



**LION
ACADEMY
TRUST**

**Learning Support Assistant – Maple Grove Primary School
for Candidates
November 2023**

Welcome from the CEO

Dear Candidate,

Thank you for taking the time to apply for a role at the Lion Academy Trust. I am extremely proud of what our teams do on a daily basis - from teaching in classes that cater for the broadest range of needs and abilities through to the support teams that make sure that everything runs smoothly and ensures that our pupils, staff and visitors experience the very best of what primary-phase education can offer.

By seeking to engage with the Trust in applying for a new role, I would encourage you to explore our websites, social media feeds and where possible, speak to our staff about working for the Lion Academy Trust. We have high standards, expectations, and work hard to make sure every pupil is afforded the education they deserve - but we cherish the staff we have and work as hard to ensure that we support and develop all our teams to achieve their full potential.

You will find all the details you need in the materials provided - if you are looking for an employer that will match and exceed your ambition to positively change the lives of the pupils and communities we serve, then the Lion Academy Trust may well be the employer for you.

Good luck on your journey to finding the right job and next steps in your career.



Justin James
Chief Executive Officer

About the Trust

The Lion Academy Trust was established in 2012 and has grown to run schools in London, Essex and Wellingborough. As a values-driven multi-academy trust, our moral foundations are the basis for the successes we have achieved:

The right to an outstanding education

We believe that all children and students have the right to an outstanding education and access to outstanding facilities. Proven school improvement strategies and resources are deployed to meet local needs.

The relentless pursuit of excellence

Our teams take responsibility to ensure that we deliver “good or better, every day”. Obstacles and barriers are overcome by clear, targeted support that drives the culture of sharing outstanding practice in the relentless pursuit of excellence.

Our pupils are the reason we exist

Outstanding teaching and learning is central to every decision made and every development introduced. The Trust is tightly focused on pupils as our “stakeholders” and as the reason why the Trust and schools exist.

Centrally defined, locally implemented hubs of excellence

Centralised design of pedagogy, policies and strategies are deployed via the three hubs with local relevance retained through transformative practice being implemented and developing communities of practice all working to achieve the same high standards and outcomes.

Investment in teams and practice is key to the transformation of education

At the core of our ethos is the belief that investment in high-quality, bespoke training and development is critical to our continued ability to successfully transform education. This is to enable both staff and pupils to develop as individuals and as professionals in order to achieve excellence.

You will find that as a Trust and education service provider, we pride ourselves on the consistent application of what we can evidence that makes a difference; staff are measured by the impact they create, not the workload they manage. Our drive to make a tangible, positive difference in every community we serve, recognising the contribution and challenges our families can offer and are facing, means that we go beyond context or reasons ‘why not’ - and never lose sight of why we are here: every pupil in our schools.

About the School

At Maple Grove Primary school we live, work and learn through our five values:

- **ASPIRATION** – aspiring to be the best that we can be.
- **KINDNESS** – being kind to everybody – our peers, staff and the community.
- **RESPECT** – we listen to one another, we take feedback and we improve.
- **HONESTY** – we always tell the truth.
- **RESPONSIBILITY** - we take responsibility for our actions.

We are a popular and fully inclusive Primary school and serve the community in the Essex area. We are committed to playing a leading role in the enhancement of all our pupils and set equally high standards for every member of our team. Every role, in every setting, can and will directly impact on how our pupils thrive during their time with us - we operate as one team, with one common goal - to ensure that we deliver the best possible education for every one of our pupils.

As a school, we benefit from being part of the Lion Academy Trust and deploying the proven systems and pedagogies to inform how we operate. From the highly resilient IT infrastructure to the fully resourced and sequenced curriculum - we proudly function as part of the family of Trust schools and celebrate the opportunities that being part of a high performing trust afford us.

We are looking for an exceptional candidate to become a Learning Support Assistant at Maple Grove Primary school from **1st September** 2023. If you are ambitious, hardworking and are looking for progression as well as benefiting from research based school improvement then this is the school to further develop your career. We are looking for an individual who is a passionate, committed, and confident practitioner. We want to recruit staff that engage and inspire both pupils and colleagues. Ideal candidates will be resilient, hardworking and willing to go the extra mile to ensure that our provision is 'Good or better, everyday'.

The opportunities, skills, professional development, school improvement understanding and knowledge added to the opportunities for career progression in Lion Academy Trust and the success of the Trust through its approaches and track record mean that candidates can develop into highly successful leaders.

As an employer, we are forward-thinking, caring and, most important of all, a happy school where pupils of all abilities and social backgrounds achieve. Our values are at the heart of everything we do and all decisions we make. Our pupils are well-behaved and always aspire to be "the best versions of themselves". The Trust believes in no ceilings and staff are promoted and supported on their abilities, merit, effectiveness and commitment to our children, not on hierarchy or length of service.

Thank you for taking the time to complete your application - you will find all the answers to any questions you may have in the supporting documents. Good luck with your application.



Why work for the Lion Academy Trust?

To support all our staff, the Trust is committed to finding ways to ensure that your personal, financial, professional and pastoral needs are met during your time with the Trust. Wherever possible, we seek out innovative and impactful ways to add real benefits to our teams - from helping with cost-of-living pressures, ensuring that professional development is readily and easily accessible through to wellbeing assistance - to ensure the work-life balance is being managed effectively.

Professional support is key - and the Trust has worked extensively to fund critical benefits such as:

- Additional non-contact time for teaching staff - over and above statutory PPA time; this equates to 15% non-contact time for class teachers.
- Deploying a fully-resourced, sequenced curriculum across 11 subjects;
- Unlimited access to CPD and career development through providers such as The National College and The Key;
- Funding annual pay increments - having previously provided a boost even when these are frozen nationally;
- Meeting or exceeding the terms set out in nationally agreed terms and conditions - for both teaching and support staff;
- Clear and well-implemented policies and professional standards - in key areas like behaviour, managing parental engagement and supporting staff in challenging situations.

You'll find a raft of programmes through our Perks at Work platform that includes benefits like:

- An electric car-lease scheme, through Tusker;
- Support for bicycle and IT equipment purchases via salary sacrifice schemes;
- Cash-back on large purchases across a range of leading retailers and chains;
- Access to our employee assistance programmes and wellbeing schemes like free eye tests for display screen users; and
- Comprehensive access to support for staff and their families - including online fitness sessions, counselling and legal and financial advice.

And as an employer, we know the little things add up to happier, more productive member of staff - so we ensure:

- Free tea and coffee in all our settings;
 - Actively implementing workload reduction measures around marking, lesson planning and data tracking;
 - Paying staff to run clubs - and fully funding all after school clubs for our pupils;
 - Minimising the impact of twilight and INSET days by planning these and managing these clearly throughout each term;
 - Systems and core infrastructures work - printers, IT devices and networks, data management platforms - all are extensively vetted, tested and maintained - reducing stress, disruption and aggravation for busy staff; and
 - Consistently applying our policies in every setting - and priding ourselves on being a fair and transparent employer.
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And set above all this - the biggest benefit of working for The Lion Academy Trust is the pupils who come to our schools every day. The impact we have on their life chances and the preparation for the secondary phase of education and beyond is critical. By joining the Lion Academy Trust, in any role or function, you will directly benefit from being part of the team that has transformed the lives of every child who has attended one of our schools.

Lion Learning Pathways



In addition to a leading CPD programme and published resources, to support every school role, every Trust school has access to the Lion Learning Pathways. A programme of tried-and-tested guides and lesson formats to help build and enhance the progression of learning required by the National Curriculum. An invaluable resource providing all your teaching and learning content requirements – split by key stage to support Year 1 to Year 6.

As an educator within our Trust, the Lion Pathways Teacher supports workload reduction - the provision of content-rich, fully resourced subjects - via planning aides and digitised lessons means less time / resource on sourcing material; more time and focus on precision teaching. Learn more at <https://lionpathways.net/>

Reap the benefits:



Quality lessons



Engaging content



Class collaboration



Easy assessments

Job Profile

Job Details	
Job title	Learning Support Assistant
School	Maple Grove Primary School
Responsible to	SENCO, Assistant Head Teacher for Inclusion, Deputy Head Teacher, Head Teacher
Location	Essex
Salary	Essex school pay scale, Scale 2 to 3, Points 3 to 5
Contract Type	Fixed term until 31 st August 2024

Main purposes of the job

To work under the instruction and guidance of teaching and senior staff to undertake work, care and support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

General Responsibilities:

1 Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the school

2 Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed • Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc

3 Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

4 Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
 - Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Other requirements:

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure.

This job description sets out the duties of the post at the time it was drawn up. The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Head Teacher within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

This Job description is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading. There will be an annual review of the roles and responsibilities of members of The Lion Academy Trust. This may result in changes to designated roles and responsibilities in line with the emerging priorities of The Lion Academy Trust.

Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.

Desirable: Requirements that would enable the candidate to perform the job well. **Evidence:**

A = Application Form, I = Interview, R = Reference.

Qualifications and Professional Development	Essential	Desirable	Evidence
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & Documentary evidence
Level 2 qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & Documentary evidence
Experience			
Experience working in a school environment or other educational setting.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form & Reference
Experience working with children/young people with special educational needs (SEN)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form, interview & Reference
Professional Knowledge and Understanding			
Good literacy and numeracy skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
Good organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form, interview
Ability to build effective working relationships with pupils and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference & interview
Skill and expertise in understanding the needs of pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference & interview
Knowledge of how to help adapt and deliver support to meet needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference & interview
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference & interview
Excellent verbal communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference & interview
Ability to work as part of a team and to be flexible in their approach to daily routines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference & interview

Active listening skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference & interview
The ability to remain calm in stressful situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference & interview
Knowledge of guidance and requirements around safeguarding children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference & interview
Good ICT skills, particularly in using ICT to support learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference & interview
Personal Skills and Attributes			
Enjoyment of working with children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference & interview
Sensitivity and understanding, to help build good relationships with pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference & interview
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference & interview
Commitment to maintaining confidentiality at all times	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference & interview
Commitment to safeguarding pupil wellbeing and equality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference & interview
Resilient, positive, forward looking and enthusiastic about making a difference	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference & interview
Capacity to inspire, motivate and challenge children and young people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference & interview
Other			
	<input type="checkbox"/>	<input type="checkbox"/>	

How to Apply

The closing date for applications is Monday 20th November 2023 at 12:00am with interviews to be confirmed.

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification.

Further information about the role and an application form can be found [here](#).

For more information about this position or to have a confidential discussion about the role please contact Karen Egleton, Operations Manager, via k.egleton@maplegroveprimary.net

Details about the school can be found at: <https://www.maplegroveprimary.net/>

The successful candidate will require two positive references from current and previous employers. The position is subject to an enhanced DBS and medical checks.

The Lion Academy Trust is an equal opportunities employer and is committed to safeguarding and protecting the welfare of children.

