# Knole Academy, Sevenoaks

# Knole_Logo.png

Application Pack for the Position of

Learning Support Assistant

**Closing Date: Friday 23 February 2018, midday**

**Interviews: Friday 2 March 2018**

Knole Academy

Learning Support Assistant

Application Pack

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A Message from the Principal, Mary Boyle

Thank you for your interest in the position of Learning Support Assistant. I am delighted that you have requested this pack and hope that what you read will encourage you to apply to be part of our team at Knole Academy.

The staff are warm, friendly and sociable. There is a staff choir and staff are invited, on a rota, to go on trips with students to galleries, operas, ballets etc. We have staff barbeques in the summer and sometimes even the odd Staff Pantomime which is great fun!

The academy is an 11-19 all ability school with grammar streams in year groups as well as catering for those with special needs and all levels of ability in between!

I strongly believe that happy people (both adults and children) enable success and that through supporting one another we become strong as a team. We have a very effective pastoral system which enables students to develop whilst tackling their personal issues.

Our NQT programme is both highly regarded and extremely helpful to newly qualified teachers and all new members of staff are invited to attend after school sessions in order to get to know the school. The academy has lead school status for the School Direct teacher training initiative which is only awarded to schools which offer high quality teaching and learning. For Middle Leaders, we run a leading from the middle programme with In Service Training and mentors.

Our new buildings which were completed in the summer of 2014 provide us with even more state of the art facilities.

I hope that once you have read our information enclosed and maybe ‘logged-on’ to view our website, [www.knoleacademy.org](http://www.knoleacademy.org) you will feel that you’ll want to apply. If you share our values, culture and ethos, we would be delighted to consider you to become part of our team.

Best wishes.



**Mary Boyle**

About the Sponsors

The Lead Sponsor for the Academy is Gordon Phillips, with Sevenoaks School and Kent County Council as co-sponsors.

Gordon Phillips, Lead Sponsor and Chairman of the Glen Care Group, has been providing care and rehabilitation services for vulnerable people for 24 years. The service Glen Care provides for adolescents has been of major importance to Gordon, especially the school for children with low literacy and numeracy skills and the substantial achievements that these young people have made. Gordon’s belief is that all young people have potential and respond best in a safe, well ordered and disciplined environment. He believes it is our responsibility to inspire and provide exceptional learning environments so that all young people can reach their maximum potential. This will give them the qualifications and personal skills that will help them to make the right choices for their future and to succeed in adult life.

Sevenoaks School, a co-sponsor, has a long tradition of academic excellence, curricular breadth, pastoral guidance, and community involvement. They will bring their expertise, enthusiasm and commitment to learning with the aim of making the Academy one of the best new schools in the country.

Kent County Council (KCC) is also a co-sponsor.

What is an Academy?

An Academy is a publicly funded state school, with an independent governing body accountable to the government, which provides free education for students of all abilities in its local and wider communities. Whilst Academies are independent of the Local Authority, they are nonetheless part of the wider family of schools and other educational institutions in their area.

Academies are established by Sponsors from a wide range of backgrounds who are responsible for securing the very best education for students in their communities in partnership with the Principal and the Academy Leadership Team.

Introduction to Knole Academy

Knole Academy has a capacity for 1550 students aged 11-19. We are based in Bradbourne Vale Road, Sevenoaks, as of the summer 2014 new facilities have been completed in addition to the high quality teaching areas that were available on the old Bradbourne school site. All year groups are streamed and setted with co-educational teaching. There are 240 places designated in each year group, Knole Academy is heavily oversubscribed, organised as 8 forms of admission with up to 350 post-16 places. There are grammar streams in KS3 but we also cater for the least able and all abilities in between.

The Vision for Knole Academy

The new Academy is committed to providing an extensive range of experiences to meet the learning and development needs of every individual student. Students are helped and inspired to reach their full potential, no matter what their aptitude, ability or background. They are provided with the highest quality of academic, personal and vocational teaching, mentoring and support, as a means of constantly raising aspiration and improving achievement.

They will become creative thinkers and confident individuals, fully equipped for the opportunities, challenges and responsibilities of adult life and well prepared to take their place within a global society.

The Knole Academy, Sevenoaks is:

* An 11-19, all-ability/co-educational school
* Providing a world-class 21st century education for students living in the town of Sevenoaks and its locality
* Providing an inspirational and technologically advanced learning environment for students, staff and the Sevenoaks community
* Offering a broad, balanced and rich curriculum, underpinned by a strong emphasis on literacy and communication skills
* Is committed to high academic standards and ensure that every student fulfils his or her potential
* Ensuring first-class teaching and inspirational leadership
* Offers a strong tutorial system to support, guide and encourage each individual student
* Is a school at the heart of the community,
* Is establishing a network of links with countries and schools all around the world, providing students with opportunities for exchanges, study tours and work on community projects
* Has a wide variety of co-curricular activities, including sport, music, dance, art and outdoor activities
* Providing exciting professional development opportunities for staff.
* Has lead school status as a Schools Direct Teaching School.

**Specialisms**

The Expressive Arts specialism incorporates all aspects of performance and media, from dance, drama and music, to all aspects of art and media. Expressive Arts is a core curriculum component for all students, developing them as independent, creative thinkers. Through direct involvement with galleries, arts groups, theatre companies, orchestras and choirs, professionals contribute to the creativity and development of students’ skills. Individual talents and aspirations are recognised and nurtured from entry into the Academy both within and beyond the formal school day.

**The Academy Curriculum**

The Academy provides a dynamic and rich learning environment. Throughout Years 7-11, the Academy provides full coverage of the core National Curriculum subjects (English, Science and Mathematics). Information Technology is embedded across the curriculum to enable students to access learning resources and support from outside the classroom and academy as a whole. There are many opportunities that go beyond the National Curriculum boundaries. The Academy is an exciting and inspiring place, with stimulating, relevant and challenging courses, combining flexible academic, vocational, creative and cultural pathways. The Sixth Form offers a full range of academic and vocational qualifications at level 2 and 3 in state of the art industry specification accomodation.

Please do visit our website for more information:

[www.knoleacademy.org](http://www.knoleacademy.org)

How to apply

**Closing Date: Friday 23 February 2018, midday**

**Interviews: Friday 2 March 2018**

**Person Specification**

This specification sets out which criteria will be used to shortlist candidates for interview.

**Job Description**

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Applying**

If you decide to apply for this post please complete the attached application form. Your formal letter of application should address:

Why the post attracts you.

How your experiences and achievements match the job and person specification.

Academy Location

Please click on the link below to see a map showing the Academy’s sites locations:

Bradbourne Vale Road, Sevenoaks, Kent, TN13 3LE.

[https://www.google.co.uk/maps/place/Knole+Academy/@51.286944,0.183889,17z/data=!4m2!3m1!1s0x0:0x24ecbbd418d1107](https://www.google.co.uk/maps/place/Knole%2BAcademy/%4051.286944%2C0.183889%2C17z/data%3D%214m2%213m1%211s0x0%3A0x24ecbbd418d1107)

Additional information to download:

[www.knoleacademy.org](http://www.knoleacademy.org)

Information about the Sponsors: <http://www.knoleacademy.org/88/our-sponsors>

Ofsted Reports: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

## *KNOLE ACADEMY*

**JOB DESCRIPTION**

**JOB TITLE: Learning Support Assistant**

**RESPONSIBLE TO: Inclusion Manager**

 **SENCo**

**Vice Principal, Pastoral**

**GRADE: Knole Academy Scheme 3**

ACCOUNTABLE FOR: providing support that will enable maximum access to the National Curriculum, as appropriate, and ensure students achieve their full potential thus enhancing teaching and learning.

The safeguarding of children and young people underpins the work of the Academy and must be adhered to as a prime responsibility. All staff working in the Academy must read and understand our Safeguarding Policy and Statutory Guidance on Safeguarding before employment begins and on a regular basis. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

**PRINCIPAL RESPONSIBILTIES:**

Under the supervision of the Inclusion Manager:

* To work collaboratively with teachers and other staff to support the student’s emerging needs
* To implement and embed the specific strategies/interventions as recommended by the educational and health professionals
* To assist the student to access the curriculum through differentiation at the required level using a variety of resources which may include support with reading, writing or spelling; computer based learning, 1 to 1 withdrawal
* To promote greater independence in all areas
* To monitor and record progress towards individual student targets
* To become familiar with the different learning needs and teaching strategies for students with specific learning difficulties
* To submit reports for Annual Reviews and Transition Reviews
* To assist in the delivery of needs appropriate PSHCE and SMSC programmes in collaboration with the form tutor and year leader
* To act as a facilitator for all assessments both formal and summative
* To undertake appropriate training to enhance skills or knowledge
* To contribute to the development of differentiated materials for the student
* To be aware of the student’s needs and the appropriate strategies for meeting and managing these
* To attend AEN Department meetings
* To be aware of and follow academy procedures, Academy Improvement Plan and AEN departmental improvement plan
* To participate in training and other learning activities
* To carry out other duties as may be deemed reasonable by the line manager

**General Duties:**

* To be responsible for personal continued professional development
* To adhere to Health and Safety Regulations
* To ensure the safeguarding of students is a primary concern
* To be a First Aider (training will be given if necessary)
* To keep confidential any issues related to Knole Academy which are deemed confidential
* To participate in appropriate meetings
* To read, understand and adhere to all academy policies

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the holder of the post.

Signed…………………………………………. (Post Holder) Date……………..

Signed………………………………………… (Principal) Date……………..

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| **KNOLE ACADEMY**PERSON SPECIFICATION – LEARNING SUPPORT ASSISTANT |

The person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

The Learning Support Assistant must have:-

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Measured** |
| **Education &** **Qualifications** | * A minimum of Level 2 or equivalent standard of education
* A first aid qualification (training will be given if necessary)
 |  | * Application
* Interview
* Reference
 |
| **Skills** | * Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment
* Must have excellent communication skills, both verbal and written
* Good ICT skills
* An organised and methodical approach to administrative procedures
* An understanding of relevant policies, codes of practice and legislation
 | * A good working knowledge of SIMS
* A good working knowledge of Microsoft Office/Outlook
 | * Interview
* Application
* Reference
 |
| **Attributes** | * Must be able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving
* Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations
* A flexible working attitude
* Successful and recent experience of working with children of relevant age
* The ability to work as part of a team
* A high level of integrity
* Appropriate attire for this position
* The ability to work unsupervised
* A good sense of humour
 |  | * Application
* Interview
* Reference
 |



**Application form**

**Post Applied For: Learning Support Assistant**

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| **Title:** | **Surname:****Maiden Name:** | **Forename:** |

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| **Date you are able to commence duty:**  |

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| **Home Address** | **National Insurance No.:** |
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| Telephone (Home): |
| Telephone (Work): |
| Mobile: |
| Email: |

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| **Health Record**. Removed to comply with the 2010 Equality Act. Please note, for jobs involving working with Children or Vulnerable Adults, the statutory regulations require us to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment. **Please note you may be asked to complete a medical questionnaire before commencing employment with the Academy.** Do you consider yourself well to carry out the duties expected for this role [ ] |

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| **Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-Overs:**Jobs in schools/academies are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. **You must** therefore declare, whether spent or not, any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.Do you have **ANY** convictions, cautions or reprimands, warnings or bind-overs?Please tick the relevant box: **Yes  No ⁬** If the answer is “yes”, you must record full details in a separate, sealed envelope marked with your name and ‘Confidential Criminal Record Declaration’ and enclose it with your application. In accordance with statutory requirements, an offer of appointment will be subject to satisfactory DBS clearance. A copy of this notice will be sent to your referees. |
| **Secondary, Further Education and Higher Education** |
| Institution | Dates (From/To) | Full or Part Time | Qualifications Obtained (with Subjects/Grades) |
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| If any course you have taken has been extended beyond the normal period, state reason and period of extension. Please also **account for any gaps** in your education. |

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| **In Service Training And Other Qualifications Obtained** |
| Please supply details of In Service Training and other relevant qualifications undertaken in the last five years and list on a separate sheet then attach to this form |
| Training Provider | Subject | Duration | Qualifications Obtained (if applicable) |
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| **Continued Professional Learning (CPD)** |
| Please give details (including dates) of subsequent qualifications, training or research. Continue on a separate sheet if required. |

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| **Work Experience****Present (or most recent) Post** |
| LA(If Applicable) | Employer’s Name | Position HeldState if full or part time (hrs) | Scale of Post and Salary.Please state any allowances received | Date appointed (From/To) |
|  |  |  |  |  |
| **Previous Experience – Please Arrange in Date Order (most recent first)**  |
| LA(If Applicable) | Employer’s Name | Position HeldState if full or part time (hrs) | Scale of Post and Salary.Please state any allowances received | Date appointed (From/To) |
|  |  |  |  |  |
|  |  |  |  |  |
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| **Other Work Experience** |
| Name of Employer | Nature of Employment | Full or Part Time | From | To |
|  |  |  |  |  |
| Please **account for any gaps** in your employment record: |

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| **Supporting Statement**In addition you are asked to provide a supporting statement, detailing:* Why this particular post attracts you
* How your skills and experience match the job and person specification

This can be attached separately if you wish.  |
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| **References** |
| Please nominate two referees. Your current employer should be one of your referees. Referees should have direct knowledge of your professional capabilities and performance. |
| 1. Name/Status |
| Address: | Telephone: |
| Email: |
|  |
| 2. Name/Status |
| Address: | Telephone: |
| Email: |
|  |

**Equalities Monitoring Form**

**Completion of this section will help us** to ensure that our workforce reflects the diverse make-up of the community of Kent. To ensure our policies and procedures are not discriminatory, we monitor job applicants and the diversity make-up of our current workforce, as part of our internal processes, such as training. The information you give is confidentially managed and does not form part of the process. It will greatly assist us if you provide as much information as possible, but you are not obligated to do so.

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| **Ethnic Origin**(please tick one box only, indicating the category that best describes your ethnic origin) |
| **White** | British ⬜ | Irish ⬜ |
|  | Any other White background (please specify)  |
| **Mixed** | White & Black Caribbean ⬜ | White & Black African ⬜ |
|  | White & Asian ⬜ |  |
|  | Any other Mixed background (please specify)  |
| **Asian or Asian British** | Indian ⬜ | Pakistani ⬜ |
|  | Bangladeshi ⬜ |  |
|  | Any other Asian background (please specify)  |
| **Black or Black British** | Caribbean ⬜ | African ⬜ |
|  | Any other Black background (please specify)  |
| **Chinese** | Chinese ⬜ |  |
| **Other** | Any other ethnic background (please specify)  |

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| **Gender** (please tick) | Male ⬜ | Female ⬜ |

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| **Age Range** | Up to 19 ⬜ | 46 – 55 ⬜ |
| (please tick) | 20 – 25 ⬜ | 56 – 65 ⬜ |
|  | 26 – 35 ⬜ | Over 65 ⬜ |
|  | 36 – 45 ⬜ |  |

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| **Disability** (please tick) |
| **Do you consider yourself to be disabled?** | Yes ⬜ | No ⬜ |
| **If yes, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?** | Yes ⬜ | No ⬜ |
| The Disability Discrimination Act 2005 defines disability as ‘a physical or mental impairment which has a substantial and long-term adverse effect on an individual’s ability to carry out normal day-to-day activities’. |

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| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?   | Yes ⬜ | No ⬜ |
| If you are successful in your application, would you require a work permit?*(If Yes to either question please provide details)* | Yes ⬜ | No ⬜ |
| How did you learn of this vacancy? |
| **Your application form should be emailed to** **rmarsaud@knoleacademy.org** **as soon as possible and no later than the closing date given in the advert.** **Thank you very much for your interest in Knole Academy and for the time and effort involved in completing this application.** |
| **Signature:** **Date:** |
| The post for which you are applying is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are therefore, **not** entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions may result in dismissal by the Governors. Any information given will be completely confidential and will be considered only in relation to an application for positions by which the Order applies.All information you send to us is strictly confidential and will be used for the purposes of this recruitment process only. It will be processed and held in accordance with the principles of the Data Protection Act (1998). |

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| **FOR OFFICE USE ONLY** |
| **DATE RECEIVED** | **DATE ACKNOWLEDGED** | **SHORTLISTED** | **REASON** |
| **INTERVIEWED** |
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