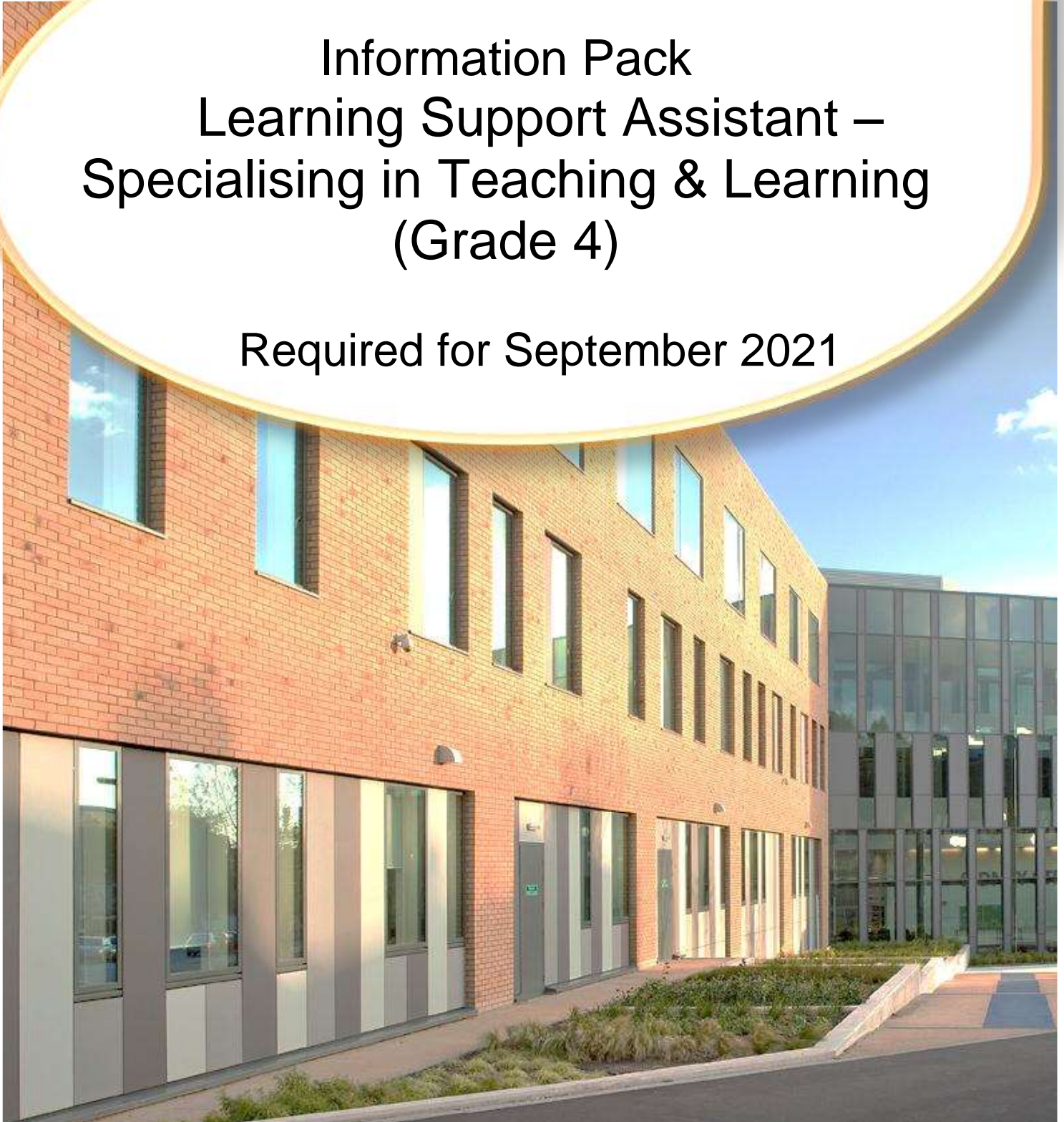


# Information Pack Learning Support Assistant – Specialising in Teaching & Learning (Grade 4)

Required for September 2021



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



## Learning Support Assistant

You will be part of a large, motivated and supportive learning support team and will work closely with members of this team as well as with teachers in departments. You will also be expected to be a co-tutor, which means that you will provide support to a form tutor and belong to one of our five houses.

This could be a fantastic opportunity for someone who wants to consider a career in teaching. Many of our Learning Support Assistants in recent years have gone on to do a PGCE or schools direct courses and have found their experience as a Learning Support assistant invaluable. We are also the lead for the Coventry SCITT (School Centre for Initial Teacher Training) so if teaching is something you would like to pursue, Sidney Stringer Academy is definitely the best place to be (please see the SCITT website for further information).

You will be expected to work independently with small groups and plan and prepare for this. You will need to have patience as well as good behaviour management skills, or the ability to develop them. You will also need a passion for working with young people and supporting those with additional barriers to their learning. Nearly 18% of the students at the Academy are identified as SEND and within this there is a varied spectrum of additional needs. We strive to ensure that all students have equal access to a broad and balanced curriculum and our LSAs are integral to this.

# Why work at Sidney Stringer Academy:



- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and the opportunity to be involved in additional career-development programmes
- Excellent professional development opportunities across a wide range of areas, delivered by experienced specialists and practitioners

- Free tea and coffee
- Social committee with subsidised events
- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards
- Dynamic and exciting environment
- Strong community links
- Supportive team and atmosphere



## **JOB DESCRIPTION**

### **Learning Support Assistant – Specialising in Teaching & Learning (Grade 4)**

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

**Reporting to:** Head of SEND

**Scale:** Grade 4

**Hours** 35 hours per week - term time only plus 5 days

**Monday to Friday 8.30am to 4.00pm**

#### **Job Purpose**

To work under the Head of SEND, taking on a strategic leadership role in developing Academy T&L policies and practice and to promote collective responsibility for their implementation both within the Academy and in other workplaces as directed. To support the development of a highly skilled Learning Support faculty team, and model outstanding support and contribute to the development of outstanding teaching across the Academy

#### **Generic Roles and Responsibilities of ALL Learning Support Assistants**

- To develop an understanding of the special educational needs of the student/s concerned
- To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials
- To build and maintain successful relationships with students, treat them consistently, with respect and consideration.
- To help promote independent learning
- To help reinforce student learning using a range of strategies and techniques
- To assist students with physical needs, if required
- To help students record work in an appropriate way
- To develop study and organisational skills
- To help keep the students on task and to build motivation
- To model good practice to both students and staff as an educational professional, demonstrating excellent punctuality, attendance and integrity
- To help build the student/s' confidence and enhance self-esteem, inspiring them to learn

- To have formal and informal meetings with teachers to contribute to planning lessons/activities and completion of Teacher/LSA agreements.
- To prepare materials and resources in advance of the lesson
- To prepare students beforehand for a task
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- To work on differentiated activities with identified groups of students independent of the classroom if required
- To support the teacher in implementing specific teaching programmes
- To supervise practical tasks and support with differentiating these where appropriate
- To carry out structured classroom assessment/ observation and feedback outcomes
- To be involved in keeping records and evaluating identified students' progress
- To accompany teaching staff and students on visits, trips and out of school activities as required
- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour
- To accompany teaching staff and students on visits, trips and out of school activities as required
- To identify personal training needs and to attend appropriate internal and external in-service training
- Provide support to a form tutor as a co-tutor

### **Key Tasks and Responsibilities**

- Work closely with the Head of SEND and the Assistant Principal for T&L, taking a leadership role in developing, implementing and evaluating policies and practice that contribute to Academy improvement.
- Research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform their own practice and that of colleagues.
- Have a critical understanding of the most effective teaching, learning and behaviour management strategies, including how to collaborate with teachers to select and use approaches that personalise learning to provide opportunities for all learners to achieve their potential.



- Have an extensive knowledge and understanding of their subjects/curriculum areas and related pedagogy gained, for example, through involvement in wider professional networks associated with their subjects/curriculum areas.
- To support with new staff induction within the learning support faculty, helping to support new colleagues under the guidance of the Head of SEND
- Know how to improve the effectiveness of assessment practice in the workplace, including how to analyse statistical information to evaluate the effectiveness of teaching and learning across the school.
- Model outstanding collaborative teaching and learning to other staff and support the development and practice of other Learning Support colleagues across the Academy.
- To take responsibility for the development of CPD sessions at a faculty and whole school level where appropriate, with support from the Associate Head of SEND and the Assistant Principal for T&L.
- To develop the role of coach and co-coaching activities within the Learning Support Faculty.
- Outreach work within other schools in the MAT if appropriate.
- Contributing to the provision of in-service training.
- Advising other teachers on classroom organisation and best practice for working with support staff.
- Contribute to the professional development of colleagues using a broad range of techniques and skills appropriate to their needs so that they demonstrate enhanced and effective practice.
- Helping and guiding teachers and support staff who are experiencing difficulties and over-seeing the implementation of LSA support plans.
- To take the lead in the implementation of Teacher-LSA agreements, and support LSA staff with this document under the guidance of the Head of SEND
- Take a lead in planning collaboratively with colleagues in order to promote effective practice.
- Identify and explore links within and between subjects/curriculum areas in their planning.
- To develop and share high quality materials.
- To contribute to meetings, discussions and management systems both within the faculty and the whole school teaching and learning group.
- To be the lead person for Demo weeks and T&L Hotspots/meetings within the department.
- To implement and support others with using the recommended strategies (i.e. group plans and SSPs) and trialling new strategies in lessons.
- To support with raising the profile of Learning Support throughout the school, ensuring awareness of SEND and barriers to learning remains embedded in our culture
- To link with other expert practitioners within the Coventry teaching and learning partnership as appropriate.
- To take an active role in the teaching and learning partnership and offer Training to other schools where appropriate through the Teaching School.

#### **Other Duties**

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

To undertake any other duties that may be reasonably deemed part of the role.

## Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

## Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

## Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of The General Data Protection Regulation (GDPR) and Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

## Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not

share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

## Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests. **Job Description Reviewed By: C. Turpin (June 2019)***

## PERSON SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualification and Training</b>	<p>Good numeracy/literacy skills</p> <p>Strong subject knowledge in a particular area of the curriculum</p>	<p>Evidence of qualifications in this area</p> <p>Education to A level or its equivalent and beyond</p> <p>Qualifications in ICT</p> <p>Proficiency in Microsoft Office packages such as Word, Outlook and Excel</p>
<b>Experience</b>	<p>Previous experience of working with children in an LSA role or similar, showing an understanding of good teaching and learning strategies</p>	<p>Relevant work experience in a similar environment</p> <p>Experience of working with children with SEN, preferably at secondary age</p> <p>Previous experience of supporting and motivating a team of professionals</p>
	<p>A positive interest in working with students, and an ability to inspire them</p> <p>Basic understanding of child development and learning</p>	<p>An interest in ICT</p> <p>A passion for supporting children who have Special Educational Needs and developing their futures</p>



<b>Qualities, Skills, Knowledge and Abilities.</b>	<p>Knowledge of relevant policies/codes of practice and awareness of legislation</p> <p>General understanding of National Curriculum and other basic learning programmes</p> <p>Ability to relate well to children and adults; sense of humour</p> <p>Adaptability to a range of situations, i.e. when classes need to change at short notice</p> <p>Able to work on own and as part of a team, with strong communication skills</p> <p>Ability to build good working relationships with a range of colleagues</p> <p>High expectations of achievement and behaviour</p> <p>Tactful, respectful and sensitive to the needs of others</p> <p>Ability to work calmly and with patience</p> <p>An ability to be organized and also creative.</p> <p>A well-developed sense of responsibility and professionalism shown at all times</p> <p>A passion for teaching &amp; learning and improving the life outcomes and opportunities for our students</p>	<p>A knowledge and understanding of assessment, monitoring, target-setting and evaluation, using this information to support students as effectively as possible</p> <p>Able to demonstrate the ability to learn and adapt from past experience, working as a reflective professional</p> <p>A eagerness to get involved in the opportunities a dynamic and forward-thinking school brings and support the academy and its values as an ambassador of this</p>
<b>Health</b>	<p>A good attendance record</p> <p>Evidence of the stamina required to cope with the demands of the post</p>	
<b>References</b>	<p>Supportive</p>	

***All employees of Sidney Stringer Multi Academy Trust are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.***

## **Learning Support Assistant – Specialising in Teaching and Learning**

Grade 4 - £16,098 - £18,862 pa (actual salary)  
35 hours per week - Monday to Friday 8.30am to 4.00pm.  
Term time only plus 5 days.

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary School and Sidney Stringer Academy.

We are looking to appoint a driven and motivated Learning Support Assistant (LSA) with a focus on Teaching and Learning to join our Learning Support Team. As a Learning Support Assistant you will be responsible for working with classes or small groups of students outside and inside the classroom. The additional responsibility of Teaching and Learning means that you will be integral to moving the LSA team forward in this key area.

You will be part of a large, motivated and supportive learning support team and will work closely with members of this team as well as with teachers in departments. You will also be expected to be a co-tutor, which means that you will provide support to a form tutor and belong to one of our five houses.

Nearly 18% of the students at the Academy are identified as SEND and within this there is a varied spectrum of additional needs. We strive to ensure that all students have equal access to a broad and balanced curriculum and our LSAs are integral to this.

### **How to apply**

If you are ambitious for yourself, passionate about the futures of children and want to be part of a forward-thinking team of like-minded professionals at this exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

**[www.sidneystringeracademy.org.uk](http://www.sidneystringeracademy.org.uk)** – ‘Vacancies page’

If you would like further information please contact:

Anna Hickinbottom (Head of Learning Support) – [ahickinbottom.staff@sidneystringeracademy.org.uk](mailto:ahickinbottom.staff@sidneystringeracademy.org.uk)  
or Ben Hooper (Head of SEND) – [bhooper.staff@sidneystringeracademy.org.uk](mailto:bhooper.staff@sidneystringeracademy.org.uk)

Please return completed application forms to: [recruitment.staff@sidneystringeracademy.org.uk](mailto:recruitment.staff@sidneystringeracademy.org.uk) [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

**Closing date: 22<sup>nd</sup> April 2021 at 12 noon** Interview date to be confirmed

*Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.*