



WOOD GREEN ACADEMY

Tel 0121 5564131
WWW.woodgreenacademy.co.uk



Vacancy: Learning Support Assistant (fixed contract March 1st 2020 to July 17th 2020)

SALARY SCALE: Band B (£17,711 to £18,426) Pro. Rata.
27.5 hours per week, term time only

We are seeking to appoint Learning Support Assistants whose principle role is to provide in-classroom support to our students, under the direction of the teacher. The role involves providing both academic support and welfare support. These are fixed term posts, starting March 1st 2020 and last for the academic year. We are particularly interested in applicants who have the ability to support students in Maths, English and Science at Key Stage 4.

The successful candidate should be able to offer excellent communication skills along with experience of working with young people. They must have at least a grade C in English, Maths and Science at GCSE.

This position provides excellent preparation for people who are considering careers in teaching and who are looking to gain experience of working with young people, or working in a school setting.

The job description and person specification provide a detailed description of the role.

Please complete a supporting letter of no more than two sides of A4 stating your suitability for the post.

Completed application forms and supporting letters should be sent as hard copies by post to:

Application for Learning Support Assistant

Mr James Topham, Headteacher
Wood Green Academy
Wood Green Rd
Wednesbury
West Midlands
WS10 9QU

Or emailed to Admin@woodgreenacademy.co.uk and marked in the subject line, "Application for Learning Support Assistant".

Closing date: 9am Wednesday 22nd January 2020

Interviews: TBC.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



WOOD GREEN ACADEMY

A SPECIALIST COLLEGE OF SPORT, MATHS & COMPUTING

Learning Support Assistant Job Description



Job Title: Learning Support Assistant
Learning Support Assistant; 27.5 hours / week, term time only.
Band B
Starting Point 9

Responsible to: Headteacher & SENCo, Teamleader

Responsible for: N/A

Job Summary:

- To provide classroom support to pupils under the direction of the teacher.

Additional duties and responsibilities:

Support to Pupils

- To keep and maintain a record of support provided to pupils.
- To assist pupils in the use of resources including ICT.
- To maintain pupils' interests and motivation.
- To assist pupils with dress/changing for activities/personal hygiene.
- To support individual and group work assigned by the teacher in raising core skills, support individual education plans (IEP/ISPs).
- The care and welfare of pupils to include toileting and feeding as required.
- To supervise pupils at lunchtimes and/or break times as required.
- Escorting pupils around school premises/and take home, together with another member of staff.

Support to School

- To have contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process.
- To be aware of and maintain school policies and procedures.
- To contribute to IEPs.
- Preparation of rooms, equipment and displays.
- To maintain school routine.
- To promote high standards of behaviour throughout school in accordance with Discipline and Behaviour Policy.
- Support ethos of school.
- Maintenance of safe environment.

Support to Teachers

- To deliver pre-planned programmes of work under the direction of a teacher.
- To develop resources for pupils as required.
- To assist in the assessment of pupil attainment/progress.
- To undertake duties on a rota basis during mid-morning and mid-afternoon breaks.
- To assist the teacher with the supervision of pupils on school trips/visits.
- To keep materials and equipment in a tidy and safe manner.
- To liaise with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.
- To support the supervision of individuals/groups of pupils.

Support with Curriculum

- To be involved in planning meetings.
- Attendance at appropriate training sessions as required.
- To undertake repairs and maintenance of books and equipment.
- To develop and prepare curriculum activities/materials.
- To participate in the operation of the Academy's Personal Performance Development Scheme.
- To carry out their duties in line with policies on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with this policy, The Equality Standard and obligations under the Race Relations (amendment) Act 2000.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the school in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work Act 1974.

Signed _____ (LSA)

Date _____

Signed _____ (Headteacher)

Date _____

Information for Job Applicants - Safeguarding of Vulnerable Groups, including children

Please read this important information if the post for which you are applying is classed as Regulated Activity with regard to working or having contact with Vulnerable Groups, including Children.

1. Exemption Orders to the Rehabilitation of Offenders Act 1974 permit us to ask you to tell us about all convictions or cautions on your application form. You are obliged to tell us.
2. Under the Disclosure & Barring Service Scheme, we will need to check that you are not barred from working or having contact with Vulnerable Groups, including Children (according to the post).

Currently we will discover this from an application by you for an Enhanced DBS check for Regulated Activity, which we will arrange for you.

3. If you are already barred from working with either Children or Vulnerable Groups, we cannot by law employ you for this post, and you will commit an offence by making an application.
4. If you are not barred, a criminal record will not automatically bar you from employment, but you may be required to attend a meeting with a Senior Officer of the Council to discuss the details of your record.
5. All information provided by you and the DBS Disclosure, will be kept secure and only made available to persons who need to view it for employment purposes. It will be destroyed after use. We have undertaken to comply with the DBS Code of Conduct relating to storage and security of all Disclosure information. A copy of our policy may be seen at our offices as below.

Transform Sandwell, HR Services, PO Box 16709, 1 Providence Place, West Bromwich B70 1FT

HR Enquiry Desk: 0121 569 3300, or recruitment_team@sandwell.gov.uk



Documents Required at Interview



Please bring the following items with you at interview

- Original copies of Qualification Certificates as highlighted in the Person Specification (if applicable)
- Eligibility to work in UK (if applicable)
- Proof of Identity (see below)

You must produce either:

- One document from Group 1 plus any two from Groups 1 or 2
- Five documents from Group 2

Group 1

- Passport any nationality
- UK Birth Certificate issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
- UK issued Driving Licence England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper. A photocard is only valid if the individual presents it with the counterpart licence
- EU National Identity Card EU countries only
- HM Forces ID Card (UK)
- UK Firearms Licence
- Adoption Certificate (UK)

Group 2 documents stated overleaf

Documents Required at Interview

Group 2

- Marriage/Civil Partnership Certificate
- Financial Statement** e.g. pension, endowment, ISA
- Birth Certificate
- Vehicle Registration Document (Document V5 old style and V5C new style only)
- P45/P60 Statement (UK)**
- Mail Order Catalogue Statement*
- Bank/Building Society Statement*
- Court Claim Form(UK)** documentation issued by Court Services
- Utility Bill* electricity, gas, water, telephone – inc. mobile phone contract/bill
- Exam Certificate e.g. GCSE, NVQ, O Levels, Degree
- TV Licence**
- Addressed Payslip*
- Credit Card Statement*
- National Insurance Card (UK)
- Store Card Statement*
- NHS Card (UK)
- Mortgage Statement**
- Benefit Statement* e.g. Child Allowance, Pension
- Insurance Certificate**
- Certificate of British Nationality (UK)
- Council Tax Statement (UK)**
- Work Permit/Visa (UK)**
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK)* eg. Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus and Social Security.
- Connexions Card (UK)
- CRB Disclosure Certificate**

* Documentation should be less than three months old.

** Issued within past 12 months.



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Learning Support Assistant Person Specification



REQUIREMENT	ESSENTIAL	DESIRABLE
LEGAL REQUIREMENTS	Enhanced CRB Clearance	
QUALIFICATIONS Principally assessed through letter and application form	GCSE A* - C in English, Science and Maths.	NVQ Level 3 in Childcare, BETC or NNEB
EXPERIENCE and PROFESSIONAL COMPETENCE Principally assessed through letter, application form and lesson observation	Experience of working with Primary/Secondary children Knowledge and understanding of Equal Opportunities Knowledge of Health and Safety issues	
KNOWLEDGE Principally assessed through letter and interview process	An understanding of child development and appropriate levels of childcare	SEN and IEP's
COMMUNICATIONS Principally assessed through letter and interview process	Have excellent written and verbal communication skills Ability to use IT technology	
PERSONAL ATTRIBUTES Principally assessed through references, letter and interview process	To be committed to safeguarding and promoting the welfare of children and young people Ability to motivate individuals to perform effectively Ability to innovate and contribute to new initiatives Commitment to working in partnership with parents Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices. Ability to work when the school is open (Term Time working) Flexibility and willingness to be involved in the school Good record of attendance and punctuality Work effectively as a member of a team Be an effective role model through presentation and personal conduct Enthusiasm, energy, vigour, reliability and integrity	