

Recruitment Pack



Learning Support Assistant
September 2021



School Ready; Work Ready; Life Ready



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Horizon Community College: Our Vision

The economic, cultural and social landscape of Barnsley is changing. Opportunities in further education, higher education and professional roles are increasing; opportunities for individuals to shape their own career pathways are growing; opportunities for individuals to challenge traditional socio-economic patterns are multiplying.

At Horizon Community College, our responsibility is to prepare students for this reality. We want young people to leave the College well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of qualifications and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area and beyond.

Our curriculum is tailored to the needs of and meets our ambition for each individual student. This is underpinned by the College's core values which help to prepare every student for a lifetime of success. Our Curriculum and Culture ambition:

- aims to **challenge every learner, in every lesson, every day**
- develops the character and skill set of all, through the belief that we are '**Positive Role Models**'
- ensures **opportunities for all** through our personal development and Careers and Enterprise programmes.

Successful education is also about working in close partnership with our families and the community to ensure our students succeed in each School year and are prepared for the next appropriate phase of their education. We work together to empower our students to believe that anything and everything is possible.

We heavily invest in the growth and development of our entire workforce, so they are also prepared for the next phase of their careers. We promote 'one team' working hard to support each other. We are focused on continued professional development for staff at every level.

We embed a curriculum and culture that results in Equity of Opportunity, Strong Community, High Expectations, Global Readiness and Kindness so that our students are School Ready; Work Ready; Life Ready.



Claire Huddart
Principal

We are delighted that you are applying for a role at Horizon Community College, and hope that this document will inform you about how we aim to provide the very best secondary education in Barnsley and beyond.

Vision Overview 2020-2025

Vision

School Ready; Work Ready; Life Ready

Ambition

Our Curriculum and Culture:

- aims to **challenge every learner, in every lesson, every day.**
- develops the character and skill set of all, through the belief that we are **Positive Role Models.**
- ensures that there are **opportunities for all** through our personal development and Careers and Enterprise programmes.

Values

Tolerance Teamwork Kindness Respect Pride Engagement Questioning Independence Organisation Resilience

Aims

Equity of Opportunity	Global Readiness	High Expectations	Strong Community	Culture of Kindness
To remove academic and social barriers and ensure equitable access to qualifications, programmes and wider opportunities in College.	An ambitious curriculum that ensures students gain the knowledge, skills and cultural capital needed to graduate with options to be highly successful and make a positive contribution to the community and beyond.	Students are challenged and supported to reach their highest academic potential. An extensive personal development programme allows students to build character and resilience ensuring personal growth year on year.	Engage with our students, families, staff and community to cultivate a safe and welcoming College built on mutual respect and courtesy so all learners thrive. Students recognise risk and know how to stay safe.	A culture of Kindness throughout the College, with caring and culturally proficient, tolerant students and staff.



CORE VALUES

At Horizon Community College

PRIDE Wear full College uniform at all times Take pride in all you do and actively look to improve your work	ORGANISATION Bring correct equipment to every lesson Organise your time and complete homework to the best of your ability	ENGAGEMENT Be focussed and attentive in lessons act on advice and feedback Seek to discover new things & be prepared to take risks	QUESTIONING Contribute in every lesson Ask questions to deepen your knowledge and understanding	RESPECT Follow staff instructions the first time & every time Be honest and polite to others	KINDNESS Be considerate and supportive of others Treat others as you would expect to be treated	TEAMWORK Engage with cooperative learning Take on an active role within the team, readily sharing ideas and information	TOLERANCE Value others regardless of sexuality, race, faith gender or disability Accept the quirks of others	INDEPENDENCE Demonstrate dedication & commitment Be self-disciplined and evidence self-direction	RESILIENCE Persevere and recognise it is alright to make a mistake Respond well to constructive criticism
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Child Safeguarding Policy

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit:

<https://horizoncc.co.uk/safeguarding/>

Vacancy Details

Role: Learning Support Assistant

Salary: Grade 2 (£11,560 - £11,791 Actual Salary)

Hours Per Week: 27.5 (Monday to Friday)

Type: Permanent, term time only plus 2 INSET days

Closing Date: Thursday 7 October 2021 at 12 noon

We would like to present you with the unique opportunity to play a key role in shaping the provision of secondary education and lifelong learning opportunities within our dedicated Learning Support Team.

We are looking to further improve the support we offer to our students and wish to appoint a Learning Support Assistant to provide support both in and out of the classroom across all curriculum areas but especially in Maths and English. This role provides a unique opportunity for someone who is either looking for a new challenge or wanting to develop their expertise and potential with young people further.

The successful applicant will have:

- A good standard of education in English and Maths, with 2 GCSE grades A* to C
- The ability to work collaboratively with teaching staff to improve student outcomes
- Excellent interpersonal skills with the ability to listen, support and encourage learning.

If you have the passion to contribute positively to our ethos and have the drive to make a difference for our students and their families, then we would like to hear from you. Daily start and finish times to be discussed.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A disclosure and barring services check will be undertaken for the successful applicant.

Horizon Community College reserve the right to close this advert prior to the closing date above.

Job Description

SERVICE AREA: Horizon Community College	
JOB TITLE: Learning Support Assistant	
GRADE: 2	
RESPONSIBLE TO: Additional Needs Coordinator	
EMPLOYEE SUPERVISION: None	
DATE AGREED:	BY WHOM:

Purpose of Post:

To work under the direct instruction of teaching/senior staff as appropriate. To undertake work/care/support programmes to enable access to learning for students and to assist the teacher in the management of students. Work may be carried out in the classroom or outside the main teaching area.

Provide general support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and students.

Key Areas:

- Support for Students.
- Support for Teachers.
- Support for the Curriculum.
- Support for the School.

Duties and Responsibilities:

1. Support for Students

- Attend to the students' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support students ensuring their safety and access to learning
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher
- Encourage students to act independently as appropriate
- Support students in accessing learning activities as directed by the teacher.

2. Support for the Teacher

- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of students work
- Be aware of student problems/progress/achievements and report to the teacher as agreed
- Undertake student record keeping as requested and other basic record keeping
- Support the teacher in managing student behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting/recording money etc
- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils

3. Support for the Curriculum

- Support students to understand instructions
- Support students in respect of local and national learning strategies, e.g. literacy, numeracy, KS3, KS4, as directed by the teacher
- Support students in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist students in their use
- Monitor and arrange orderly and secure storage of supplies
- Operation of equipment in accordance with instructions
- Maintenance of equipment, checking for quality/safety etc
- Undertake simple repairs and report other damages.

4. Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings and participate as required
- Participate in development and other learning activities and performance development opportunities as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime, e.g. clubs, extra curriculum activities
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

5. Other

- Ensure equality of opportunity is afforded to all persons both internal and external to the Authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The College 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.

Employee Specification

When filling in the application form, please demonstrate with clear, concise examples how you would meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applications for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Desirable)
Relevant Experience	Recent relevant experience	Application form/interview	Essential
	Working with or caring for children of relevant age	Application form/interview	Essential
	General technical/resource support	Application form/interview	Minor
Education and Training Attainments	Good numeracy/literacy skills	Application form/interview	Essential
	2 GCSEs in English and Maths Grade A to C or equivalent (e.g. level 2 Adult literacy and Numeracy)	Application form/interview	Essential
	Participate in development and training opportunities	Application form/interview	Essential
General and Special Knowledge	Appropriate knowledge of first aid.	Application form/interview	Minor
	Willingness to undertake first aid training.	Application form/interview	Essential
	Use basic technology – computer, video, photocopier	Application form/interview	Essential
Skills and Abilities	Ability to relate well to children and adults.	Application form/interview	Essential
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	Application form/interview	Essential

Additional Factors	<p>Demonstrate a commitment to Equal Opportunities.</p> <p>To comply with all Trust policies adopted by the Governing Body for example, Health and Safety, Equal Opportunities and data protection.</p>	<p>Application form/interview</p> <p>Application form/interview</p>	<p>Essential</p> <p>Essential</p>
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In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.

Employee Benefits

The college offers the following benefits to its staff in addition to competitive salaries:

- Access to Local Government or Teachers' Pension Scheme
- Excellent access to the college by public transport – direct trains to Barnsley from Leeds, Huddersfield, Sheffield, Wakefield, Meadowhall
- Proximity to the M1 and A628 – around 30 minutes commute from Leeds, Huddersfield, Sheffield, Rotherham, Doncaster
- Comprehensive staff wellbeing offer including: free breakfast; access to local authority wellbeing support; in-college HR wellbeing guidance and access to counselling; staff workload review; flu vaccinations; free access to the college gym
- A comprehensive professional development programme for teaching and support staff, including opportunities for achieving professional qualifications and supporting career progression
- Free Microsoft Office 365 and OneDrive for personal use for up to five machines/devices.

Horizon Community College is committed to ensuring and promoting the wellbeing and professional support of all staff under its care.

The Application Process

Please read the Guidance Notes for Applicants before completing an application form.

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.

This is an exciting and rewarding role and we look forward to receiving your application.

Should you wish to discuss the role further please contact us on 01226 704230.