



**Standish Community High School**

## Learning Support Assistant Level 3 Candidate Information Pack



Closing Date: Friday 4<sup>th</sup> February 2022 at 9.00 a.m.  
Interviews to be held: W/C Monday 14<sup>th</sup> February 2022



**Chief Executive Officer: Andy Pollard**

## Who we are:

The Mosaic Multi Academy Trust was established in 2017. The schools in the Trust are Standish Community High School, Southlands High School and Golborne Community Primary School. The work for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments by dedicated members of support.



**Standish Community  
High School**

At Standish Community High School, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.



**SOUTHLANDS  
HIGH SCHOOL**  
Endeavour for Excellence

Southlands High School believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.



At Golborne Community Primary School, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

January 2022

Dear Applicant,

**Learning Support Assistant Level 3 - Temporary Contract until August 2022 in the first instance**

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Information about Standish Community High School
- ❖ Exam Results
- ❖ Job Description
- ❖ Person Specification
- ❖ Arranging a Visit/Application Process
- ❖ (Further Trust Information) Mosaic MAT Strategy 2021 – 2025

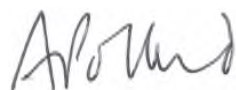
Standish Community High School is advertising for a temporary Learning Support Assistant Level 3 to commence employment as soon as possible. The successful candidate will take a full and active role in the life of our school and will join a dedicated, hardworking team. You will work across our Key Stage 3 and Key Stage 4 classes supporting the needs of our SEND and vulnerable pupils as well as planning and delivering intervention when required.

The working hours will be 34 hours per week, term time plus 3 days, 8.30 am to 16.15 pm Monday, 8.30 am to 16.10 pm Tuesday, and 8.30 am to 15.15 pm Wednesday to Friday.

Your completed application form found at [Home | greater jobs](#) should be accompanied by a covering letter which outlines your suitability for the post. Completed application forms can be forwarded by email to: [recruitment@mosaicmat.net](mailto:recruitment@mosaicmat.net). You can now also apply through Teacher Vacancies [Find a job in teaching - Teaching Vacancies \(teaching-vacancies.service.gov.uk\)](https://www.teaching-vacancies.service.gov.uk).

Applications will be considered as soon as they are received and the closing date will be Friday 4<sup>th</sup> February 2022 at 9.00 am. Interviews are scheduled to take place w/c 14<sup>th</sup> February 2022. Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of qualifications satisfactory to the Trust.

Yours faithfully,



Mr A Pollard  
**Executive Headteacher**



# Standish Community High School

January 2022

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application for the temporary post of Learning Support Assistant Level 3 at Standish Community High School. I am happy to recommend Standish to you as a high performing and successful school with an intake of 1300 students. In our most recent Section 8 Ofsted Inspection carried out in October 2021, we retained the judgement of "good". However, we continue to work relentlessly to achieve "outstanding" (<https://files.ofsted.gov.uk/v1/file/50173438>)

Our attainment figures for 2015 placed us in the top non-selected state-funded schools in England. This accolade has contributed to our designation as a Leading Edge school by the Secondary Schools and Academies Trust (SSAT). For the fourth year running we were placed in the top 10% of non-selective schools nationally for attainment and in 2016 and 2017, we were placed in the top 20% of schools nationally for progress. These awards, along with others we have received, show our aspirations and ambitions for our students and equally the commitment, dedication and professionalism of our staff. We were delighted that our successes continued in 2018 and 2019 achieving positive progress 8 scores.

Although all schools are facing considerable change in education, we believe that our core values and positive ethos will guide us as we face the future. As a school, we remain entirely focussed on and determined to unleash the potential in all students irrespective of background or ability.

Standish Community High School has formed a Multi Academy Trust, as the lead school, with another local secondary school and more recently a local primary school. This has provided the potential to open greater career opportunities in the near future. The Mosaic Academy Trust, as an organisation seeks to value each and every member of the community, to become a family of schools that will welcome other schools and be a Trust, whose chief aim is to become stronger as a whole than by the sum of its parts. The Trust has a Trade Union Recognition Agreement in place.

Hopefully, this has inspired you to take a serious look at Standish. I consider it a tremendous privilege to be the Headteacher at Standish and lead such an incredibly well-motivated and inspiring team of teachers and support staff.

I look forward to receiving your application form.

Yours faithfully,

Mrs L Barker  
**Headteacher**

# EXAM RESULTS

	2017	2018	2019	2020	2021
<b>Attainment 8</b>	54.26	55.8	54.6	n/a	n/a
<b>Progress 8</b>	0.37	0.24	0.24	n/a	n/a

<b>Standish</b>	2017	2018	2019	2020	2021
<b>5 x 9 – 4 including English and Maths</b>	80	79	81	81	85
<b>English and Maths Grade 4 and above</b>	84	85	85	85	88
<b>3 9 – 7</b>	37	40	38	40	41
<b>5 9 – 7</b>	29	29	24	28	25

<b>English Grade 9 – 4</b>	94	95	92	93	94
<b>English Grade 9 – 5</b>	80	86	82	84	86
<b>English Grade 9 – 7</b>	43	47	44	42	40

<b>Maths Grade 9 – 4</b>	85	86	85	85	87
<b>Maths Grade 9 – 5</b>	64	70	62	66	66
<b>Maths Grade 9 – 7</b>	32	33	24	29	30

<b>Standish Subjects</b>	<b>Grade 9s – 2017</b>	<b>Grade 9s – 2018</b>	<b>Grade 9's - 2019</b>	<b>Grade 9'S – 2020</b>	<b>Grade 9'S – 2021</b>
<b>English Language</b>	22	15	21	20	24
<b>English Literature</b>	35	19	16	21	26
<b>Maths</b>	16	15	12	16	17



# JOB DESCRIPTION

1. INTRODUCTION	
<b>Post Title:</b>	<b>Learning Support Assistant Level 3</b> (Temporary until August 2022 in the first instance)
<b>Purpose:</b>	To work under the guidance of the SENDCo and within an agreed system of supervision, to implement agreed work programmes with groups or individuals. The primary focus area will be to support students to enable them to fully access the curriculum, removing barriers to learning where required. A high level of flexibility is required, supporting teachers with the planning cycle and preparation of resources. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff and the SENDCo.
<b>Line Management:</b>	Deputy Headteacher, SENDCo and HLSA's
<b>Liaising with:</b>	SENDCo, SLT, HLSA's teachers and support staff, students, parents/carers and outside agencies.
<b>Working time:</b>	34 hours per week, term time plus three days Monday 08.30 – 16.15, Tuesday 08.30 – 16.10, Wednesday – Friday 08.30 – 15.15
<b>Salary /Grade:</b>	Grade 5, SCP 8 - 14 (£20,852 - £23,485 per annum) Actual salary £16,242.44 - £18,293.38
<b>Disclosure Level</b>	Enhanced
<b>Conditions of Employment</b>	No holidays are permitted during the 190 day teaching year.
<b>Main Duties / Job Outline</b>	<p><b>Support for students</b></p> <ul style="list-style-type: none"> <li>• Establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations</li> <li>• Supervise and support students to undertake agreed learning activities / programmes linked to local and national curriculum and learning strategies</li> <li>• Adjusting activities according to student responses and needs, including for those students with special educational needs</li> <li>• The role may include supporting and implementing student's personal programmes including social, health, physical, and hygiene and welfare matters. The student may also need assistance to access different areas of the school. Following appropriate training and in line with the school procedures to administer medication as requested</li> <li>• Promote inclusion and acceptance of all students by encouraging them to interact with each other and to engage in activities led by the teacher</li> <li>• Support the effective use of ICT in learning activities and develop student's competence and independence in its use</li> <li>• Support the implementation of Individual Education Plans and Behaviour Plans</li> <li>• Promote self-esteem and independence amongst students.</li> <li>• Provide feedback to students on their progress and achievement under the guidance of a teacher, in line with school policy</li> </ul> <p><b>Support for Teachers</b></p> <ul style="list-style-type: none"> <li>• Promote positive values, attitudes and good behaviour, in line with The Standish Way. Deal promptly with conflicts and incidents whilst encouraging students to take responsibility for their own behaviour, in line with established school policies.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibilities and participate in feedback sessions/meetings with parents/carers under direction from a teacher.</li> <li>• Work with the teacher to plan and implement lessons/activities, evaluating and adjusting lesson work/plans according to students' learning styles and individual needs and to meet pre-determined learning objectives.</li> <li>• Contribute to the setting up and on-going delivery of local and national learning strategies, effectively utilising all alternative opportunities to support extended development of students' skills.</li> <li>• Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, ensuring availability of appropriate evidence.</li> <li>• Undertake routine marking of students' work and accurately record achievement/progress as required.</li> <li>• Be responsible for keeping and updating records in an agreed format, contributing to reviews/systems of records and systems as necessary.</li> <li>• Create and maintain an appropriate learning environment in liaison with the teacher</li> </ul> <p><b>Support for the school</b></p> <ul style="list-style-type: none"> <li>• Establish constructive relationships and communicate with other agencies/professionals, liaison with the teacher, HLSA or SLT link to support the achievement and progress of students contributing as part of a team.</li> <li>• Assist with activities outside the classroom, working as part of a team to supervise students e.g. lunchtime and/or after school support</li> <li>• Accompany teaching staff and students on visits, trips and out-of-school activities as required and take responsibility for a group under supervision of a teacher</li> </ul>
<b>Health and Safety Training</b>	<ul style="list-style-type: none"> <li>• To undertake Health and Safety Training on areas within the designated work area</li> <li>• During fire evacuations be responsible for accounting for staff / being a fire marshal and follow procedures explained in the Fire Safety and Evacuation Procedures Policy</li> </ul>
<b>Other Specific Duties</b>	<ul style="list-style-type: none"> <li>• To carry out the duties in the most effective, efficient and economic manner available</li> <li>• To continue personal development in the relevant area</li> <li>• To participate in the staff review and development appraisal process</li> <li>• Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description</li> <li>• To support the development and promotion of an image that is consistent with the aims of the school</li> <li>• Provide general clerical / admin support, when directed.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>• Commitment and support to ensure equal opportunities for all</li> <li>• Contribute to the overall ethos / work / aims of the school</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as may be reasonably directed</li> </ul>
<b>School Ethos</b>	<ul style="list-style-type: none"> <li>• Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to 'be outstanding'</li> <li>• Promote actively the school's corporate policies</li> <li>• Comply with the school's health and safety policy and undertake risk assessments as appropriate</li> <li>•</li> </ul>

<b>1. HEALTH AND SAFETY TRAINING</b>	
2.1	To undertake Health & Safety Training on areas within the designated work area.
<b>2. OTHER SPECIFIC DUTIES</b>	
3.1	To carry out the duties in the most effective, efficient and economic manner available
3.2	To continue personal development in the relevant area
3.3	To participate in the staff review and development appraisal process
3.4	Employees are expected to comply with any reasonable request from the Head of School / SLT link to undertake work of a similar level that is not specified in this job description To carry out the duties in the most effective, efficient and economic manner available
<b>3. SCHOOL ETHOS</b>	
4.1	Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
4.2	Support the school in meeting its legal requirements for worship.
4.3	Promote actively the school's corporate policies.
4.4	Comply with the school's health and safety policy and undertake risk assessments as appropriate.
4.5	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
<b>SIGNATURES</b>	
<p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.</p>	
<p>Signed .....</p> <p>(LSA 3)</p>	<p>Signed .....</p> <p>(Headteacher)</p>
<p>Dated .....</p> <p>(LSA 3)</p>	<p>Dated .....</p> <p>(Headteacher)</p>
<b>SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE</b>	
<p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown, but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to, the job commensurate with the grade and job title.</p>	





# PERSON SPECIFICATION

## LEARNING SUPPORT ASSISTANT LEVEL 3

<b>SKILLS, KNOWLEDGE &amp; UNDERSTANDING</b>
Ability to converse with and relate well to students with communication difficulties
Ability to communicate well with adults
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Ability to work in accordance with the schools health and safety policies
Professional attitude and a positive role model for staff and students
Ability to work confidentially with others
Reliable and a good time keeper
Maintain confidentiality and be tactful and diplomatic
Integrity, professionalism and diplomacy
Honest and trustworthy
Ability to recognise own learning needs and seek further opportunities
Knowledge of Health and Safety
Knowledge and understanding of providing support to children with special educational needs
Effective use of how to use ICT to support learning
Experience of working with learning resources and helping with their preparation to support learning programmes
General understanding of the national curriculum and other relevant learning programmes/strategies
Understanding of relevant policies, codes of practice and awareness of relevant legislation
Understanding of child development and learning process
Understanding equal opportunities and an awareness of potential barriers children may have around learning
To be aware of the sensitive issues involved in working on a one-to-one basis with challenging students and to maintain professional relationships at all times
<b>EXPERIENCE / QUALIFICATIONS / TRAINING</b>
Experience of working with young people aged 11-16 years in a voluntary or professional capacity
Experience of preparing/contributing to resources to support learning programmes
Experience of leading a small group of people in line with practice and policy
NVQ Level 3 or equivalent qualification experience / comparable level of experience or willingness to work towards qualification
GCSE Maths & English to Grade C or above (or equivalent)
Willingness to undertake further relevant teaching assistant training
Willingness to undertake basic first aid training/training in specific medical procedures
<b>PROFESSIONAL VALUES &amp; PRACTICES</b>
A good example of the positive values, attitudes and behaviour expected from the students
A good attendance and punctuality record
<b>PERSONAL QUALITIES</b>
Integrity, professionalism and diplomacy
Tact and a sense of humour
A personal and friendly nature
<b>APPLICATION</b>
Accurate completion of school application form
Letter which addresses person specification, evidence in letter and application
High standards in spelling and writing
<b>LEGAL ISSUES</b>
Legally entitled to work in the UK
Enhanced DBS Clearance
Valid UK Driving Licence, access to a vehicle with business insurance

## Arranging a visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Rachael Atherton, School Payroll and HR Manager, who will arrange a suitable time: 01257 478731.

## Application process:

To apply, please visit [Home | greater jobs](#). Completed application forms can be forwarded by email to: [recruitment@mosaicmat.net](mailto:recruitment@mosaicmat.net). You can now also apply through Teacher Vacancies [Find a job in teaching - Teaching Vacancies \(teaching-vacancies.service.gov.uk\)](#).

Advertising date: 21<sup>st</sup> January 2022  
Closing date: 4<sup>th</sup> February 2022 9.00 a.m.  
Short listing: 4<sup>th</sup> to 7<sup>th</sup> February 2022  
Interview dates: WC 14<sup>th</sup> February 2022

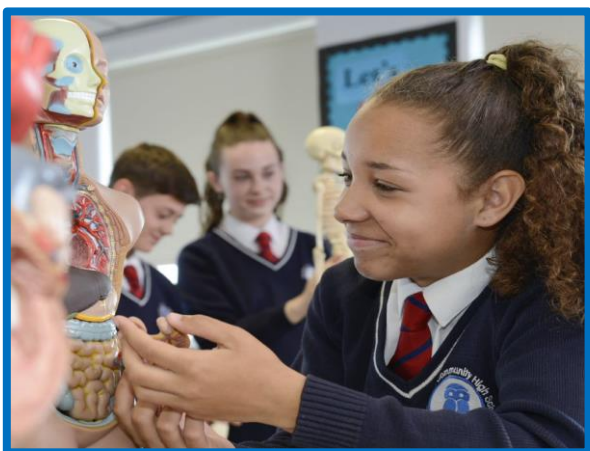
In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Standish Community High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website [www.standishchs.wigan.sch.uk](http://www.standishchs.wigan.sch.uk)

When completing your application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies included. You should refer to the job description and person specification to guide your letter of application. Your supporting statement should be no more than 2000 words. Please note that late applications will not be considered.



# MOSAIC MULTI ACADEMY TRUST STRATEGY 2021 – 2025

## Vision

“The Mosaic Multi-Academy Trust exists to help all Headteachers, school leaders and their schools flourish”

Mosaic MAT partner schools will treat each student as a unique individual, tailoring the curriculum to academic, vocational and extra-curricular, to ensure each achieves their optimum potential. Our chief aim is that the curriculum ensures that students become successful lifelong learners, confident inspired individuals and responsible aspiring citizens.



## Values

**Care:** *We are considerate of others and execute our responsibilities with attention to detail.*

**Hope:** *Our decisions are made on a positive expectation of success.*

**Openness:** *We conduct all conversations with transparency and frankness.*

**Integrity:** *Our work is characterised by honesty and a strong moral purpose.*

**Collegiality:** *Our aim is to work in collaboration, cooperation and companionship with all colleagues.*

**Endeavour:** *We aim to be the best we can be in all that we do.*

**Service:** *Our work is primarily for others; our success is measured by the success achieved by others.*

## STRATEGY 1

**Excellent quality of education with ambitious curriculum design and delivery. Implementation by professionally developed and expert senior and middle leaders.**

1. **Curriculum development** - We will ensure that each school's curriculum meets the needs of all students
2. **Teaching development** - We will ensure that curriculum design and excellent teaching are complementary strengths led by subject leaders
3. **Appraisal** - We will ensure that appraisal processes maximise the potential in our teachers and create a culture of development and innovation in our schools
4. **Inclusivity** - We will make sure our learning intentions and experiences are provided for all students irrespective of background or ability. We will ensure that personal development intentions ensure that barriers to learning are removed and extra-curricular pursuits are open to all.

## STRATEGY 2

**Partnership and accountability. All of our students will benefit from being a part of a wider family of schools**

1. **Ofsted** - We will ensure that all schools provide excellent overall effectiveness
2. **School Improvement** - We will have strategic approach to school improvement where all of our schools will be both supported and challenged
3. **ESFA and ICFP – Integrated Curriculum Financial Planning** - We will ensure that key performance indicators that relate to the curriculum inform sound financial planning
4. **Governance** - The Trust will have established a governance structure with active participation from all trustees and governors. All skills needed to fully address the scope of governance will have been achieved
5. **Growth** - We aim to grow in proportion to our success. The first phase is to achieve between 5000 and 8000 students in the MAT.



## STRATEGY 3

**Sustainable, efficient and effective and cost-efficient planning and management to ensure the best learning opportunities for our students.**

1. **Virtuous Circle** - We will ensure the Trust establishes principles of organisational sustainability – economic, effective and efficient
2. **Central Services** - We will develop a highly capable central function that will provide efficient and effective services trust-wide
3. **Estate Management** - We will ensure that the fundamentals of good estate management are in place so that we will make the most of our resources
4. **Risk** - We seek to ensure that trustees and senior leaders work effectively through the context of risk: risk assessment and risk management
5. **Workload** - We will reduce the burden of unnecessary work on the workforce
6. **Safeguarding** - We will ensure the safety and well-being of all associated with Mosaic MAT.