



# Learning Support Assistant Application Pack

The Hathaway Academy,  
Grays, Essex

Improving Education

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The Hathaway Academy,  
Grays, Essex



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Improving Education

# 01. About Academy Transformation Trust



## We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

giving academies everything they need to realise their full potential.

## These are the things we hold dear

### Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

### Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

### Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

### Ambition

We are determined to improve education nationwide by encouraging collaboration and

**We believe every child matters and deserves a first class education.**

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands,



## 02. The Hathaway Academy Information

The Hathaway Academy is part of the Academy Transformation Trust family of academies.

Rated as 'Good' by Ofsted in June 2015, at Hathaway we aim to change the aspirational horizon of our students and their community. Everything that both our students and staff do will be done to ensure, that through engagement, self-worth and purpose, pupils will be the very best they can be.



The balance of academic excellence and opportunities underpins our high aspirations and provides students with the skills and confidence they need in their future journey.

We offer a personalised, engaging and relevant 21st century curriculum, which will develop pupils into thinking, articulate, responsible and successful citizens.

This is supported with a wide and varied extracurricular programme that not only supports academic progress but also embeds the specialism of digital media and performing arts.

Our faculty system runs throughout the academy which each faculty attached to a charity and a number of fundraising initiatives taking place throughout the year,

We are extremely proud of our brand new £1.5m food technology, hospitality and catering facility which has recently opened.

We also have a number of partnerships with organisations in our community including the Duke of Edinburgh and the Royal Opera House.

To find out more, please visit [www.hathawayacademy.attrust.org.uk](http://www.hathawayacademy.attrust.org.uk).

## 03. Job Description

### Learning Support Assistant



<b>Post Title:</b>	<b>Learning Support Assistant</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To ensure that all our students reach their potential The Hathaway Academy will have a team of Learning Support Assistants known as Co-Educators. The main purpose of the post is to support students within their learning programmes, under the direction of a teacher. The majority of time will be spent with students in the classroom who need additional support to achieve their potential.</li> </ul>
<b>Reporting To:</b>	SENCo
<b>Main/Core Duties</b>	
<ul style="list-style-type: none"> <li>Support Years 7-11 targeted students across a range of subjects</li> </ul>	
<ul style="list-style-type: none"> <li>Deliver additional intervention sessions and monitor students' participation, progress and attitudes to learning</li> </ul>	
<ul style="list-style-type: none"> <li>Assist students to record home learning in planners and support them to complete it in home learning club</li> </ul>	
<ul style="list-style-type: none"> <li>Provide support to SEND students in class, or outside the classroom, as directed by the class teacher or SENCo</li> </ul>	
<ul style="list-style-type: none"> <li>Guide students in carrying out the work set by the teacher (this may be as the person in charge of a small group with no teacher present, but under supervision)</li> </ul>	
<ul style="list-style-type: none"> <li>Work closely with the class teacher to ensure that individual IEP targets are being implemented, monitored and reviewed</li> </ul>	
<ul style="list-style-type: none"> <li>Devise and prepare resources to support the learning of SEND students</li> </ul>	
<ul style="list-style-type: none"> <li>Communicate with class teachers to support planning, progress and reporting for SEND students</li> </ul>	
<ul style="list-style-type: none"> <li>Undertake training and development as appropriate</li> </ul>	
<b>Notes</b>	<ul style="list-style-type: none"> <li>To undertake other duties appropriate to the grading of the post as required.</li> </ul>

# 04. Person Specification

## Learning Support Assistant



Criteria	Desirable
<b>Qualification Criteria</b>	<ul style="list-style-type: none"><li>• Right to Work in UK</li><li>• GCSE Mathematics and English (Grade C/4 or above)</li><li>• A Level or equivalent qualification (desirable, not essential)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with young people</li><li>• Experience of delivering activities and sessions for young people</li><li>• Experience in use of all Microsoft IT platforms e.g. Excel</li><li>• Awareness and understanding of best practice to ensure safeguarding and child protection.</li></ul>
<b>Behaviours - Specific skills</b>	<ul style="list-style-type: none"><li>• Strong written and oral communication skills</li><li>• Ability to keep highly organised and work efficiently and effectively even when demands of the job are high</li><li>• Able to establish good working relationships</li><li>• An understanding of the importance of confidentiality and discretion</li></ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"><li>• Genuine passion and belief in the potential of every student</li><li>• Resilience</li><li>• An enthusiasm for working with young people</li><li>• Helpful, positive, calm and caring nature</li><li>• Able to follow instructions accurately but make good judgments and lead when required</li><li>• Be prepared to work flexibly</li><li>• Be motivated to continually improve standards and achieve excellence.</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• Commitment to equality of opportunity and the safeguarding and welfare of all students</li><li>• Willingness to undertake training</li><li>• This post is subject to an enhanced Disclosure and Barring Service check</li></ul>



## 05. How to apply

### The Hathaway Academy, Grays, Essex

#### Hours:

37 hours per week for 38 weeks

#### Salary:

NJC 2-6, starting prorated salary £14,990.62 per annum

#### Closing date:

22<sup>nd</sup> January 2021

#### Interviews:

Will be on a rolling programme

#### Start Date:

November 2020

#### Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy on 01375 371361.

#### Applying

Please apply by visiting  
[www.academytransformationtrust.co.uk/vacancies](http://www.academytransformationtrust.co.uk/vacancies)

# Forward as one. Improving Education Together.

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