the class teacher;
- Liaise and contribute (as requested) with the class teacher to a review of a planned programme of work;
- To be aware of medical, social, behavioural and physical needs of the children in the class;
- Undertake general classroom duties e.g. preparation of materials, maintaining wall displays and equipment.
- Lead play activities with the children when out in the playground at break and lunch times;
- Attend staff meetings and training courses when appropriate;

- Deal with children's accidents e.g. toileting, sickness;
- Deal with first aid;
- Respect the confidentiality of all matters relating to the children and the school.

## Person Specification

Factors	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 2 NVQ in English/Literacy and Maths/Numeracy or GCSE Grade C/Grade 4 equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of additional qualifications suitable to LSA role</li> <li>• Graduate qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working and supporting children with a range of educational needs</li> <li>• Experience of working and supporting children of a variety of ages</li> <li>• Experience of successful implementation of learning leading to good progress/high outcomes over time</li> </ul>	
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Intermediate knowledge of ICT</li> <li>• Awareness of keeping children safe</li> <li>• Basic knowledge of Health and wellbeing, safety and child protection</li> <li>• Understanding of the School's Ethos and Values</li> <li>• Understanding of Data Protection and confidentiality</li> <li>• Basic knowledge of First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the development of EAL learners</li> <li>• Understanding of the development of SEN learners</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to solve problems and find solutions</li> <li>• Active listener</li> </ul>	

	<ul style="list-style-type: none"> <li>• Good communication (written and verbal)</li> <li>• A team player</li> <li>• Highly motivated</li> <li>• Assist children on an individual basis, in small group and whole class work</li> <li>• Explain tasks simply and clearly and foster independence</li> <li>• Supervise children, and adhere to defined behaviour management policies</li> <li>• Accept and respond to authority and supervision</li> <li>• Work with guidance, but under limited supervision</li> <li>• Display work effectively, and make and maintain basic teaching resources</li> </ul>	
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#### Other Requirements

- Participates in training and performance management as required
- Up-to-date Enhanced DBS Disclosure

The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the role.

**All staff are expected to understand, be committed to and contribute to the Trust's commitment to Equal Opportunities for all.**