

Station Road Broughton Astley Leicestershire LE9 6PT
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www.thomasesstley.org.uk

Principal: Mandi Collins

August 2021

Dear Applicant

Learning Support Assistant – Full or Part Time

Thank you for your interest in this post. As stated in the advert, the main purpose of the job will be to support children with special educational needs within the classroom.

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 Friday 17th September at 12.00noon.

I look forward to receiving your application.

Yours faithfully

Miss E Plumb
Director of Inclusion

Success Academy Trust

Registered in England

Company No: 8135389

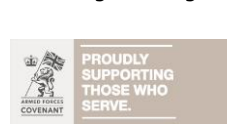
Registered Office: As above

VAT Registration No: 153 2274 31

Vice-Principals: C. Cornelius, M. Young

Assistant Principals: J. Hartley, E. Timmins

College Manager: A.M. Willett



Thomas Estley Community College "A Community of Courage and Commitment to Success"

Thomas Estley is a successful 11-16 Community College serving the villages of Broughton Astley, Cosby as well as Whetstone and surrounding villages. We are the secondary school in Success Academy Trust, working with three local primaries and a preschool within the Trust, 'Building Leadership and Character Together.' We host part of Birkett House Special School within the college and are passionate about inclusion and meeting the needs of every one of our students.

The college has a strong tradition of innovative curriculum planning and its curriculum has been a national case study with aspects adopted by a number of schools locally and nationally. Thomas Estley is a Teaching School, lead school in the Thomas Estley Learning Alliance (TELA) including almost 40 secondary and primary schools, and a National Support School. As a result, the college engages in significant School to School Support and CPD provision. We are also a Centre for School Direct placements for those looking to train as a teacher. The college is a vibrant, innovative and forward-looking institution, a place which never stands still but constantly seeks improvement.

All of our Trust staff have a Staff Wellbeing entitlement and a Leadership Development entitlement, as well as our Three Keys to Success.

All of our work is firmly based within our values, collaboratively agreed and committed to by all of our stakeholders.

1. Aiming to achieve our best.
2. Taking full advantage of every learning opportunity.
3. Showing resilience through our experiences and challenges.
4. Seeking out our talents and following our dreams.
5. Reaching out for opportunities to lead and encourage others.
6. Making a positive difference and celebrating success.
7. Including the whole community, sharing, caring and giving time as needed.
8. Treating each other with kindness, fairness and respect.
9. Finding space in our lives for fun, joy, praise and laughter.

Featuring additional entitlement to our 'Three Steps to Success' for all our Success Academy Trust Staff

SUCCESS 

**ENTITLEMENT TO
OUR TRUST TRAINING PACKAGE
AS APPROPRIATE TO CAREER
STAGE DEVELOPMENT, ROLE
AND EXPERIENCE**

SUCCESS 

**TALENT
MANAGEMENT DEVELOPMENT
ROUTES WITHIN THE TRUST
WITH A PERSONALISED CAREER
PLAN**

SUCCESS 

**WELLBEING FOR
SUCCESS – OUR OWN PERSONAL
WELLBEING AND SUPPORT
PACKAGE TO HELP YOU
FLOURISH**

SUCCESS 

THOMAS ESTLEY COMMUNITY COLLEGE

SUPPORT TEAM JOB DESCRIPTION

Job Title: SEN LEARNING SUPPORT ASSISTANT

Salary: Local Government Pay Scale Grade 5
25 hours per week, term time only, with an additional 25 hours per year for meetings, interventions, and training.
Pro Rata at 57.55 % = £10,895 - £11,115

NOTE THAT 25 HOURS IS A FULL TIME POST – WE WOULD ALSO CONSIDER PART-TIME FOR THE RIGHT CANDIDATE.

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

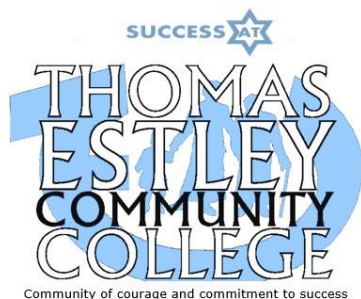
To attend training events as required

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.



LEARNING SUPPORT ASSISTANT PERSONNEL SPECIFICATION

	Essential	Desirable	How assessed
<u>Qualifications</u>			
GCSE or equivalent, English and Maths	✓		Doc/App
Good numeracy/literacy skills	✓		Doc/App
<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
Ability to self-evaluate learning needs and actively seek learning opportunities	✓		App/Int
Right to work in the UK	✓		Doc

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