





**Learning Support Assistant – Level 1**

**Woodlands Primary Academy**

**SCP 12-15**

**Actual salary £4,829 to £5617 per annum**

**11.30 am until 2.00 pm per day**

**Term time only**

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Dear Colleague

Thank you for expressing an interest in this post.

At Woodlands Primary Academy we have some wonderful children, committed staff and a community that deserves the very best from their local primary academy.

We are looking for a Learning Support Assitant with special qualities, who will benefit from this strong community partnership. If you are the person we are looking for you will be:

* Committed to raising standards by being passionate about enabling every child to fulfil their potential.
* Willing to be fully involved in the life of the school.
* Excellent at building good working relationships with children, parents, staff and governors.
* Committed to pupil and staff development

The Governors and our partner, South Pennine Academies will ensure that the partnership of Willowpark and Woodlands Academies provides the very best educational success for our young people. We have created a great relationship between Governors, Trust, CEO and staff which will be both challenging and supportive as we work together to create two outstanding Academies.

If you think that you are right for the role then we look forward to receiving your application. If you wish to discuss the role in more detail, or would like to visit the school, please do not hesitate to contact Julie Nash – Business Manager at Woodlands) by phoning 0161 624 1219 or email jnash@woodlandsprimaryacademy.org

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Yours faithfully



Alison Black

Executive Principal

Willowpark and Woodlands Primary Academies

# The Academy

This is a hugely exciting time for Woodlands Academy. We are presented with a rare opportunity to make a real difference to the lives and life chances of primary school children in the East Oldham area through the development of our partnership with a neighbouring school, Willowpark Primary Academy, which is also a partner of South Pennine Academies. The partnership works as two separate but closely linked schools who operate with one Executive Principal leading both Academies, supported by a Head of School in each Academy and a shared Senior Leadership Team. This enables both schools to benefit from shared expertise and resources.

Woodlands (NOR 271) and Willowpark (NOR 255) Primary Academies are based in the heart of vibrant and diverse communities in East Oldham, just minutes away from each other. Both Academies are recent additions to the South Pennine Academies with Willowpark joining in September 2016 and Woodlands in March 2017. The partnership operates with one Local Academy Governing Board, exploiting the benefits of shared opportunities, CPD and resources and utilizing the skills and talents of staff both within and across the academies to ensure all children reach their full potential. If you join our team, you will be well supported in your career through exceptional professional development, a knowledgeable Academy Board and, most importantly, wonderful children and supportive staff.

We are an outward looking partnership with a passion for making a difference. We have set an ambitious vision for the future and have a clear understanding of what can be achieved with the benefits of shared expertise, including our passion and commitment to reducing teacher workload through joint working and development of common systems across the two Academies.

So far we have implemented shared planning, a feedback policy that provides teachers with time to provide same day feedback within lessons in order to reduce marking and shared year group PPA time so that staff can work together to share resources. Our commitment to reducing workload for staff combined with the additional benefits and excellent professional development opportunities offered by South Pennine Academies, makes both Woodlands and Willowpark great places to work.

# The Role

We are looking for a committed and enthusiastic Learning Support Assistant who has the passion, energy and skills to make a difference. The post holder will have the opportunity to undertake a Teaching Assistant Level 2 or Level 3 qualification and we will support you in this.

# The Trust

# Key Priorities

**Strong and effective leadership**

Strong systemic leaders, who have vision and belief, are key to the trust. Principals who use targeted support to build capacity in leadership teams, managing change and sustaining a whole school approach that leads to improved outcomes for all students.

# High Performing Staff

Targeted strategies are used to ensure teachers, associate and business support staff have the capability and flexibility to deliver high quality educational opportunities and services. Highly effective professional development is essential for all staff. Working with Teaching Schools and local providers, ensures that staff needs are met, whilst maintaining a clear focus on local and national priorities. A highly productive, happy workforce is essential in sustained school improvement.

Teachers within SPA 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.

# Successful students

Every student, in every phase needs a personalised approach. We ensure

opportunities in response to individual needs and empower individuals to contribute to their communities and continue to learn throughout their lives. A rich curriculum is essential, providing opportunities that lead to highly engaged students, who are articulate and communicate effectively. Students who feel their contributions are valued, students who become highly effective members of society.

# Engaged community

Nurturing and maintaining positive, valuable relationships between school staff, students, their families and the broader community leads to improved outcomes for students. Local community capacity is strengthened when it is built on trust, respect for others, common goals and high expectations for students’ achievement. We are committed to engaging strategies to ensure our key priorities are not only met but exceeded wherever possible. Strategic planning with a range of organisations is effective in meeting individual needs.

**How to Apply**

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Learning Support Assistant** based at Woodlands (South Pennine Academies) then you should;

* + Follow the link to complete the online application form.
  + Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
  + Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of Woodlands Academy.
  + Submit your application by **12pm 11th December 2017.** *Late applications will not be considered.*

Successful applicants will be required to undertake a Criminal Record Check via the DBS. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**The benefits of joining South Pennine Academies**

* **Salary –** This year trustees have rewarded all our staff with a higher increase than nationally recommended increase from the School Teacher Review Body. and **outstanding Professional Development** - We are committed to developing all staff within their roles and creating opportunities for further career progression.
* **Pension** – Every employee of South Pennine MAT has access to the Teachers Pension Scheme or West Yorkshire Pension Fund.
* **SAS** - The Academy uses Schools Advisory Service as our cover insurer and included in this is a number of wellbeing benefits for all members of staff. These benefits include a stress counselling service, physiotherapy service, cancer support service and a 24 hour GP Helpline.
* **Wellbeing Benefits** including annual flu vaccinations, fresh fruit for staff and much more!
* **Child Care Vouchers** – Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.

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**Learning Support Assistant Level 1**



**Woodlands Primary Academy**

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| **Job Purpose**  To work with teachers to support teaching and learning and lunchtime supervision. |
| **Key duties:**   1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils. 2. Assess, record and report on development, progress and attainment as agreed with the teacher. 3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher. 4. Select and adapt appropriate resources/methods to facilitate agreed learning activities as agreed with the teacher. 5. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.   **Learning Support Assistants in this role may also:**   1. Escort and supervise pupils on educational and out of school activities. 2. Guide and support pupils in their personal, emotional and social development. 3. Prepare and present displays. 4. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas. 5. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence. 6. Be involved in planning, organising and implementing individual development plans for pupils.   **Indicative knowledge, skills and experience**   * Knowledge and compliance with policies and procedures relevant to child protection and health and safety. |

**Person Specification: Learning Support Assistant Level 1**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Application** | * Fully supported in reference * Well structured supporting letter indicating understanding of educational issues and values * Accurate and well presented form, demonstrating a good standard of written English |  | * Application form * References |
| **Qualifications** | * GCCE English and Maths or equivalent   A willingness to work towards a Teaching Assistant Level 2 or 3 qualification. | * Recent First Aid training | * Application form * Certificates |
| **Experience** | * Experience of working across all key stages * Experience of working with children with a range of needs * Experience of planning and evaluating learning activities and assessing/tracking pupil progress * Involvement in planning programmes of learning for individuals and groups | * Experience of working across all key stages * Experience of working with children with a range of needs * Experience of planning and evaluating learning activities | * Application form * Interview * References |
| **Skills, Knowledge and Aptitude** | * An understanding of and commitment to safeguarding and the welfare of children * Ability to work independently with individual children and groups of children. * Ability to use initiative and resolve problems as they arise * A willingness to work co-operatively with a wide range of professionals * Good communication skills, both written and verbal * Working knowledge of national curriculum key stages and government strategies * Use ICT to support teaching and learning | * Have knowledge and understanding of how to develop reading, writing and numeracy skills with ASD. SEN pupils. | * Application form * Interview * References |
| **Personal Requirements** | * Caring and sensitive to the needs of children and their parents/carers * Skilled and creative * Ability to work as part of a team * Positive and enthusiastic approach * Willingness to be involved in all aspects of school life * Commitment to professional development | * Ability to work in a co-ordinated way with other professionals | * Application form * Interview * References |