



LEARNING
ACADEMIES TRUST

SEND TEACHING ASSISTANT RECRUITMENT PACK

BELIEVE YOU CAN, TOGETHER WE WILL

 www.learningat.uk  01752 938028  info@learningat.uk



About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016. In April 2018 three more primary schools joined, and in October 2018 two further schools joined our family. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth with plans on the horizon to grow.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust holds three core beliefs at the centre of the work we do:



Every child in our Trust deserves an outstanding education



Schools work best when they work together



Every school is unique

All of our schools are committed to the following values:

**Together we
will...**

Aim to develop our children
as responsible rounded
citizens

Not let social disadvantage
be an obstacle to success

Develop our children's love
of enquiry and
perseverance to become
life-long learners



Provide a rich and
stimulating curriculum which
is broad and balanced

Establish an inspirational
environment in every
classroom

Work hard every day to be
'outstanding' in everything
we do

Strive for the highest
academic standards

We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will

become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 9 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 3400 children and employs over 600 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website www.learningat.uk

A message from our Chair of the Trust Board...



Mr John Butcher

Thank you for showing interest in joining the Learning Academies Trust. We are proud of our achievements to date and our recognition as a truly collaborative and united partnership of Plymouth primary schools. It is our aim to support our schools with expert advice from a central team of experts covering estates, IT, finance and HR. Furthermore, our school improvement offer demonstrates a shared, supportive understanding of curriculum delivery that meets the needs of our young people.

The LAT believes that strong communication between the strategic direction provided by the Trust Board and its local governing bodies is also significant in establishing a coherent and shared vision with common values embedded in our practice. I truly hope you will want to explore this exciting professional opportunity and we would be delighted to share our offer with you during the application process.

A message from our CEO...



Mr Simon Spry

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools with continued growth plans, we have high expectations to deliver the very best for our children.

If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed @learningatceo.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk hr@learningat.uk

About Woodfield Primary School

Headteacher: Ms Tessa Saunders

Location: Taunton Avenue, Whitleigh, Plymouth PL5 4HW

Approximate number of students: 170

Approximate number of staff: 50



Message from the Headteacher

Thank you for requesting the details about the position at Woodfield. Woodfield is a one-form entry Primary and Nursery school, educating children from 2 – 11 years, in Whitleigh, which is in an area of high deprivation in the northwest of Plymouth. True to the Trust's values we are firmly committed to ensuring that every child achieves their full potential. We are at the heart of the community that we serve and pride ourselves on our warm, welcoming approach and building strong working relationships with all our families to ensure the very best for the children in our care. As a school, we set high expectations for learning and have 12 values, focusing on one per month, that underpin all the work that we do. Oracy is a vital life skill and an integral part of our curriculum. We begin developing the children's Oracy skills in Nursery to ensure that they develop the ability and confidence to interact with peers and adults to deepen their learning and understanding. Again, thank you for taking the time to consider the position we have, please feel free to contact the school if you have any questions.

Tessa Saunders, Headteacher

SEND TEACHING ASSISTANT JOB DESCRIPTION

Job Title	SEND Teaching Assistant
Location	Woodfield Primary
Responsible to	Headteacher
Job Type	Temporary (Until 31 st August 2023)
Salary FTE	Grade C £21,575.00 - £22,369.00
Actual Annual Salary	£12,481.00 - £12,940.00
Hours/weeks	25 hours per week, 39 Weeks per year
Closing Date	9.00am 2nd February 2023
Interview Date	W/C 6th February 2023
Proposed Anticipated start date	As soon as possible

Job Summary

To support the teaching staff and SENCO in providing an outstanding education through working with children with SEND to deliver their EHCPs and support transitions during the day. Promoting and embedding the school's ethos and values in everyday activities. Work may be conducted in the classroom or may take place outside the classroom. This role will include working 1:1 with pupils to support their individual needs.

Key Roles and Responsibilities

- Build relationships with and nurture pupils to enable positive educational outcomes.
- Work as part of a team to uphold and role model the strong values that are fundamental to our school.
- Deliver planned teaching and learning activities and adjust the learning as required to support pupils where developmental delays are significant compared to their age-related peers.
- Work with small groups or on a 1:1 basis to ensure individual needs are being met.
- Assisting with the development of resources, lessons, and the classroom environment, to ensure the learning objectives of the lesson are met.
- Create strategies, with guidance from the teacher, to support and encourage pupils to achieve their learning goals.
- Monitoring and record pupils' attainment and report pupils' progress and achievements to the teacher.
- Provide feedback to pupils under the guidance of the teacher
- Promote good behaviour and support the building of positive relationships between pupils, promoting inclusion and acceptance of all pupils.
- Deal promptly with conflicts and incidents in line with the school's policy and encouraging pupils to take responsibility for their own behaviour.
- Work alongside SENCo and Teachers to act on advice from and feedback to relevant professionals, such as Educational Psychologists and Speech and Language Therapists.
- Provide administrative support to the teacher.
- Establish positive relationships with parents/carers and where appropriate participate in meetings with parents/carers alongside the teacher or SENCo.
- Accompany the teacher and pupils on all out of school activities as required.

Additional Information

- The post holder is required to uphold and promote the school's policies and procedures relating to Safeguarding, Data Protection, GDPR, Health and Safety, school security and report any concerns to the appropriate person.
- To be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust's responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity.

PERSON SPECIFICATION

Job Title	SEND Teaching Assistant
Location	Woodfield Primary
Grade	Grade C £21,575.00 - £22,369.00 FTE

Attributes	Essential	Desirable
Education/ Qualifications	<p>NVQ2 or equivalent qualification in relevant discipline</p> <p>Able to evidence a willingness to take part in professional development opportunities</p> <p>A minimum of Grade C in GCSE Maths and English or equivalent qualification</p>	<p>Achieved or training for an NVQ 3 or equivalent qualification in relevant discipline</p>
Experience	<p>A minimum of a year's experience in a primary school</p> <p>Experience in a school with high numbers of children with additional needs</p>	<p>Recent experience of supporting individuals, groups and whole class settings</p> <p>Recent experience in KS2</p>
Skills/Knowledge/ Aptitude/	<p>Able to provide evidence of having a positive impact on the learning outcomes of the children</p> <p>Clear awareness of how to respond to safeguarding issues</p> <p>Good emotional intelligence; ability to communicate effectively with colleagues and show empathy towards pupils</p>	<p>Understanding of the use of ICT in a classroom setting</p> <p>Sense of humour</p> <p>Ability to support the class teacher / SLT in communicating with parents</p> <p>Experience of running interventions</p> <p>Knowledge of Read write Inc or similar phonics programmes</p>

	<p>Have excellent written and verbal communication skills.</p> <p>Be able to create and maintain effective partnerships with staff, parents, carers, children and the wider school community.</p> <p>An ability to engage, motivate and enable children to make progress in their learning</p> <p>A positive and effective approach to behaviour management.</p> <p>Understanding of social communication difficulties</p> <p>Clear understanding of EYFS</p> <p>Promote and sustain high standards</p> <p>Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.</p> <p>Promote the inclusion and acceptance of all pupils.</p>	
Motivation	<p>Evidence of an ongoing positive and enthusiastic approach to motivating the children and to supporting colleagues</p> <p>Be a good team player</p> <p>Ability to use initiative and able to prioritise work</p>	Willingness to lead or support extra-curricular activities
Physical	Ability to work across the school and carry out the duties	Ability and willingness to sit on the floor with children where

	of a teaching assistant, including lunchtime duties	this will support their behaviour or learning
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Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

How to apply

In order to apply, please use the button at the bottom of the advert (www.learningat.uk/join-us/vacancies/) to download an application form and return it to hr@learningat.uk. If you would like to request a paper copy, please email hr@learningat.uk.

Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date listed above.

With 9 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please send your CV to hr@learningat.uk and we will be in touch as soon as we have a suitable position.

