



## Special Educational Needs Learning Support Assistant Application Pack



# Contents

Letter from Cathie Paine, Chief Executive Officer .....	3
Our Touchstones.....	4
The role.....	5
The application .....	7
The application process and timetable .....	7
Safeguarding, Safer Recruitment and Data Protection .....	8
Job Description .....	9
Person Specification.....	13

# Letter from Cathie Paine, Chief Executive Officer

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.

Employees 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**

CEO



# Our Touchstones

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](http://www.reach2.org)



# The role

## Special Educational Needs Learning Support Assistant at Unity Primary Academy

We wish to appoint a Special Educational Needs Learning Support Assistant (SEN LSA) to start in September 2024. The Learning Support Assistant role is vital to the school and involves supporting children with a variety of needs including Education, Health and Care Plans (EHCP's). We are particularly interested in speaking to individuals who have a background in Speech and Language, ADHD, ACMH and Autism.

### Successful candidates should have:

- Experience of working with and caring for children
- Experience of working with children with special educational needs.
- High expectations of students in terms of learning, achievement and behaviour
- Enthusiasm and dedication to developing innovative approaches to learning, teaching, mentoring and guidance
- A commitment to promoting and fostering good relationships between children and with parents and colleagues

### You should be:

- Forward thinking and willing to adapt to the changing needs of the school
- Able to promote the warm, caring and friendly ethos of the school to pupils, parents and the public
- Able to perform under pressure
- Confident to use your own initiative when required

### What can we offer you?

- An active school community with supportive parents;
- An award-winning learning environment;
- Excellent professional development opportunities;
- A supportive working culture that focuses on positive learning behaviour and high expectations for all children
- The chance to work with a supportive family of schools (REAch2 trust) who share the same passion for primary education

## **Background Information about the School**

Unity Primary Academy is situated within the Greenstead Estate of Colchester with close links to the University of Essex, Colchester Borough Council as well as Essex County Council as well as our cluster REAch2 schools. We are proud of our achievements to date, and we are continually seeking to invest in the futures of our pupils, families and staff. We are embarking on a journey of excellence and have the highest aspirations and expectations in all to help create opportunities to become lifelong learners for our students.

At Unity we believe in giving every child, every chance, every day and approach this by ensuring we keep the REAch2 Touchstones at the heart of our child centred work. The school is well resourced and has extensive grounds that allow us to provide varied learning experiences to engage and motivate our children and the school has recently been awarded a Learning Outside the Classroom Silver Award and we engage with organisations such as the Countryside Trust to bring learning to life. We are also investing in our outdoor provision and are creating additional opportunities to learn life skills and thrive wherever possible.

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [Unity Primary academy](#) or the [REAch2 Website](#).

As a member of the REAch2 Trust, a national family of primary academies, Unity Primary Academy is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Unity Primary Academy is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form to **Mr Labuschagne, Headteacher** via: [My New Term](#)

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.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check. If you would to arrange a visit to the school, please contact the school on 01206 864 226 and ask for Leigh Mullinger – AHT SENCO

## The application process and timetable

<b>Application deadline:</b>	Midday, Friday 19th July 2024 however applications will be assessed on receipt.
<b>Interviews:</b>	Week beginning 22nd July 2024
<b>Contract Details:</b>	Permanent contract – 32.5 hours per week, term time only and Inset days where appropriate
<b>Salary:</b>	NJC SCP 5 – 6 (£23,500 – £ 23,893) FTE
<b>Start date:</b>	September 2024

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy 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 our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience 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 six months after the decision has been communicated, 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 information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).



# Job Description

**Post:** SEN Learning Support Assistant (LSA)

**Responsible to:** Class teacher

**Line manager:** Leigh Mullinger

## **Job purpose:**

SEN Learning Support Assistants (SEN LSAs) are an important valued member of the teaching team. As well as working directly with the children's teacher, the LSA is encouraged to use his/her own initiative and skills to enhance the quality of teaching and learning for the children

## **Context of Role:**

- A Learning Support Assistant will work under the direction of a Teacher, supporting learning of individuals and groups within classes or in intervention areas within the school
- A Learning Support Assistant will be utilised to support where the need is the greatest and this may involve vertical groupings for targeted interventions/ quality additional teaching
- The school welcomes practitioners of high professional standard and shares the responsibility with each practitioner for continual review and the development of expertise.
- All Learning Support Assistants make a valuable contribution to the school's development and, therefore, to the progress of all children.

## **Support for Learners**

- establish productive working relationships with learners, acting as a role model and setting high expectations
- promote the inclusion and acceptance of all learners
- encourage learners 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 learners in relation to progress and achievement under guidance of the teacher
- assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programs, including intimate care where required
- supervise and provide specific support for learners, including those with special needs, ensuring their safety and access to learning activities

- be responsible for First Aid (after training) in the event of accident or injury and provide documentation as required
- promptly report signs of health problems to the class teacher and comply with school policy and procedures for recording information about pupils' health, including issues of confidentiality
- supervise children at arrival/departure and at other designated times in the school environment, in some cases the teacher may not be in the immediate vicinity
- where necessary, and under the direction of the teacher, act as an escort on and off school premises, this may include situations where the teacher is not in the immediate vicinity or immediate sight and in accordance with the Educational Visits Policy

### **Support for Class Teachers**

- establish productive working relationships with learners, acting as a role model and setting high expectations
- promote the inclusion and acceptance of all learners
- encourage learners 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 learners in relation to progress and achievement under guidance of the teacher
- assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programs, including intimate care where required
- supervise and provide specific support for learners, including those with special needs, ensuring their safety and access to learning activities
- be responsible for First Aid (after training) in the event of accident or injury and provide documentation as required
- promptly report signs of health problems to the class teacher and comply with school policy and procedures for recording information about pupils' health, including issues of confidentiality
- supervise children at arrival/departure and at other designated times in the school environment, in some cases the teacher may not be in the immediate vicinity
- where necessary, and under the direction of the teacher, act as an escort on and off school premises, this may include situations where the teacher is not in the immediate vicinity or immediate sight and in accordance with the Educational Visits Policy

### **Support for the curriculum**

- follow the curriculum plans and learning programs and obtain and use equipment and materials appropriate to the learning objectives and learners' developmental needs

- obtain accurate and up-to-date information on learners' current literacy and numeracy skills
- agree appropriate support strategies with the teacher to provide support across the curriculum and obtain the resources needed to implement these strategies
- promptly inform the teacher when a learner is experiencing learning difficulties that cannot be resolved
- use appropriate strategies for introducing learners to key words to help them access the curriculum
- respond to learners' use of home language and local accents and dialects in a manner which values cultural diversity and reinforces positive self-images
- provide levels of individual attention, reassurance and help with learning tasks as appropriate to learners' needs
- monitor learners' response to learning activities and, where necessary, modify or adapt activities to achieve the intended learning outcomes
- provide relevant information to the class teacher about students' learning achievements on a daily basis
- provide an appropriate level of assistance to enable learners to experience a sense of achievement, maintain self-esteem and self-confidence and encourage self-help skills
- use appropriate strategies for challenging and motivating learners to learn

### **Support for the school**

- be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- contribute to the overall ethos/work/aims of the school
- be aware of and support difference and ensure that the school's equalities and diversity policies are followed.
- participate in training, staff meetings, other learning activities and performance development when required
- assist with the supervision of students out of lesson times, including before and after school
- establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- establish positive/effective relationships with all stakeholders, including parents and governors
- accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- undertake all relevant training as directed by senior staff, including first aid training and safeguarding training
- develop personally and professionally through reflection and development of own practice through professional development programmes and own reading, keeping abreast of new initiatives.

- contribute effectively to the review of team practice, identifying and sharing information on opportunities for improvement
- demonstrate a willingness to share information and expertise, which could benefit other team members in their work
- comply with Health and Safety regulations
- give clear, accurate and complete information to staff as needed for them to work effectively
- provide information to assist other professionals in their role in accordance with school policies and procedures
- show a high level of professionalism at all times in accordance with school policies and procedures
- be aware of confidentiality and maintain confidentiality linked to home/student/teacher /work as appropriate
- actively encourage the development of positive relationships and promote confidence about the care and education of their children during contact and communications with parents, passing on any information given to you by parents to the appropriate staff member within the school
- promptly report any difficulties in communicating with parents to the class teacher
- take part in the wider life of the school, including taking responsibility for leading an extra-curricular activity
- undertake play and lunch time supervision as directed by senior staff
- be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.
- show a commitment to work outside directed time when required.
- contribute to and provide evidence for the school Self-Evaluation Summary.
- contribute to activities which are required to support the School Development Plan.

## Person Specification

		Essential	Desirable
<b>Philosophy</b>	<ul style="list-style-type: none"> <li>A belief in the ability of all children to achieve and be successful</li> <li>A belief in teamwork and ability to get involved in the day-to-day running of the school</li> </ul>	<p>✓</p> <p>✓</p>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with children of primary school age</li> <li>Working with individuals and groups of children</li> <li>Experience of supporting children with SEN</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>Very good Numeracy and Literacy skills – at least GCSE C grade or equivalent</li> <li>Minimum NVQ2 or equivalent qualification</li> <li>First Aid Qualification</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓</p>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Knowledge of the National Curriculum</li> <li>Experience of delivering Read Write Inc</li> <li>Experience of promoting and gaining positive pupil behaviour conducive to learning, focused on raising standards</li> <li>Very good organisational skills</li> <li>Very good time management skills</li> <li>Ability to prioritise</li> <li>Adaptability and flexibility</li> <li>Willing to participate in CPD</li> <li>ICT Literate Willingness to</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>Boundless enthusiasm, determination and drive to inspire others to achieve high standards</li> <li>A personable nature to build effective relationships with parents/members of the community</li> <li>Ability and willingness to promote the school's aims and the positive culture and ethos</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	

All staff are expected to understand and be committed and to contribute to Trust's commitment to Equal Opportunities for all.