



St Wilfrid's

Church of England Academy



Salary: NJC 5 - 8 (£23,500 - £24,702) pro rata
Contract: 32.5 hours per week, term time plus 1 week
Closing Date: Monday 24th June 2024

LSA3 - SOCIAL, EMOTIONAL AND MENTAL HEALTH

WELCOME

DOMINE DIRIGE NOS

Thank you for expressing an interest in the Learning Support Assistant (Level 3) post. This pack is intended to provide you with specific information regarding the position and how it will help support students within the Academy, however if you have any other queries please contact either Simon Hughes or myself.

If you were to be successful in your application, you would be joining an Academy which strives for excellence.

We benefit from purpose-built accommodation with excellent facilities. All in all, it is a wonderful place to work, learn and worship. Our vision is 'Lord Direct us to Live Life to the Full', rooted in John 10:10. Whilst Learning, we are Inspired and develop our Values through Experiences as each member flourishes. We aim to raise aspirations, realise potential and develop well-rounded successful teachers and young people.

This is an exciting opportunity to take a leading role within our team of Learning Support Assistants and join a dynamic SEND department. This role is to work in our Key Stage 4 Thrive Centre with a small group of Year 10 and 11 pupils."

To be successful in this role, you will need to be able to provide intervention for withdrawn students so that gaps in knowledge are addressed by using existing schemes of learning and adapting, or creating resources to ensure progress is made across a range of subjects.

You will also need to provide support for students during lessons, ensuring that learners can access the curriculum successfully, and support the classroom teacher to ensure all learners make progress. You will need to be focused, resilient and good-humoured, have experience of working in a team and be digitally literate. It is also essential that you have excellent communication and interpersonal skills. You will need to quickly

adapt to new working environments, be a natural team player and possess high levels of emotional intelligence to be successful in this role. When appointed, appropriate training will be provided.

If you believe that you can make a difference and improve the self-esteem, independence and confidence of our learners through this role, then I would warmly welcome your application.

Please submit the Support Staff application form, which can be downloaded from the Academy website along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post. This should be sent to knightingale@saintwilfrids.com.

The closing date for the receipt of applications is 9am on Monday 24th June 2024.

I look forward to receiving your application.

Yours faithfully,

Mrs V Michael
Principal



ABOUT THE ACADEMY

St Wilfrid's Church of England Academy provides a faith-led education for 11 to 18 year olds serving the Borough of Blackburn with Darwen and parts of Pennine Lancashire. We seek to provide an excellent education based upon a strong Christian foundation, as we develop all who work, learn and serve in our community. Our Academy is exceptionally diverse and inclusive. Our students and staff, whilst united by the Christian ethos of the school, have a wide variety of backgrounds and beliefs.

We benefit from extensive purpose-built accommodation with excellent facilities. The Academy was rebuilt on this site in 2003 and benefits from modern, spacious accommodation. The new Thrive unit for pupils with SEMH opened in September 2023.

As an Academy, we seek to embrace research driven pedagogy whilst

maintaining a balance with traditional practice to bring about excellent examination success. All students have an electronic device for independent learning and we have an iSpace room for immersive learning. Visitors to St Wilfrid's comment on the calm and purposeful environment, the friendly nature of our students and the welcoming nature of our staff.

We enjoy strong links with local churches, Primary Schools and Blackburn Cathedral where we gather for eucharist each term, and our traditional Nine Lessons and Carols service at Christmas.

Overall, St Wilfrid's Church of England Academy is a wonderful community, and a place committed to the growth and development of its staff and pupils.



Scan to watch a video of staff sharing why they love working at St Wilfrid's.



OUR VISION

*Lord direct us to **live** life to the full*

Our vision statement for the Academy derives from two places:

- 1) Our motto '*Domine Dirige Nos*', which translates to '*Lord Direct Us*'; and
- 2) A verse from the 10th chapter of the gospel of John, which reads:
"The thief comes only to steal and kill and destroy; I have come that they may have life, and have it to the full."

We believe that this life should be lived out to the full, through direction and guidance from the Lord. Our hope is that the daily experiences within the Academy enables students to develop holistically; growing in character and valuing all others.



Students will **learn** values through academic study and everyday interactions. They will be **inspired** by the spiritual and enriching out-of-lesson experiences, and in turn, inspire hope in others. Students will become stronger, well-rounded and content individuals who **value** themselves and others. They will be given opportunities to develop and **experience** a fully-inclusive environment.



Learn more about our christian ethos, vision and values here



JOB DESCRIPTION

PURPOSE

The Learning Support Assistant (level 3) will take a leading within the team of learning support assistants. The required duties will include the delivery of intervention; in-class support; support in external examinations; guidance and advice for teaching staff and LSAs and the provision of strategies to support students who have SEND as well as contributing to the access arrangement process.

RESPONSIBILITIES

- To Specialise in a field of SEND, being proactive in researching effective strategies to support students and cascade this information to relevant staff
- Undertake the screening of students to identify need, implement appropriate intervention programmes for individuals / groups of students and monitor their impact
- Provide support for SEND teachers, the SEND Administrator and the SENDCo in the collection of data as evidence for access arrangements
- Provide support to students, including those with special needs, ensuring their safety and access to learning activities. This may include implementing related personal programmes including social, health, physical, hygiene, first aid and welfare matters
- Promote good student behaviour, dealing promptly with issues and encouraging students to take responsibility for their own behaviour, in line with the Academy Behaviour Policy
- Promote good student behaviour, dealing promptly with conflicts / issues and encourage students to take responsibility for their own behaviour, in line with the Academy behaviour policy
- Support students in external examinations ensuring that practice meets the requirements of the JCQ (training will be given). Administer routine tests and contribute to the invigilation of examinations as required
- Using your comprehensive knowledge of your SEND area of specialism, advise all staff, so they can understand the barriers to learning associated with the condition and adapt the learning plan appropriately
- Contribute to the writing and development of learning plans and monitoring plans
- Report student achievement, progress and other relevant issues associated with the impact of intervention cohorts in an agreed format
- Prepare, maintain and use equipment / resources required to meet lesson plans / learning activities and assist students in their use
- Be responsible for keeping and updating records particularly CPOMS logs and the SIMS behaviour management tool
- Manage one's own workload and that of others to allow an appropriate work life balance
- Actively take part in the Academy's Staff Appraisal Process
- Undertake personal development and improve one's own practice through training and CPD (as appropriate), observation, evaluation and discussion with colleagues and use this to support others
- Work as part of a team and support the roles of other team members
- Actively promote the Christian ethos of the Academy
- Be aware of, and comply with, policies relating to Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to a nominated person
- Engage in the Academy's procedures for quality assurance and self-evaluation
- Contribute to the overall work and ethos of the Academy
- Attend and participate in meetings as required
- Accompany teaching staff and students on visits, trips and out of Academy activities as required and take responsibility for a group under the supervision of a teacher
- Actively promote the Academy in the Community
- Contribute to the wider life of the Academy e.g. House System
- Foster positive, professional relationships with staff and students
- Present themselves in a professional manner

- Be committed to the safeguarding of children and young people
- Treat people fairly, equitably, with dignity and respect, to create and maintain a positive culture within the Academy

Employees will be expected to undertake any other duties and responsibilities as required that are covered by the general scope of the post and any other reasonable duties at the request of the Principal.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy 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.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal.

REWARDS AND BENEFITS

- NJC pay scale: NJC5 – NJC8 (£23,500 - £24,702 pro rata) Actual Salary £17,732 - £18,639
- Local Government pension scheme.
- Access to Employee Assistance programme offering free confidential support on a range of issues such as work, wellbeing, money, health and legal advice.
- Excellent opportunities for continuous professional development and support to develop your career.

SAFEGUARDING

St Wilfrid's Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
QUALIFICATIONS	
<ul style="list-style-type: none">5 good GCSEs (or equivalent) including English and Mathematics	<ul style="list-style-type: none">ELSA or Nurture Training
EXPERIENCE	
<ul style="list-style-type: none">Have experience of working under pressure to deadlinesHave experience of supporting students in their learningBe able to evidence experience of working effectively within a team and the subsequent impactBe fully IT competent and be able to advise others where appropriate	<ul style="list-style-type: none">Have experience of supporting students with additional needs and advising staff on methods to address thisHave experience of leading intervention programmesHave worked as a TA or in a school
SKILLS AND ABILITIES	
<ul style="list-style-type: none">Be able to relate to young peopleBe able to lead othersBe able to research around an area of specialism related to SENDBe confident in supervising and assisting studentsHave excellent communication skillsHave good numeracy and literacy skillsHave a commitment to professional developmentHave good organisational skillsHave a first aid certificate or be willing to gain this within an agreed time frame	<ul style="list-style-type: none">Have a knowledge of the SEND Code of Practice
PERSONAL QUALITIES	
<ul style="list-style-type: none">Be able to actively support and promote the Christian Ethos of the AcademyHave energy, ambition and enthusiasmBe a team player used to working collaborativelyHave a commitment to an inclusive ethos with the belief that "every student counts"Have a commitment to making a difference with a positive 'can do' outlookBe adaptable and resilientBe flexible to respond to emerging initiatives which support student learningBe proactive in supporting colleaguesPossess a good sense of humourBe able to lead by example and demonstrate professional values, securing the ethos of the AcademyBe professional in relation to conduct, appearance, punctuality and attendance	

HOW TO APPLY



CLOSING DATE: 9AM MONDAY 24TH JUNE 2024

Please submit the Support Staff application form, which can be downloaded from the Academy website, along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post. These should be sent to Mrs Nightingale via knightingale@saintwilfrids.com.

We look forward to receiving your application.

