



SEND Learning Support Assistant Application Pack



Contents

Letter from Cathie Paine, Chief Executive, REAch2 Academy Trust	3
Letter from Jo Collinson, Headteacher, Racemeadow Primary Academy	4
Our Cornerstones and Touchstones	5
The application.....	8
The application process and timetable.....	8
Safeguarding, Safer Recruitment and Data Protection.....	9
Job Description.....	10
Person Specification.....	13

Letter from Cathie Paine, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Cathie Paine

Chief Executive, REAch2 Academy Trust



Letter from Jo Collinson, Headteacher, Racemeadow Primary Academy

Dear Candidate,

Racemeadow Primary Academy is a two-form entry primary school within the town of Atherstone in Warwickshire. Our school provides a happy, stimulating, safe and secure environment which develops caring and confident children with enquiring minds.

As a school, we strive to ensure that during their time at Racemeadow all children reach their full potential in all areas of learning- academic, social, emotional, physical, spiritual, moral and cultural.

Our mission statement, **'Working hand in hand to put our children at the heart of all we think, say and do'**, underpins our approach to everything at Racemeadow. It stems from our firm belief that in order to achieve our vision of **'all children becoming the best that they can be'** we need to work hard to ensure that we form positive relationships and work 'hand in hand' with parents, carers, and the local community. It also reminds us of the reason we are all here, which is for the children, and they should be at the centre of all we do.

Within our school we often use the phrase 'Team RPA' (short for Racemeadow Primary Academy) and it is from this that our core values of relationships, pride and ambition come.

Relationships	Pride	Ambition
We are welcoming We are kind and caring We treat others with respect	We take pride in ourselves We take pride in our learning We take pride in our school community	Dream big Never give up Be the best that you can be

Racemeadow is a great place to work and REACh2 are a wonderful trust to be a part of. I joined the school as a KS2 teacher in September 2007, became assistant headteacher in 2012 and am honoured to have been head for over 7 years.

If you would like to join our kind, hardworking and enthusiastic team then we would very much welcome an application from you.

Jo Collinson

Headteacher, Racemeadow Primary Academy, REACh2 Academy Trust

Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: www.reach2.org



The role – SEND Learning Support Assistant

Post: SEND Learning Support Assistant x 2 required to start 5th September 2022.

Fixed term (initially until August 2023, with the possibility to extend/review dependent of funding/impact.)

School/Location: Racemeadow Primary Academy, Ratcliffe Rd, Atherstone, Warwickshire, CV9 1LT

Hours: 26.25 hours per week, working 9:00am to 3:15pm (1hr break for lunch) term time only plus INSET days.

Salary: Warwickshire NJC SCP7-10 FTE £20,443-£22,128 (pro rata for hours and weeks worked)

Closing Date: 12.00pm Thursday 7th July 2022

We are looking to appoint 2 x SEND Learning Support Assistants on a fixed term contract (initially until August 2023, with the possibility to extend/review, dependent on funding and impact) to work with specific named children in Key Stage 1 and 2.

Potential candidates should have an NVQ Level 2 (or equivalent) in a relevant childcare qualification and ideally have experience of working with children with Special Educational Needs.

Knowledge of policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection will also be required.

We would love to hear from you if you are an individual who:

- Has a hardworking ethos and high expectations of themselves
- Is passionate about the achievement of all children enabling them to thrive in all aspects of their life
- Builds and maintains positive and supportive relationships with children, parents, staff and outside agencies
- Is a strong team player who enjoys collaboration with colleagues
- Is dedicated to ensuring the overall safeguarding and wellbeing of all children
- Is committed to your own professional development and seeks a new challenge

We can offer you:

- Strong, supportive leadership and a caring, enthusiastic and hardworking staff team
- An extremely supportive and friendly team;
- Membership of the Local Government Pension Scheme;
- High quality Continuous Professional Development;
- Free and confidential access to REACH2's Employment Assistant programme manned by qualified counsellors 24 hours / 7 days per week;
- A rewarding job where no two days are the same;
- Free car parking;
- Generous annual leave entitlement.

Visits to the school are warmly welcomed.

To arrange a visit, please contact Jo Collinson, Headteacher: jo.collinson@racemeadow.org / Tel: 01827 713284

The application

Completed applications should be submitted to: Jo Collinson, Headteacher, jo.collinson@racemeadow.org

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

Racemeadow Primary Academy and REAch2 are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to an Enhanced DBS with a Children's Barred List Check and two satisfactory references.

The application process and timetable

Application deadline:	12pm on Thursday 7 th July 2022
Interviews:	Tuesday 12 th July 2022 (AM)
Contract details:	Fixed term, 26.25 hours, 39 weeks
Start date:	5th September 2022

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

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

Job Description

Post: SEND Learning Support Assistant

Salary: Warwickshire NJC SCP7-10 FTE £20,443-£22,128 (pro rata for hours and weeks worked)

Reports to: Head Teacher

Core Purpose

Working under the overall supervision of the class teacher, assisting and supporting teaching and learning, supporting the general care, safety and welfare of children and working with an individual or small group of children. There will be a commitment to the protection and safeguarding of children and young people.

The successful candidate will:

- Be enthusiastic, highly motivated, enjoy working with children and be passionate about making a positive difference to children's lives
- Be creative and committed to making learning interesting and fun
- Inspire trust, instil confidence and embrace challenges, in order to raise pupil expectation and attainment
- Have experience of working with and supporting children with EHCP, desirable experience with children with social, emotional and mental health needs
- To organise and deliver supporting sessions for children on a one-to-one basis
- Be able to work as part of a successful, hardworking, dedicated team

Candidates should also:

- Have a flexible approach to working
- Work well within a team
- Display initiative and ability to work independently
- Is enthusiastic and dynamic
- Be reliable with a sense of commitment
- Have a calm and patient manner
- Ability to adapt activities to engage an interest
- Use praise, commentary and assistance to encourage the pupil to concentrate and stay on task
- Liaising with the class teacher, SENCO and other professionals about individual Learning plans, contributing to the planning and delivery as appropriate
- Consistently and effectively implementing agreed behaviour management strategies
- Helping to make appropriate resources to support the pupil
- To establish supportive relationships with the pupil concerned
- To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- To support the pupil in developing social skills both in and out of the classroom
- To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted

Responsibilities

Curriculum support:

- Contribute to curriculum planning and evaluation and assist in implementation.

- Assist in the delivery of lessons/session and interact with the teachers, other LSAs and children as required.
- Undertake agreed learning activities/teaching programmes, adjusting according to pupil responses
- Support and use ICT in learning activities and develop children's competence and independence in its use.

Support for pupils:

- Support individual children during independent and group work by explaining tasks, reinforcing key vocabulary/concepts/objectives, using practical apparatus, keeping children engaged and motivated.
- Occasional support to whole class for short periods (e.g. story reading)
- Help children to develop communication skills.
- Assist in personal, social and emotional development of pupils and development of self-esteem, including promoting independence.
- Contribute opinions towards the implementation and review of EHCPs.
- Assist with supervision on trips off the school premises, under the overall guidance of the responsible teacher.
- Use physical intervention strategies as required following training (e.g. team teach)

Support for the teacher:

- Assist with lesson/activity planning, delivery and evaluation.
- Monitor individual or group achievement of key objectives and feedback to the teacher either verbally, directly onto the planning sheets or on observation sheets.
- Contribute to the assessment of pupils by teachers through observation and reporting.
- Record information relevant to assessment and the review of pupils' progress.
- Attend review meetings if required.
- Support implementation of strategies to manage behaviour.
- Active involvement in day-to-day management of the learning environment including responsibility for the care and preparation of resources.
- Undertake some routine administrative tasks.
- Liaise with parents/carers, specialist teachers and other professional staff.

Support for the Academy:

- Contribute to the overall ethos/work/aims of the Academy
- Maintain confidentiality at all times.
- Be available for work for 195 days a year (pro- rata if working less than a 5-day week), including attendance at in-service training and on training days
- Attend staff meetings as required.
- Undertake any relevant training to support work within the Academy
- Attend Performance Management meetings with the Leadership and Management Team

Specific SEN Support:

- To assist teachers planning and working with the child and working under the direction of teachers, Inclusion Manager and outside agencies (e.g. EIS, IDS).
- Discuss the child's progress and specific needs with relevant staff.
- To follow recommended teaching methods and techniques as indicated in the EHCP.
- To liaise with parents/carers about the child's learning and development.
- To support children in small groups or on a one to one basis in the classroom or through withdrawal.

Additional Information

Racemeadow Primary Academy and REAch2 are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to an Enhanced DBS with a Children's Barred List Check and two satisfactory references.

The duties outlined in the Job Description may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment.

Person Specification - SEND Learning Support Assistant

	Essential	Desirable
Fulfil the requirements of an enhanced DBS disclosure	*	
Right to work in the UK	*	
Knowledge/Qualifications and experience		
Hold a recognised and relevant NVQ Level 2 qualification	*	
Hold a First Aid qualification		*
Have previous experience of working as a Learning Support Assistant in a school		*
Have previous experience working with children who have special educational needs		*
Skills , abilities and personal attributes		
Evidence of a commitment to safeguarding and promoting the welfare of children and young people	*	
Commitment to promote and support the aims of REAch2	*	
Ability to utilise ICT to support learning	*	
Be calm, patient and have good listening skills	*	
Motivated to work with children with special educational needs and to inspire confidence in them	*	
Able to form and maintain appropriate relationships and personal boundaries with children	*	
Demonstrate emotional resilience in working with challenging behaviours	*	
Able to co-operate with other staff and have good communication skills, relating well to parents and other adults	*	
Have a sympathetic understanding of the emotional, social and intellectual needs of children with special educational needs	*	
Able to take direction and prepared to work independently and show initiative and ready to adapt when required	*	
Be reliable, trustworthy, discreet and able to maintain confidentiality	*	
Have a good sense of humour and good interpersonal skills	*	
Be committed to own professional development and undertaking training and short in-service courses when required	*	