

Recruitment Information Pack



The Winstanley School

Learning Support Assistant

Temporary until 31st July 2019 in the first instance

27.25 hours per week term time plus training days

Grade 5 (£10,670 to £10,913)

Salary range dependent on experience and expertise

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Vision, Values and Ethos

Widening horizons and enabling excellence

Staff and Students have created the values that Winstanley stands for in promoting learning for life.

All members of the community SHINE.

This means we believe in:

Supporting others

Hard work

Independence

Never giving up

Excellence

Everything we do is related to these values

We SHINE

The Application Process

Completed application forms should be returned to shambleton@winstanleyschool.org.uk

or by post to

F.A.O:

Mr D Bennett and Mr G Williams, Co-Heads of School

The Winstanley School,
Kingsway North,
Leicester,
LE3 3BD

An email will be sent to shortlisted candidates with details of the interview process.

Queries

If you have any queries on any aspect of the application or need additional information please contact the school office on 0116 289 8688 or email shambleton@winstanleyschool.org.uk or visit our website www.winstanleyschool.org.uk

Thank you

Learning Support Department

Our Learning Support provision is a strength of the school. Learning Support Assistants have real impact on the progress of students with special educational needs, and their role is genuinely valued by the whole staff. We are looking for an able candidate, preferably experienced, who is able to show initiative.

Hours of work will normally be 27.25 per week during term-time. Flexibility is necessary to allow occasional attendance at meetings or, part of meetings before or after school, plus training days. These hours are included in the contract and equate to five additional days per year. There is a strict policy regarding leave of absence in term-time. Leave of absence will not be granted for holiday or recreational purposes. The majority of the post involves teaching students with special educational needs, especially those with Statements, alongside the class teacher. This will sometimes be in classes but will also involve individual or, more often, group work where the assistant will be in charge.

Advert

Learning Support Assistant

Temporary in the first instance until 31st July 2019

Paid at Grade 5

27.25 hours per week, plus 5 training days

Salary range dependent on experience and expertise

£10,670 to £10,913 per annum

The Winstanley School is seeking to appoint committed and enthusiastic Learning Support Assistants, to work with the Additional Needs Manager and SENCO in supporting SEN students in lessons. Experience of working with children, preferably in an educational setting, would be advantageous. The Learning Support Assistant will primarily be based at The Winstanley School, an 11-16 school situated in the heart of the vibrant and engaged Braunstone Town community. This role offers candidates an exciting opportunity to contribute to the school's relentless drive for excellence. You will possess a real passion for contributing to the learning of our young people and be able to promote the vision, and to live the values, of the LiFE Multi-Academy Trust.

*NB The academy reserves the right to terminate this contract at any time during this fixed term contract with appropriate notice should the student no longer require the support.

"The LiFE Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment"

Please contact the school office on 0116 289 8688, via e-mail shambleton@winstanleyschool.org.uk or visit www.winstanleyschool.org.uk for further details and application form.

The closing date for completed applications is 9 am on Monday 10th December 2018

The Winstanley School, Kingsway North, Braunstone Town, Leicestershire, LE3 3BD

Tel 0116 2898688, email shambleton@winstanleyschool.org.uk

Executive Head: Chris Parkinson

Co-Heads of School: Dave Bennett & Gareth Williams

November 2018

Dear Applicant

Learning Support Assistant

Thank you for your interest in the above post.

We are seeking to appoint a learning support assistant who has energy, enthusiasm and enjoys working supportively with young people. The successful applicant will join the Learning Support department, a strong team of committed support staff. Ideally you should have experience of working with children, preferably in an educational setting and be aware of a range of special educational needs, and of the barriers these can present to children's learning. Knowledge of the curriculum and the learning activities involved are obviously helpful.

The following information is included in this pack:

- Personnel Specification and Job Description;
- An application form can be downloaded from our website;
- Details of our most recent Ofsted report can also be found on our website or Ofsted's.

If you are interested in applying for our post, please complete the following:

- Application form;
- Letter (of no more than two sides of A4), outlining your relevant experience and how you would support young people

The Personnel Specification indicates the specific skills and qualities we are interested in and where we expect to make judgements of these in the selection process.

Further details about the school can be found on the website at www.winstanleyschool.org.uk

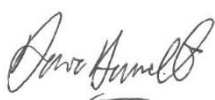
Your application should be sent to Mr Dave Bennett & Mr Gareth Williams, Co-Heads of School, by 9 am on Monday 10th December 2018.

I look forward to receiving your application.

Yours sincerely



Gareth Williams
Co-Head of School



Dave Bennett
Co-Head of School



Chris Parkinson
Executive Headteacher

Job Profile

School:	The Winstanley School
Job Title:	Learning Support Assistants – Special Educational Needs
Grade:	5 (Points 9-11) 27.25 hours per week term time plus 5 training days, fixed until 31 st July 2019 in the first instance. Actual salary in the region of £10,670 to £10,913 dependent of experience.
Responsible To:	The SENCO through the Additional Needs Manager and class teachers or if in a specific department the Team Leader.
Key Relationships/ Liaison with:	Learning Support Department, Class Teachers, Support Staff, Representatives of External Agencies, e.g. Education Psychologists, etc.
Job Purpose:	To provide in-class support within a specific department or support throughout the The LiFE Multi Academy Trust for named students with EHC plans or who are on the Register of Special Needs. Supervising and supporting student learning in classes across the curriculum. This may involve modifying resources, working one to one, or in a small group of students under the direction of the class teacher. It is important that LSAs liaise with class teachers and with the SENCO to inform the monitoring of student progress. LSAs also have a mentoring role with named students across the The LiFE Multi Academy Trust.
Main duties and responsibilities: The activities and responsibilities listed below are examples of the type of tasks that are expected of the post holder. These may vary over a period of time. <ul style="list-style-type: none"> • To prepare resources under the direction of the Additional Needs Manager or class teacher. • To work with and build a positive relationship with students. Working with students on a 1-1 basis and in small groups, under the supervision of the class teacher. • Be organised and prepared for lessons. To follow the directions of the class teacher/instructor in lessons. • To contribute to the administrative procedures in the Learning Support Department under the direction of the SENCO and/or Additional Needs Manager. • To have knowledge of SEN Code of Practice and School policy. • To implement School Policies and procedures in relation to: <ul style="list-style-type: none"> ○ Health and Safety, Equal Opportunities, Behaviour etc. • To contribute to reports on student progress and behaviour. • To support students under exam conditions. 	

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. *NB The academy reserves the right to terminate this contract at any time during this fixed term contract with appropriate notice should the student no longer require the support.

Personnel Specification

ESSENTIAL	DESIRABLE
Understanding of the importance of supportive student/teacher relationships Ability to communicate effectively with young people and adults. Good numeracy and literacy skills - GCSE or equivalent in English and Maths	Evidence of effective relationships with young people. Evidence of good working relations with a range of people
Ability to work well within a team	
Good organisational skills	Evidence of organisational ability
Self-motivated, ability to work on own Good ICT skills. Willingness to develop and attend training as necessary.	Recent ICT qualification
Ability to work under pressure and react calmly to confrontation	Evidence of meeting deadlines and ability to prioritise
Able to be totally confidential and discreet	
Recent record of good health, attendance and punctuality.	
	Qualification / specialism or interest to work within a specific department
Completion of Enhanced DBS disclosure	