

Learning Support Assistant

Required September 2022



Linton Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced DBS Check and a barred list check. Other checks may be requested if applicable.

Contents

1. Advertisement
2. Letter to applicants from the Principal
3. Job description
5. Person specification
6. Application instructions/information



LINTON VILLAGE COLLEGE, Cambridge Road, Linton, Cambridge, CB21 4JB

A comprehensive 11 – 16 Academy of 830 students

Principal: Helena Marsh, MEd

Learning Support Assistant

Level 1B (£18,933 pro-rata)

Permanent

Full Time (Term time only – 38 weeks a year)

Required September 2022

We wish to appoint a full-time Learning Support Assistant (32.5 hours per week) to join a hardworking and vibrant team to work alongside students who may have a range of challenging learning and/or communication difficulties.

The ability to support students with SEND in one or more of the following subjects up to GCSE grade would be an advantage: English, Maths, Science and Technology. Linton Village College supports flexible working. A job share would be considered.

Linton Village College is an ambitious and inclusive comprehensive 11-16 school at the heart of its local community. Ensuring a high-quality education for all of our students on a daily basis is our core priority. This is underpinned by a culture in which strong relationships, effective pastoral care and personal development opportunities are of paramount importance. We are committed to offering enriching learning experiences and we strive for educational excellence. We have very high expectations and provide a nurturing, friendly and supportive environment in which everyone can thrive and achieve.

The school supports colleagues' professional learning in national programmes as well as through a broad in-school and Trust-wide training offer. We also enjoy strong links with primary partner schools, sixth form colleges and the Faculty of Education at the University of Cambridge. Our membership of Anglian Learning provides further opportunities for career development and collaboration.

To find out more about this vacancy, please download an application form and information pack from our website at www.lvc.org. We welcome contact from interested candidates to discuss the role. Please contact humanresources@lvc.org to arrange to discuss the role or visit the school.

The College supports flexible working and requests for flexibility in working arrangements/patterns will be considered. Closing date for receipt of applications is **9.00am on Monday 6th June 2022**.

Applications must be submitted on the College's application form; CVs will not be accepted.

All staff share a commitment to Safeguarding and staff in regulated activity will be subject to an Enhanced DBS Check and a barred list check and other checks may be requested if applicable. We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered.



Dear Applicant



Learning Support Assistant

Thank you very much for your interest in this position at Linton Village College. I hope that the information enclosed will encourage you to apply to join our dedicated team of staff and helps you to appreciate what makes Linton Village College a special place to work and learn.

College ethos

We are a relatively small 11-16 comprehensive secondary academy with around 830 students on roll. Our culture is characterised by an inclusive and caring ethos. At Linton Village College everyone is a learner and every learner matters. Opened in 1937 as the third of Cambridgeshire's Village Colleges, the school is still true to Henry Morris' founding vision for cradle to grave learning. We operate a community sports centre and adult education provision in addition to housing community users.

Location and facilities

Linton Village College is situated on the outskirts of Cambridge. Our students come from a large number of primary schools in South Cambridgeshire and bordering Essex and Suffolk villages, plus the town of Haverhill. There are excellent transport links and we have an expansive campus with lots of green spaces and some fabulous facilities including a beautiful library, science labs, dance studio and excellent sports amenities. Our staff and students also benefit from links with the Granta Special School that is co-situated on our site.

School culture

Having been a pilot school for the Relational Schools research project, we prize the importance of developing strong relationships between all members of the College community. As a close-knit staff, there is collaboration and support across departments. We are people-centred and committed to having reasonable workload expectations of our staff (as showcased by the Department for Education) and access to high quality professional development. The six Linton Learner attributes are the qualities that we recognise, develop and promote in our students: curiosity, reflection, ambition, care, independence and responsibility. We have a strong safeguarding culture at the College.

Student profile

As Linton Village College has grown, its student demographic has diversified. Our cohort varies year on year but is typically above national average with a significant proportion of higher-attaining students. Our intake is very comprehensive and in recent years we have attracted more students with acute SEND. Some have benefited from bespoke provision with the Granta Special School while others have needed more in-house modification to meet their needs. The proportion of students eligible for the Pupil Premium is lower than the national average (around 11%). We have relatively few EAL students.

Pastoral care

The care and support on offer to students is a strength at Linton Village College. Each student is a member of a horizontal tutor group within a vertical House. The form tutor plays an integral role in offering pastoral care and supporting educational success. A Support Hub houses the four Heads of House and a range of other colleagues with specific pastoral expertise including an inclusion and safeguarding team, wellbeing mentors and a counsellor. This team works in partnership with the SEND team in our Henry Morris Centre.

Academic success

The College has maintained above-average levels of attainment and progress over a number of years with Progress 8 results of around/above +0.3 since the introduction of this measure. We are consistently within the top 25% of all schools nationally. In 2019, all students achieved positive value added, including

vulnerable groups, with exceptional outcomes achieved in Science and Art. We are keen to sustain this success and strive for even stronger outcomes and to close achievement gaps, particularly in Maths, for SEND students and low/middle prior attaining boys which are areas of relative underperformance.

Enriching education

We value the importance of a holistic education. Students at Linton Village College benefit from a wealth of enrichment activities including trips and visits to support the curriculum (particularly in STEM subjects and careers education) in addition to a thriving extra-curricular programme. An enrichment week in the summer term enables all students to engage in cultural opportunities beyond the classroom – the ambition is for every Year 9 student to experience a residential excursion. There are a range of lunchtime and after school clubs on offer and we are proud of our exceptional provision in the Arts.

Professional networks

Our staff body benefits from accessing training through Anglian Learning and through membership of Whole Education. We also have close links with the University of Cambridge and other teacher training providers as well as our local primary schools. Membership of a local, community-focused and like-minded group of schools affords us lots of opportunities for professional development and school improvement.

College Improvement priorities

Our College improvement plan centres on the importance of achieving consistency in the quality of educational provision:

- achieving an ambitious curriculum experience for all students in all subjects;
- embedding consistent and effective behaviour for learning across the school;
- ensuring that SEND teaching and provision enables all students to be successful.

It is my seventh year as Principal and it is a privilege to lead the College. However, there is much to be done to ensure that Linton Village College continues to be a vibrant, high-performing and successful school that meets the needs of all of its learners. I hope that you feel inspired to join us and play an integral role in the College's improvements.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely



Helena Marsh

Principal



Job Description: Learning Support Assistant

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

Site Linton Village College

Grade Level 1B £18,933 (pro-rata)

Responsible to Director of Inclusion

Overview

To work under the direction of the Director of Inclusion, in order to facilitate the active participation of children in the academic and social activities of the school. In particular, to remove barriers to learning for children with special educational needs to enable them to:

- Achieve their potential from their starting point
- To be able to take part in all aspects of school life
- To be ready for independence in learning and life when they leave Linton Village College

Key responsibilities

1. Support for students

- To have a secure knowledge of the students with SEND and be informed of the relevant strategies required to support these students (that have been outlined on their SEND Passport)
- To be a positive role model to these learners and develop positive and supportive relationships with individuals and small groups of students to ensure they can make progress
- To promote and support inclusion in the classroom, so that all students are involved with learning, tasks and activities
- To encourage students to become independent learners
- To help students with physical disabilities, who may need support with physical activities or require occupational or physio therapy
- To be a scribe, reader and or prompt in assessments

2. Support for the teacher

- To co-plan with the teacher so that both the teacher and the LSA are aware of the adaptations that need to be made with the students with SEND
- Provide information and advice to the subject teacher in order to help them plan accessible and ambitious programmes of work
- To be aware and plan for points of assessment, so that access arrangements can be supported
- To be informative with the progress students are making and share ways in which barriers to learning can be removed
- To work with the teacher to promote positive behaviour for learning

3. Support for the school

- Be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- Understand and support the aims and ethos of the school
- Support additional in school activities as a staff house member
- Appreciate and support the roles of other professionals
- Attend relevant meetings as required
- Participate in training and other learning opportunities as required
- Assist with the supervision of pupils out of lessons e.g. break and lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Develop and maintain effective working relationships with other staff
- Contribute to the maintenance of a safe and healthy environment

4. Knowledge and skills

- Computer literate in Word and Excel
- Ability to relate to adults
- To be able to work co-operatively as part of a team
- To have proficient communication skills

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through the appraisal process.

Person Specification: Learning Support Assistant

Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

Education	Essential	Desirable
Educated to GCSE Level with a good standard of literacy and general education	✓	
GCSE grade C+ / 4+ in English and Maths	✓	
School support staff qualification		✓

Experience	Essential	Desirable
Experience of working in a school or college context		✓
Experience of working in a classroom		✓

Professional Qualities	Essential	Desirable
A high level of organisational ability	✓	
Ability to work well with other colleagues	✓	
Ability to communicate effectively with staff and pupils	✓	
Ability to learn quickly	✓	
Ability to work independently	✓	
Maintain confidentiality	✓	
An interest in education	✓	
Ability to use ICT		✓
Flexibility in relation to tasks carried out	✓	
Able to converse at ease with members of the public (i.e. staff and pupils), answer questions and provide advice in accurate spoken English	✓	

Personal Qualities	Essential	Desirable
A commitment to safeguarding and promoting the welfare of children	✓	
Energy and enthusiasm	✓	
Confidence	✓	
Resilience	✓	

Personal Qualities	Essential	Desirable
Good humour and an ability to maintain perspective	✓	
Ability to remain calm in difficult situations	✓	
Ability to work as part of a team	✓	
Excellent attendance and punctuality	✓	
A liking and respect for young people	✓	
Appropriate professional relationship with colleagues and children	✓	

Application instructions/information



Recruitment incentives

- A friendly, community environment.
- Free membership of the College's Fitness Suite.
- Cycle to work scheme.
- A school laptop issued to all teaching staff.
- Access to free parking on site.
- Access to an [employee assistance scheme](#).
- A commitment to supporting healthy staff workload and wellbeing.
- Access to staffroom with free tea and coffee.

How to apply

1. Complete the application form. This is available to download from our website at [vacancies](#). CVs will not be accepted.
2. Write a letter of application to the Principal, Helena Marsh, of no more than two sides of A4. Please make reference to the person specification and job description and explain how your knowledge, skills, values and attributes make you well-suited to this role at Linton Village College.
3. Send your completed application form and letter to Human Resources no later than **9.00am on Monday 6th June** to humanresources@lvc.org. Please include the vacancy job title in the subject line and attach your application form and letter. Please do not send hyperlinks or other file formats.
4. References will normally be taken up for shortlisted candidates prior to the interview date. If you specifically indicate that you do not give consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.
5. Please read our privacy notice for job applicants and our recruitment and selection policy on our [policies](#) page.
6. If you have any queries about the application process please contact Human Resources (humanresources@lvc.org)

Find us

Directions to the College can be found [here](#).

Ofsted

Read our most recent [Ofsted report](#)

Accompanying documentation

The College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal convictions form;
- details of any child protection investigation that you may have been subject to;
- notification of any relationship with any pupil, employee, governor or trustee;
- evidence of your right to work in the UK;
- confirmation that, if appointed, you will provide documentation to allow a DBS check to be undertaken;
- original qualifications certificates, and
- a signed and dated hard copy of your application form and covering letter if you originally submitted them via email.

Full details of the documents required will be sent with your invitation to interview.

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and staff in regulated activity will be subject to an Enhanced DBS Check and a barred list check. Certificates of Good Conduct and other checks may be requested if applicable.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR and Recruitment can be found on our website: www.anglianlearning.org

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered.

