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www.thomasesstley.org.uk

Principal: Mandi Collins

June 2021

Dear Applicant

Learning Support Assistant – Graduate post

Thank you for your interest in this post. This post is specifically for candidates that are interested in teaching and want to gain experience within an educational environment.

Thomas Estley is seeking an enthusiastic and committed graduate to work with students as a Learning Support Assistant. This is a hugely rewarding opportunity to make a real difference to the lives of young people. We will offer you the support you need to progress in your career and many of our LSAs go on to embark on QTS training and become qualified teachers.

The main purpose of this post will be to support pupils with additional Needs both in and out of the classroom.

To encourage independent learning by utilising appropriate strategies and support approaches for pupils under the guidance of a teacher.

To ensure the safety by close supervision of named pupils in practical situations where this is specified on an EHCP.

As part of this graduate post we will offer:

- Enhanced opportunities including twilight pre-teacher training and other relevant CPD
- Opportunities to observe teachers
- Reflect on good practice within a variety of departments.
- Small group teaching practice
- Opportunities to work with outstanding practitioners within your specialist subject areas.
- Work with our Initial Teacher Training team to support applications and research into
- Dedicated mentor to support your professional development throughout the year

As a Graduate applying for this post you will offer:

- A degree at honours level in any subject area
- Passion for working with young people
- Passion for understanding the pedagogy of
- Teaching

- Passion to understand how to support pupils with SEND
- Good standard of spoken English
- Passion to learn and be a part of a community

Thomas Estley is a highly successful 11-16 Community College serving the villages of Broughton Astley, Cosby and Whetstone.

As with all staff we have high expectations of the person we hope to appoint. This position will require a good standard of communication, GCSE or equivalent in English, Maths and Science. The ideal candidate will have the ability to respond flexibly to an ever-changing environment, some experience of working within a school environment preferably with a similar age group. A relevant NVQ II or equivalent would be desirable although not essential.

We think the successful candidate can expect of us an interesting, supportive and lively environment in which to work and contribute.

The closing date for applications is Thursday 1st July 2021

I look forward to receiving your application.

Yours faithfully

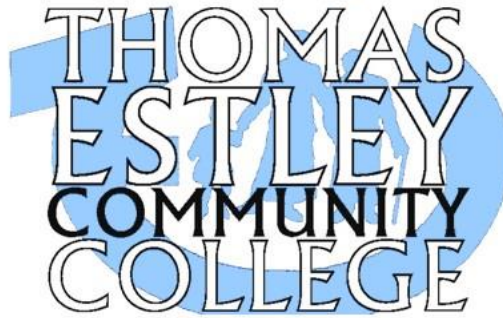
Miss E Plumb
Senco

Success Academy Trust

Registered in England Company No: 8135389 Registered Office: As above VAT Registration No: 153 2274 31
 Vice-Principals: C. Cornelius, M. Young Assistant Principals: J. Hartley, E Timmins College Manager: A.M. Willett



SUCCESS  AT



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Application Pack

THOMAS ESTLEY COMMUNITY COLLEGE

SUPPORT TEAM JOB DESCRIPTION

Job Title: SEN LEARNING SUPPORT ASSISTANT
GRADUATE POST

Salary: Local Government Pay Scale Grade 5

Working Hours: As directed by the SENCo/ Inclusion Manager. (Due to the nature of the funding of these hours (directed by the number of hours issued for statements hours may fluctuate). Four weeks' notice of any change will be given.

Responsible to: SENco

Other Functional Relationships:

SEN/Inclusion Manager, other members of the SEN team, the College Manager, Teaching staff, College Principal, Vice Principal, other members of the support staff, College members, pupils, parents, local community.

Job Purpose: To support pupils who have a statement of Special Educational Needs under the Education Act 1991 in a way which improves pupil outcomes and learning.

DUTIES AND RESPONSIBILITIES

A SPECIFIC

To support pupils with Individual Needs both in and out of the classroom.

To contribute to pupil's access to the curriculum by working with teaching staff to produce differentiated resources as appropriate.

To encourage independent learning by providing appropriate materials and support approaches for pupils with TA's under the guidance of a teacher.

To be aware of and work towards targets set in pupil's Individual Education Plans.

To ensure the safety by close supervision of named pupils in practical situations where this is specified on a Statement.

To attend a fortnightly TA team meeting.

To join a strong and purposeful team committed to providing a flexible and effective support service for pupils with individual needs.

B GENERAL

Undertake other duties as required commensurate with the grade of the post.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

It is vital to the ethos of the TA team that the postholder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the Team and treats co-operation and support for colleagues as a top priority.

SPECIAL INSTRUCTIONS

To ensure a safe working environment in accordance with Health and Safety Regulations

To attend fire drills and staff meetings as required

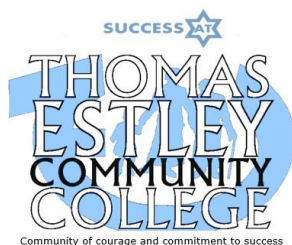
To attend training events as required

To maintain total confidentiality with regard to pupils and other personal information

Participation in, contribution to and evaluation of training and development opportunities including those arising from annual staff review.

COMMUNICATIONS

In consultation and partnership with the SENco and other members of the TA team and wider teaching staff, support and sustain effective communications including providing input for all reviews.



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LEARNING SUPPORT ASSISTANT PERSONNEL SPECIFICATION

	Essential	Desirable	How assessed
<u>Qualifications</u>			
Degree at honours level in any subject	✓		Doc/App
GCSE or equivalent, English and Maths	✓		Doc/App
Good numeracy/literacy skills	✓		Doc
<u>Knowledge/Skills</u>			
Some experience with working with Children of a similar age.	✓		App/Test/Int
A high standard of Numeracy, Literacy and Science skills	✓		App/Test/Int
Highly effective use of ICT and other specialist equipment/resources	✓		App/Test/Int
Full working knowledge of relevant policies/codes of practice and legal compliance		✓	App/Test/Int
Awareness of relevant legislation		✓	App/test/Int
Work constructively as part of a team, understanding organisation's roles and responsibilities and your own position within these	✓		Test/Int App/Int
Ability to self-evaluate learning needs and actively seek learning opportunities	✓		
Eligibility to work in the UK	✓		

Key:

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

**Dc = Documentary Evidence (E.g.,
Certificates)**

Thomas Estley Community College and Learning Alliance seeks to promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable candidate with a disability