



LEARNING SUPPORT ASSISTANT (FIXED TERM)

Samuel Whitbread Academy
Application Pack

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Welcome to BEST and thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

Elle Rees-Rinaldi
HR Assistant

ERees-Rinaldi@bestacademies.org.uk

Telephone 01462 629900

Samuel Whitbread
Academy Shefford Road
Clifton
Shefford
SG17 5QS

BEST VISION, VALUES & BELIEFS



BEST Vision Statement

To grow the BEST in everyone

We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be'.

BEST Values

We will:

Always put Children first

Our reference point question is 'how will this improve outcomes for children and enable them to go on and succeed in life?'

Collaborate to support and compete to challenge

Our schools work together to add value and compete to continually improve

Provide community based provision

Our schools form a coherent learning community at the heart of the Bedfordshire community

Have the courage to be compassionate

Our community treats all with trust, kindness and honesty

BEST Beliefs

We will:

Deliver BEST outcomes

Outcomes will be in the top 20% nationally

Provide BEST opportunities

An extensive range of opportunities beyond the classroom will be provided to develop the whole person

Nurture talent

Our responsibility is to invest in our people and bring out the BEST in everyone

Operate a high autonomy, high accountability culture

Professionals will lead our system and take responsibility to continually raise standards

Lead through service

Leaders and followers will work together with mutual respect and shared responsibility

JOB DESCRIPTION

Learning Support Assistant

JOB TITLE:	Learning Support Assistant
BASED AT:	Samuel Whitbread Academy
RESPONSIBLE TO:	Head of ASC & Learning Support/ SENCO
GRADE:	NJC Scale Level 2A Pts 3-4 (£13,047 - £13,308 actual amount)
HOURS:	30.00 hours per week, term time only including 5 designated staff training days. Fixed term contract to December 2022.

ABOUT BEST:

Bedfordshire Schools Trust (BEST) comprises ten flourishing academies and five nurseries delivering first choice education, from Early Years to Advanced Level study. Our vision is 'to grow the BEST in everyone.' We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be.' Our schools work together to add value and compete to continually improve.

PURPOSE OF ROLE:

Under the instruction and guidance of teaching staff/managers, to support student learning and attend to the personal, social and physical needs of pupils in order to support their learning and development and to ensure their safety.

DUTIES AND RESPONSIBILITIES:

Support for Pupils

- To attend to the educational, personal, social and physical needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these a part of the learning experience.
- Under agreed school procedures, for qualified first aiders, to give first aid/medicine where necessary; assist with programmes of special care under the direction and guidance of the appropriate specialist.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Whilst there may be a specific requirement to support a named pupil or pupils with an Education, Health and Care Plan, support to other pupils may also be required, at the direction of the Special Educational Needs Coordinator, (SENCO) and the classroom teacher.
- To provide support on school visits and the supervision of pupils on such visits, at the direction of the SENCO, trip leader and the classroom teacher.

Support for Teachers

- Within the overall plan set by the class teacher to support the differentiation of educational activities. This may include contributing to the development and implementation of the provision identified by the Education, Health and Care Plan Outcomes of students and the needs of other students identified on the Learning Support Register.
- To assist the classroom teacher in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour.

Support for the Curriculum

- To support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the SENCO.

Support for the School

- To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the SENCO and other learning support assistants; working at all times within the school's policies and procedures
- To assist in the general efficient operation of the school, including providing cover for other learning support staff where necessary as directed by the SENCO.
- To attend staff meetings, participate in performance management reviews and undertake training and development activities.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake tasks of a similar nature and level, as directed by the Principal/ SENCO.

Note:

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.

PERSON SPECIFICATION

Learning Support Assistant

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> GCSE grade 4/C in Maths and English or equivalent qualification 	
Professional Experience	<ul style="list-style-type: none"> Past experience of working with young people within the last 5 years 	<ul style="list-style-type: none"> A-Levels / degree and / or aspiring to enter teaching
Professional Skills & Knowledge	<ul style="list-style-type: none"> Understanding educational needs of young people Ability to contribute to the development of educational activities Ability to work collaboratively with others Ability to work on own initiative Ability to use IT 	<ul style="list-style-type: none"> Previous experience of working with young people in and educational setting
Personal Qualities	<ul style="list-style-type: none"> Willingness to be flexible Willingness to undertake appropriate further training Effective communication and interpersonal skills including the ability to converse at ease in accurate spoken English with adults and children Commitment to equality principles 	<ul style="list-style-type: none"> Knowledge of development of educational activities
Physical	<ul style="list-style-type: none"> Ability to meet the physical needs of pupils 	
Other	<ul style="list-style-type: none"> Willingness to acquire First Aid Qualification Knowledge of relevant safeguarding/child protection legislation and best practice Values and respects the views and needs of children and young people Appropriate DBS clearance (before post is taken up) 	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance.

HOW TO APPLY

We use an application form, rather than asking for CVs for most vacancies. The application form ensures that all applicants present their information in the same standardised format and tell us only what we need to know.

Applications may be made online via the mynewterm website <https://www.mynewterm.com/> . If you would prefer a Word Application Form, one may be obtained by directly emailing Samuel Whitbread Academy via the contact details on page three of this application pack.

All applications must be received by the closing date of:

Closing date: Sunday 6th March 2022

Interview date: w/c Monday 7th March 2022

Please remember to include contact details for three referees and complete the equal opportunities monitoring form.

We are committed to the safeguarding and promotion of children's welfare and all offers of employment are subject to DBS clearance and satisfactory references.

We look forward to receiving your application.

HR Team
Bedfordshire Schools Trust
BEST House
Shefford Road
Clifton
SG17 5QS

USEFUL LINKS



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