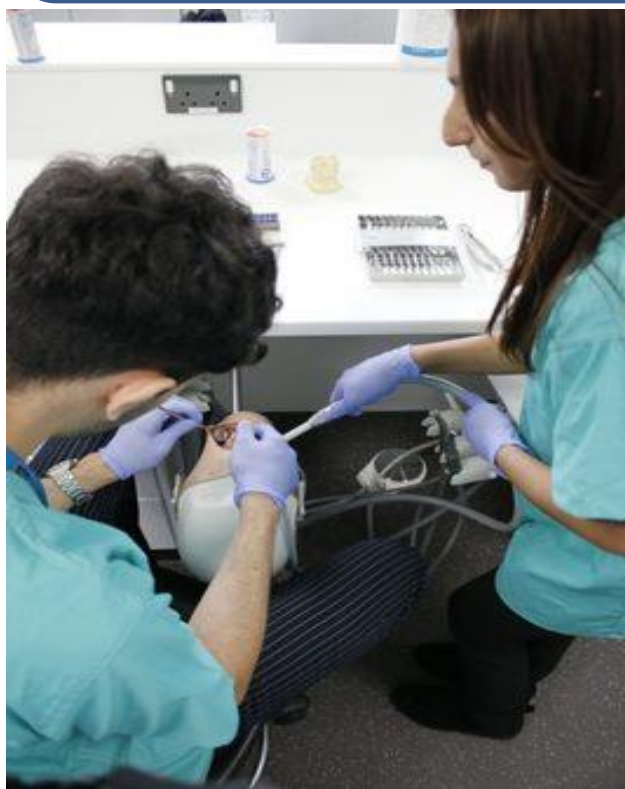


# LSA/ Cover Supervisor (covering maternity leave) Recruitment Pack



# CEO Welcome letter

Letter of welcome from CEO

Dear Candidate

I am delighted that you are considering becoming a member of the new Quest Team (formerly The Keys Federation Academy Trust). You join us at a time when we build on from our 10 year success as The Keys Federation and evolve to become our new 0-19 Trust from September 2020.

Here we all lead to secure places for Learning, Innovation and Opportunity, and we seek those who have determination for success, a thirst for continued learning and a drive to be relentlessly ambitious for the students and communities they serve. Here we make a difference and transform lives.

In this pack, we have set out what makes us unique in the educational landscape, defines our success and thriving learning communities, and captures our forward thinking and research led rigour of implementation. We think outside the box here. We listen well and we are clear about what a privilege it is to make a difference to students' lives.

We have created a culture of shared ownership, in partnership with our schools, where we embrace challenge as teams and ensure our core moral purpose is at the heart of all we do.

If you deliver exceptional education for the children and young people in your care, have the inner determination to secure success for all, work with digital confidence and relish the chance to create our new 11-19 school with us, we would be delighted to hear from you.

Please look through our detailed pack and if this sounds like the role you have been waiting for, and you are ready to unlock your own potential as well as the potential of others, we look forward meeting you (virtually at this time) and receiving your application.

Sharon Bruton



## Our Trust

### Unlocking Potential

Quest has a clear and compelling vision for the future of education.

We begin the next phase of our educational plan building on our experience from our 10 years of operation as The Keys Federation, a transformative organisation and approved Academy sponsor. We have a strong track record for making a positive impact within the local communities we serve and now, we have expanded our hub of schools into Bolton.

Our schools are all about passion, determination and enthusiasm. We see challenges as opportunities and have an unshakeable belief in the right of children and young people to a high-quality education.

As Century flagship schools our digital strategy and technological approach to learning is embedded within our curriculum. We harness the personalised support of an Artificial Intelligence learning Platform for our older children and young people. This enables them to have an even more bespoke learning program in core subjects and is complemented by our coaching approach to develop their life skills of resilience, critical thinking and communication. As Pearson National Award Winners for Digital Innovation 2019, we are proud to be leading the way by creating and shaping the next phase of education.

You join us as we embark on our journey as Apple Teachers, bringing the use of 1:1 devices more consistently within all of our schools.

Together we will ensure our children and staff thrive.

Together we are stronger.





# Why work for us?

## **Our staff members are committed, patient, resilient, reliable and reflective.**

Our staff deliver high quality teaching and support, hold their colleagues in high regard and display the highest level of professionalism. With honesty and care, our staff will leave no stone unturned in the pursuit of excellence. They are scrupulously honest and act with integrity, deal with students, parents and staff with respect, demonstrate passion and pride. They are prepared, punctual and polite and make every day matter and every student count. If you are as extraordinary as this and have the passion and skill set, we want to hear from you.

## **We're passionate and committed to the development and education of our students.**

Our children and young people are fearless, ambitious, positive, aware, compassionate, inquisitive and use their mistakes to grow. They feel safe, have confidence to explore, share their ideas and take ownership of their learning. Our pupils and students think of others before themselves and treat their peers with respect and honour. They take pride in their work and want to affect change within the world around them. With resilience and collaboration our pupils and students will tread the steps to success and become lifelong learners. They value every lesson and every day, respect themselves, each other and their communities, are polite, prepared and demonstrate a sense of pride.

## **How we will meet the demand and ensure high quality teaching and learning**

Our curriculum is designed to lead the way in a new era of learning. We are a teaching school for Century Tech, a cutting-edge Artificial Intelligence learning platform. Our experience tells us that our pupils and students are able to close their knowledge gaps faster and more consistently through using this diagnostic learning platform, whilst being supported to overcome challenge and develop critical thinking with our blended approach of coaching support. Student agency – the drive to have pride in themselves to succeed and the will to continue when things get tough, is a core part of how we do things. This is what we all require in life, not simply learning, and our children and young people need to have this inner resilience to support their learning and life chances. At Quest, we will provide this bespoke support.

The work of scientists, engineers, programmers, technicians and other highly skilled and vocationally-qualified people are vital to our economy, but the education and training of people in these key roles has often been undervalued and under-resourced. The University Collegiate School, in partnership with the University of Bolton aims to provide a combination of high-level academic and practical learning for students aged between 11-19, integrating academic requirements of a traditional school with more technical and IT driven skills. The University Collegiate School is proposed to meet an urgent need for science, technology, engineering and BTEC (STEM) skills in the North West region.



At the University Collegiate School, learning will embrace creative and innovative approaches that engage students, utilising modern technology and virtualisation to maintain pace and interest. We will work with 1:1 I-pads as an Apple School and Teachers to make the most of your time, skills and expertise. Our Trust's digital strategy, recognized by Pearson as Silver Award Winners for Digital Innovator of the Year, is evidence of our commitment to a balance for excellence for all. This approach, outlined below, is partnered with our life skills curriculum and approach to student agency common to all schools in QUEST.

This blend of approaches to learning provides our students and staff with a readiness for the professionalism of the workplace, a way of establishing learning habits for life, and the security of self-motivation and mental toughness to enable all to thrive.

Working for us, we want you to embody the essence of success, in its many guises and look forward to your talents and expertise being added to the collective group for the benefit of all.

**Quest's Digital Strategy creates pathways for learners and maximises staff time to give quality learning feedback.**

### Trust Digital Strategy Summary



In creating the future of education within our Trust, digital will enhance the quality of provision in the following ways:

#### Phase 1:

Communication – Internal and external

#### Phase 2:

Enable effective and efficient operational systems

#### Phase 3:

Minimise workload and maximise efficiencies - for time, planning, assessment and shared resources

#### Phase 4:

Enable delivery of quality teaching and learning – supported by a culture of coaching and student agency

#### Phase 5:

Create flexible, nuanced and adaptable education for the future.



## Student Agency – Opposite of helplessness

### Student Agency improves Self-Efficacy

*Self-Efficacy – one's belief in one's capability to succeed in a situation or accomplish a task*



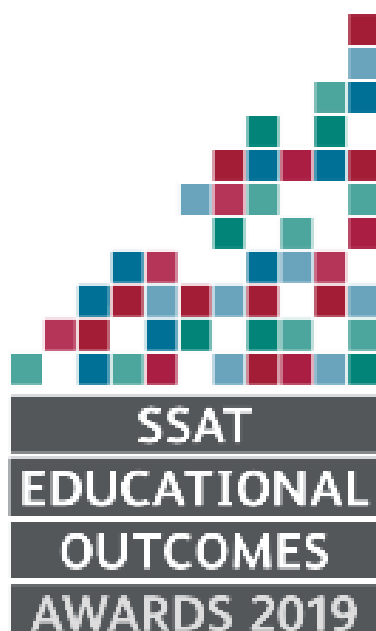
# University Collegiate School

Located within the University of Bolton campus, UCS has an outstanding £10 million facility for 11-19 year olds which includes specialist laboratories for Optometry, Clinical Dentistry, Pharmaceutical Consulting, Medical Simulation, Robotics, Electronics and 3D Printing.

Our facilities uniquely inspire and motivate our students to succeed in their studies and propel their careers forward.

Our staff are subject specialists that employ a wide range of teaching and learning strategies, with our digital platform embedded in delivery to provide the best possible learning opportunities for our students.

We aim to continue the journey of the UTC's success, as SSATs Educational Outcomes Award Winners and build on this as we welcome our first cohort of Year 7 students in September 2020. The team who have worked tirelessly to improve standards so far, will be the bedrock of the successes in the future and provide a level of excellence and professionalism now being recognised by others.



# Our Curriculum

Utilising our cutting-edge facilities, we use creative approaches to teaching and learning and will focus on personal development, functional skills and competencies linking different curriculum areas, progression and enrichment opportunities, and an emphasis on applied learning. We believe the focus on applied learning encourages crucial developmental aspects specific to the needs of learners.

We **ACTIVATE** students learning through:

- A broad and balanced curriculum
- A focus on health sciences and engineering and STEM
- A focus on personalised learning and the use of digital strategies

We **BREAKTHROUGH** the traditional curriculum boundaries by:

- Pushing subject knowledge beyond the confines of the national curriculum framework
- Engaging in project-based learning
- Embracing a STEM focus
- Using coaching to develop students into owners of their learning journey

We **CULTIVATE** our students for their future beyond UCS by:

- Developing strong Global citizenship
- Working in, and with, the local community
- Working with local employers
- Engaging in meaningful work experience placements and project-based learning
- A programme of enrichment activities enhancing cultural capital for all





## Our Core Values



**S** – staff at all levels  
**P** – purpose creators  
**I** – inspirational  
**R** – representative  
**I** – innovative ideas  
**T** – to infinity and beyond



# What we can offer you

## 20 Great Reasons to work for us.....

1. Great pupils you will never forget.
2. Our schools are all about **passion**, **determination** and **enthusiasm** and we live these words - it's how **we** show up at work.
3. Our motto, 'Unlocking Potential', reflects how we see challenges as opportunities and have an unshakeable belief in the right of children to a high-quality education.
4. A coaching culture of high rapport, high challenge and high support to enable you to work at the top of your game.
5. Stunning staff, motivated to succeed.
6. A staff voice across the Trust that is actually listened to and shapes our evolution – our Spirit Group.
7. Inspirational Leadership and great teamwork at all levels.
8. Senior Leaders you can trust, who have integrity and moral purpose, are human and walk the talk.
9. Amazing exam results with a 'whole education' genuinely valued.
10. Be the best through our Spirit of Purpose programme
11. Access to the Employee Assistance Programme for you and your family's wellbeing.
12. Participation in the Childcare Voucher Scheme, free of tax and NI.
13. Investment in staff training, e.g. subsidised MA qualification options.
14. An internal market for promotion within the growing group of Quest Academies or as a funded 'Change Champions'.
15. A unique collaborative approach across the Trust serving the needs of our communities.
16. Termly staff newsletter celebrating successes and achievements and responding to your questions.
17. Credit Union savings scheme.
18. A newly structured working pattern with a two week break in October.
19. Welcoming people, positive teams and working environments – 'A Balance for Excellence'. Supported by our digital approach
20. Our great students.

- *The chance to become part of a family of schools within the Trust and a set of values we all share.*
- *Support for your professional development and the opportunity to continue to develop your skills in a well-resourced environment.*
- *A real opportunity to work in partnership with colleagues across the Trust.*
- *Excellent relationships and loyalty with pupils, parents, carers and the wider community.*
- *Recognition of the importance of your work life balance. Your emotional well-being is important to us, and is set alongside an expectation that the achievement of our pupils is paramount. We strive to balance life and work and create the best possible environment for performance and job satisfaction.*



## What our staff say

Just some of the things they say .....

*You are encouraged to be the best you can be and the Spirit of Purpose supports this. There are lots of opportunities for collaborative working*

*Great support network for staff to collaborate and share expertise. There is always plenty of people to offer advice and support at all levels.*

*Staff work well together as a team to provide great opportunities for our children and support each other extremely well. We are nurturing schools and staff care deeply about the children and want to do their very best for them.*

*At Quest there is acceptance of everyone as an individual*

## Safeguarding

***The Board of Directors of Quest are committed to safeguarding and promoting the welfare of all children and young people.***

- The policies and procedure adopted by the Board of Directors/Local Governing Committees are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed 'whistle blowing' practices.
- Children and young people are educated about the benefits, risks and responsibilities



# Your career journey

## Support Staff Development







# Our Region

## Could not be better than Bolton & Wigan...

- Wigan allows easy access to the major towns and cities with Wigan Wallgate and Wigan North Western Rail stations offering local and national links from the town centre.
- With Manchester International and Liverpool John Lennon Airports within a 40 minute commute the world is at your doorstep.
- Steeped in mining and Industrial history the bustling Lancashire town of Wigan has lots to offer everyone. In 1937 Wigan became famous when George Orwell (real name Eric Blair) wrote *The Road to Wigan Pier*. Wigan continues to flourish with the Grand Arcade Shopping Centre based in the town centre, which is home to a wide range of high street retailers. Robin Park Retail is based just outside the town centre and hosts a number of retailers, restaurants, cafes and entertainment facilities including a cinema.
- Bolton has great connections with the M65, M61, M60 and major roads including the A58 and A666, commuting by car couldn't be easier. You can be in Manchester city centre in around 30 minutes. Preston, Blackburn and Wigan are all within a 30 minute drive whilst Bury is only 20 minutes away. The train line offers regular services into Manchester Victoria (25 minutes), Blackburn (30 minutes) and Clitheroe (57 minutes). For international travel, Manchester Airport is little over 22 miles away offering flights to destinations around the globe.
- Bolton town centre offers a fantastic mix of shopping with independent retailers and high street names sitting side by side with Bolton's fantastic indoor and outdoor markets with over 200 stalls. Crompton Place shopping centre and the Market Place shopping centres are also nearby. Slightly further afield, Middlebrook retail park offers fantastic leisure facilities including a bowling alley, 12 screen cinema, cafes and restaurants as well as high street name brands.
- For the sporting enthusiasts, Middlebrook boasts a sports complex catering for a variety of sports. It is an international high performance centre for tennis that offers coaching for both children and adults as well as boasting a gym, fitness classes and clubs for gymnastics, badminton, athletics, cycling and running. Middlebrook is also home to our University Sponsor's football stadium, the home of Bolton Wanderers Football Club. Robin Park Leisure Centre and Arena in Wigan has one of the very best athletics facilities in Great Britain and is the home to Wigan and District Harriers and Athletics Club. The arena has a stand for spectators which also houses an indoor track, long jump pit, pole vault area, throws area and weights room. Outside there is an eight lane track. The Leisure Club offers a wide range of sporting facilities, including a high tech gym, tennis courts, sports hall, gymnastic facilities, coaching sessions and classes for both children and adults. DW stadium is also home to Wigan Athletic Football Club and Wigan Warriors Rugby League Club.

 <p><b>St Peter's C of E Primary School</b></p>  <p><b>309 Learners</b></p> 	 <p><b>Hindley Green Community Primary School</b></p>  <p><b>405 Learners</b></p> 	 <p><b>St John's C of E Primary School Hindley Green</b></p>  <p><b>211 Learners</b></p> 	 <p><b>St John's C of E Primary School, Abram</b></p>  <p><b>282 Learners</b></p> 	 <p><b>University Collegiate School</b></p>  <p><b>840 Learners</b></p> 
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# Partnership and Collaboration

Our continued development creates opportunity for Quest to work with and alongside some strong and well-established partners...



# Applications

13.11.20

Deadline for Support Staff  
Applications

TBC

Interviews for Support Staff



# Job Advert – Learning Support Assistant / Cover Supervisor

**Pay Scale: QUEST Grade C**

**Start Date: January 2021**

We require an ambitious, dedicated and talented LSA/Cover Supervisor to join our award winning Trust based in the North West.

Here we all lead to secure the best **Learning, Innovation and Opportunity**, and we seek those who have determination for success, a thirst for continued learning and a drive to be relentlessly ambitious for the students and communities they serve. Here we make a difference and transform lives.

**Here we Unlock Potential.**

As Pearson's National Silver Award winner for **Digital Innovator of the Year**, the Trust will be expanding its digital delivery of learning in our new school. A blend of excellence and experience to enable you to be the best you can be.

**With four Primary schools in Wigan and the UCS in Bolton we are enhancing young lives across the North West. We focus on unlocking potential and giving every child a real chance to succeed.**

**Join us and you'll have the chance to work at one or more of our schools.**

**We're looking for a passionate and enthusiastic LSA/Cover Supervisor who will:**

- complement the professional work of the teacher by taking responsibility for agreed learning activities;
- Implement learning activities for small groups or class cover following the direction of the teacher.
- Supervise whole classes when required and in the short term absence of a teacher and/or to provide support to teaching staff and students.
- Give support to SEN pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Create and promote a positive image in accordance with the Trust's aims and ethos;

**When you join us as an LSA/Cover Supervisor, you can be certain that we'll invest heavily in your professional development through our Spirit of Purpose and give you the chance to build your career across our family of Schools. It's a unique challenge and if you're passionate about really making a difference we can promise you'll find it life-changing.**

**Join US and Unlock your Potential**





***As a member of QUEST you can expect:***

- A supportive environment allowing you to progress and develop
- Excellent CPD opportunities and guidance through our Spirit of Purpose Programme
- Pupils who are enthusiastic and keen to learn in a positive environment
- The opportunity to work within a team of highly supportive and creative colleagues
- A Trust committed to doing the best for each and every one of its pupils
- A Trust committed to a digital strategy and life skills curriculum which provides a balance for all
- Creative and innovative approaches that engage pupils, develop agency and harness digital technology
- To be shaping the next phase of education for the future
- A balance for excellence for all
- 
- ***The Trust expects:***
- NVQ Level 3 or equivalent qualifications or comparable level of experience.
- A personal commitment to being the best you can be.

There are plenty of progression opportunities through our Spirit of Purpose! Why not join us on our exciting new journey?



# Job Description – Learning Support Assistant / Cover Supervisor

**QUEST is a value-led organisation comprising of Christian, and community Primary Schools, and a Secondary School with UTC provision. All staff are expected to support the Trust's ethos and our 'Spirit of Purpose'.**

<b>JOB DESCRIPTION:</b>	Learning Support Assistant / Cover Supervisor
<b>RESPONSIBLE TO:</b>	Director of Academy Excellence/Principals/Teachers/other senior school staff
<b>JOB PURPOSE:</b>	<p>To work under the guidance of teaching staff and under the supervision of the SENDCO, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management / preparation of resources.</p> <p>The primary focus will be to maintain good order and to keep students on task.</p> <p>To supervise whole classes when required and in the short term absence of a teacher and/or to provide support to teaching staff and students.</p> <p>To give support for to pupils/students with identified/SEN providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required</p> <p>Postholder will need to respond to questions and generally assist students to undertake set activities.</p> <p>As an employee within QUEST, staff may be required to work at any school within the Trust or elsewhere to support.</p>
<b>LIAISING WITH:</b>	Pupils/students, teachers, senior staff, parents/carers, visitors to the school
<b>SALARY SCALE:</b>	QUEST Grade C, points 5-8
<b>DBS DISCLOSURE LEVEL</b>	Enhanced

## Professional Responsibilities

### School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

### Key Responsibilities

To supervise and provide particular support for pupils/students, ensuring their safety and access to learning activities



To provide specialist support to students with barriers to learning on a one to one basis, in a small group in or out of the classroom.

To use specialist skills/training/experience to provide particular support for students, ensuring their safety and access to learning activities.

Set challenging and demanding expectations and promote self-esteem and independence

To assist with the development and implementation of Individual education/behaviour plans and personal care programmes.

To establish constructive working relationships with students and interact with them according to individual needs.

To encourage students to interact with others and engage in activities led by the teacher.

To provide feedback to students in relation to progress and achievement under guidance of the teacher.

To promote good pupil/student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupil/students to take responsibility for their own behaviour

To manage the behaviour of students whilst they are undertaking work with them according to their individual needs.

To promote inclusion and acceptance of all pupils/students/students

To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils/students' work.

Support the use of ICT in learning activities and develop pupils/students' /students' competence and independence in its use

Work with the teacher to establish an appropriate learning environment and implement learning activities for small groups or class cover.

Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate

To provide planning, preparation and assessment cover as part of the normal working week under the supervision of and support of senior teaching staff

Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives

To promote independence and employ strategies to recognise and reward achievements of self-reliance.

Provide objective and accurate feedback and reports as required by the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence  
To monitor pupils/students' responses to learning activities and accurately record achievement/progress as directed.

To provide clerical/admin support, for example photocopying, collection of money, displays

To undertake exam/test invigilation/support if required.



To assist with the supervision of pupils/students out of lesson times, including before and after school as may be reasonably directed

Assist pupils/students with eating, dressing and personal hygiene, as required, whilst encouraging independence

Provide basic first aid and administer medications in line with Trust policy if required

Helping to develop individual and group learning programmes in response to current and future needs

Working independently to deliver, monitor and evaluate educational plans for pupils/students

Creating positive working relationships and environments conducive to effective learning for all pupils/students

To plan and deliver before and after school learning activities within guidelines set by the school as appropriate

To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.

Uphold the Trust's Digital Strategy

Maintaining a secure, healthy and risk free environment for students, staff and visitors.

Embrace and actively take part in the 'Spirit of Purpose', fulfilling obligations to maintain and continue professional development in line with the Trust expectations.

To accompany teaching staff and pupils/students on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed

To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.

Contribute to the overall ethos/work/aims of the Trust and its schools including participation in school events outside of working hours.

*The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require*





QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Unlocking Potential



# Person Specification – Learning Support Assistant / Cover Supervisor

## ESSENTIAL SKILLS/QUALIFICATIONS

NVQ level 3 or equivalent qualification or comparable level of experience

Good standard of numeracy & literacy to NVQ Level 2 or equivalent

Specialist skills/training in curriculum, learning or intervention area

Specialist training – mental health, disability and/or learning difficulties

Willingness to undertake further relevant training

Experience of working within an educational establishment or care setting with adults or young people

Experience of working with students with learning difficulties or disabilities

***Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post:***

Knowledge of how to use relevant equipment/resources including ICT packages to support learning

Understanding of relevant policies, codes of practice and awareness of relevant legislation

Working knowledge of national curriculum and other relevant learning programmes /strategies

Understanding of principles of child development and learning processes

Ability to self-evaluate learning needs and actively seek learning opportunities

Ability to relate well to children and adults

Knowledge of Health and Safety

***Applicants should be able to provide evidence that they have the following necessary skills and abilities:***

Ability to use different approaches to deal with whole classroom and individual behaviour

Ability to communicate with and relate well to students, young people and adults

Ability to work under supervision and as part of a team

Ability to work in accordance with the Trust's Safeguarding health & safety policies

Ability to recognise own learning needs and seek further opportunities

Ability to deal with minor injuries



Be committed to continuing professional learning as part of the Apple Programme.

To show commitment to sustain excellent attendance at work

Full working knowledge of relevant policies/codes of practice and relevant legislation

Ability to constantly improve own practice/knowledge through self-evaluation and learning from others

Ability to use own initiative when required

Commitment to and participation in the wider life of the schools and Trust

Willingness to be flexible and adaptable as determined by the needs of the schools and the Trust

Good timekeeping

Legally entitled to work in the UK

## Learning, Innovation, Opportunity



*This post is temporary covering maternity leave and subject to  
Enhanced Disclosure Procedures.*

*The Board of Directors of QUEST is committed to safeguarding and  
promoting the welfare of all children.*

Further details are available from  
QUEST website at <https://www.questrust.org.uk/work-for-us-1>  
or by contacting

Mrs. T. Hewitt, Trust Finance and HR Officer,  
c/o QUEST

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