



# Launceston College

Part of the Athena Learning Trust



## Applicant Pack

Learning Support  
Assistants



**ATHENA**  
LEARNING TRUST

<b>Job Title:</b> Learning Support Assistants (mainstream and ARB Unit)	<b>Start date:</b> Immediately
<b>School base:</b> Launceston College	<b>Contract type:</b> Role 1 & 2: 25 hours (mainstream), Role 3 (mainstream, Role 4: 15 hours (ARB)
<b>Closing Date:</b> Tuesday 1 <sup>st</sup> November 2022 9am	<b>Salary:</b> Grade B, £9.90 per hour (£19,099 FTE) Actual salary based on 25 hours £10,674.25 Actual salary based on 15 hours £6,404.55 Actual salary based on 13 hours £5,550.61
<b>Interviews on:</b> Tuesday 8 <sup>th</sup> November 2022	<b>Contract term:</b> Fixed term until August 2023

## Our Trust

Launceston College is part of Athena Learning Trust alongside Altarnun Primary, Atlantic Academy, Bideford College, Egloskerry Primary and Launceston Primary School.

Our vision is to develop adventurous and ambitious students, who have the character, resilience and self-awareness required to be successful, whatever their background or circumstances. We seek to teach and support them to be responsible as well as happy and successful young people by learning the knowledge, skills and values that are essential for society.

We have exceptionally high aspirations for our students and seek to support them no matter what their background or circumstances.

We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning.

As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

**We seek applicants who are aligned to our vision and ethos and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, CPD, safeguarding, external networks, teaching and learning, school improvement, financial, administrative, estates and HR expertise.**

**We are looking for teaching and support staff who will deliver an exceptional education for the young people in our care.**



## Our College

Launceston College is a large and established 11 – 18 secondary school in Launceston, Cornwall. The belief at Launceston College is that the most vital part of any school is the people who make it what it is. Our students enjoy being part of our school community and we have a strong team of staff at the College who are united in encouraging students to work hard, to achieve their best and to respect others. To do this we believe that students need to be fully challenged and supported within a caring environment.

We believe that students should have all their achievements recognised, acknowledged and given credit; no child, however, should ever take away another child's right to a high-quality education. The College is therefore run in a well-disciplined, orderly and respectful manner; we have rules and we expect students to follow them. Our very high expectations for standards of behaviour from all students were recognised by Ofsted in their most recent inspection who judged the behaviour of our students to be "outstanding".



We are committed to the pursuit of individual excellence and achievement whilst ensuring that no-one is left behind. We believe in the education of the whole person and try to provide a range of experiences which promote the spiritual, moral, social and cultural development of our students; we are an accredited "Adventure Learning School" and provide a wide range of adventurous learning opportunities both inside the curriculum and beyond.

We will offer:

- A modern, well equipped college with outstanding facilities.
- A large team of dedicated and committed staff.
- A Trust culture which seeks to be fair, developmental, and supportive of staff and pupils.
- Opportunities to access professional development to ensure success in the role.
- An employee assistance programme.
- A cycle to work scheme.
- A focus on staff wellbeing.
- Generous pension and holidays.
- A large network across the primary and secondary settings.
- Attractive pay and opportunities to develop skills across the Trust.
- Support from cross Trust systems and school improvement leaders.



We are seeking to appoint for **Learning Support Assistants**.

## **Mainstream LSA Job Description**

The role will be to take a pro-active role in the support of the educational and social needs of the students; to support the curriculum and the College through the provision of assistance to the teacher in the practical organisation of class activities and small group work.

### **Duties and responsibilities:**

- To assist individuals and groups of children in developing knowledge, skills and attitudes. To consider the learning support involved to aid the children to learn as effectively as possible.
- To establish supportive relationships with the student/s concerned and to encourage acceptance and inclusion of all students.
- To encourage social integration and individual development of students. To develop methods of promoting and reinforcing students' self-esteem.
- To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.
- To assist with lunch and break time supervision of children.
- To accompany children on educational visits and outings as supervised by the Teacher.
- To assist with the assessment, monitoring and recording of children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the teacher or Principal as appropriate.
- To be aware of confidential issues linked to home/student/teacher/school work and to ensure the confidentiality of such sensitive information.
- To supervise an individual or small group of children within a class under the overall control of the teacher.
- To carry out administrative tasks associated with all of the above duties as directed by the teacher.
- To attend staff meetings and school-based INSET as required. To meet with the Student Support Centre Manager, Head of Individual Needs and/or other appropriate staff.
- To encourage acceptance and inclusion of all students.
- The post holder is responsible for his/her own self-development on a continuous basis.
- To be aware of and work in accordance with the College's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To develop methods of promoting/reinforcing the student's self-esteem and to promote independence through the development of self-help skills.
- To undertake other duties appropriate to the grading of the post as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.

## **Learning Support Assistant – ARB Unit Job Description**

Reporting to the SENCo/ARB lead teacher, this role will be working within the Area Resource Base (ARB) located within the College.

The role will be to take a pro-active role in the support of the educational, social and physical needs of the students; to support the curriculum and the College through the provision of assistance to the teacher in the practical organisation of class activities and small group work.

### **Duties and responsibilities:**

- To assist individuals and groups of children in developing knowledge, skills and attitudes. To take into account the learning support involved to aid the children to learn as effectively as possible.
- To establish supportive relationships with the student/s concerned and to encourage acceptance and inclusion of all students.
- To encourage social integration and individual development of students. To develop methods of promoting and reinforcing students' self-esteem.
- To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.
- To assist with lunch and break time supervision of children.
- To provide students with intimate care as required.
- To accompany children on educational visits and outings as supervised by the Teacher.
- To assist with the assessment, monitoring and recording of children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the teacher or Principal as appropriate.
- To be aware of confidential issues linked to home/student/teacher/school work and to ensure the confidentiality of such sensitive information.
- To supervise an individual or small group of children within a class under the overall control of the teacher.
- To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required.
- To meet the needs of students with emotional and behavioural difficulties. To control the student to prevent harm and disruption to the student or others, within the limits of the post holders training and school policies and procedures.
- To carry out administrative tasks associated with all of the above duties as directed by the teacher.



- To attend staff meetings and school-based INSET as required. To meet with the Student Support Centre Manager, Head of Individual Needs and/or other appropriate staff.
- To encourage acceptance and inclusion of all students.
- The post holder is responsible for his/her own self-development on a continuous basis.
- To be aware of and work in accordance with the College's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To develop methods of promoting/reinforcing the student's self-esteem and to promote independence through the development of self-help skills.
- To undertake other duties appropriate to the grading of the post as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department

### Person Specification:

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b><u>Relevant Experience</u></b>	Previous experience of working with children.	Previous experience of working with children with complex needs/challenging behaviours within a classroom environment or similar.	Application form.  Interview.
<b><u>Education &amp; Training</u></b>	Good levels of literacy and numeracy.  Attainment of 4 GCSE qualifications (or equivalent), or able to demonstrate equivalent knowledge, skills and aptitude.	Team teach training	Application form.  Interview.
<b><u>Special Knowledge &amp; Skills</u></b>	Organisational skills.  Good communication skills.	Knowledge of issues relevant to education and child development.	Interview.
<b><u>Any Additional Factors</u></b>	Able to prioritise between different demands.	Able to work without supervision.	Interview.

	<p>Ability to work to deadlines.</p> <p>Self-motivated, and able to work in a team.</p> <p>An interest in children and education.</p> <p>Patient and friendly approach.</p>		
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### To apply:

To apply for this job, please complete the application form: (provided in two formats below):  
*(Please note that for the Word application, you may have to download the file)*

[Word Application](#)

[PDF Application](#)

*We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.*

### Safeguarding Statement:

Athena Learning Trust 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. All posts are subject to DBS clearance and appropriate pre-employment checks.