

Newhall Primary Academy and Nursery

EYFS / Key Stage 1 / Key Stage 2

Learning Support Assistant

(with MDA responsibility)

Application Pack

Location: Newhall Primary Academy and Nursery, Roundhouse Way, Newhall,
Harlow, CM17 9SF

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Letter from Catherine 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.

Catherine Paine

CEO

Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

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

The application process and timetable

You are invited to submit an application form, which is available together with this document.

Closing date for applications: 4pm, Monday 27th November 2023

Shortlisting: Tuesday 28th November 2023 – successful candidates will be contacted by 4.30pm

Interviews: from Wednesday 29th November 2023

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

REAch2 Academy Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the online [Equality and Diversity Monitoring Form](#) separately with their application.

In accordance with our Safeguarding Policy, the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact the school office.

Completed application forms should be sent to:

The School Business Manager, Victoria Edwards – sbm@newhallacademy.org

Or

By post/hand: Newhall Primary Academy, Roundhouse Way, Newhall, Harlow, CM17 9SF

Job Description

Post:	EYFS / KS1 /KS2 Classroom LSA with MDA responsibility
Responsible to:	Headteacher and SENCo
School / Location:	Newhall Primary Academy, Roundhouse Way, Newhall, Harlow, CM179SF
Start Date:	ASAP
Salary:	Salary: Essex Pay Scale Point 3 to 4 plus Outer Fringe Allowance (pro rata)
Working hours:	30 hours per week, term time only (LSA) 2.5 hours per week, term time only (MDA)
Closing Date:	4pm, Monday 27 th November 2023
Shortlisting :	Tuesday 28 th November 2023 – successful candidates will be contacted by 4.30pm
Interviews:	From 29 th November 2023

REAch2 is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be requested.

Scope:

The learning support assistant, under the leadership and supervision of the SENCo and class teacher, will provide one-to-one or small group support for pupil(s) to enable access to learning and to enhance the progress and well-being of the pupil(s). They will be involved in the life of the classroom and be expected to contribute to it.

Responsible for:

SUPPORT FOR PUPILS

- Supervise and provide specific support for pupil(s), ensuring their safety and access to learning activities
- Establish constructive relationships with pupil(s) and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
- Use targeted strategies to support the pupil(s) to make excellent progress
- Monitor pupils' responses to learning activities and accurately record achievement/progress, as directed, with particular regard to set targets
- Provide feedback to teachers on the achievement, progress and challenges of the pupil(s)
- Contribute to termly and annual reviews regarding the progress of the pupil(s), including attending meetings with parents, where appropriate
- 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 and supportive relationships with parents/carers and pupil(s)
- To supervise pupils on the school site, overseeing their care and welfare during the breaks, in the playground and dining areas

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes for groups of children, adjusting activities and plans according to pupil responses
- Undertake intervention programmes, recording achievement and progress and feeding back to the teacher

- Prepare, maintain and use equipment/resources, including ICT to meet the lesson plans/relevant learning activity or intervention and assist pupils to become competent and independent in their use

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures of the school including safeguarding, behaviour, health & safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity 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 colleagues and other professionals
- Participate in training and other learning activities and performance development, as required
- Accompany teaching staff and the pupil(s) on visits, trips and out of school activities and take responsibility for a small group under the supervision of the teacher
- Any other duties as directed by the line manager, in keeping with the nature and grade of the post.

MIDDAY DUTIES

At mealtime:

- Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs
- Support pupils in meal arrangements
- Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall
- Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal
- Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them
- Encourage pupils to be independent in clearing away after a meal
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils

In Playtime:

- Ensure pupils are dressed appropriately for the weather (checking coats are fastened)
- Make sure that toilets are used sensibly and ensure any hygiene measures put in place are adhered to
- Ensure that pupils are not in the building when they should be outside
- Teach games and implement good behaviour in the playground (following the appropriate policy)
- Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch
- Ensure that everyone (adults and pupils) is treated with respect and that equality of opportunity is given to all

Wet Playtimes:

(As well as above)

- Supervise a class while they play classroom games
- Read a story or play games
- Ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session

These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.

Person Specification

Qualifications & Experience	Specific qualifications & experience	Level 3 or 4 and above in Early Years or equivalent Primary Learning Support qualification / experience Experience or clear understanding of working with individual or groups of primary children who have SEN/D needs Experience or clear understanding of learning support within KS1 / KS2
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and understanding of a school environment would be an advantage but is not essential as in-house training will be provided
	Literacy	GCSE (A* - C)
	Numeracy	GCSE (A* - C)
	Technology	Knowledge of basic ICT to support learning and communication
Communication	Written	Ability to write basic notes and reports in good written language
	Verbal	Ability to use good spoken language to communicate information clearly Ability to listen and carry out instructions effectively
Working with children	Behaviour Management and Safeguarding	To become familiar with, understand and implement the school's policies
	SEN	To show empathy and support all children, including those with developmental difficulty or disabilities
	Curriculum	To become familiar with, understand and implement the school's Key Stage 1 / Key Stage 2 curriculum

Working with others	Working with partners	To become familiar with communication channels within a school and understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish a very good rapport and respectful, trusting relationships with children, their families, carers and other adults
	Team work	To be able to work effectively with a range of adults To demonstrate a very good work ethic
	Information	To know, or learn to know when, how and with whom to share relevant information Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Time Management	Ability to manage time effectively
	Creativity	Demonstrate creativity and an ability to sometimes resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD (Continuous Professional development)	Be prepared to develop and learn in the role

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel 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 of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit 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 after six months from notifying unsuccessful candidates, 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 details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).