



## Recruitment Pack: Learning Support Assistant



ENJOYING TODAY, PREPARING FOR TOMORROW

## Vacancy Details

One In A Million Free School – Bradford  
Enjoying today, preparing for tomorrow!

### **Learning Support Assistant**

Salary: Point 6-15 (Actual salary £12,993 - £14,774)

Contract: Permanent

Hours: Full Time, TTO Plus 10 Days

Start date: as soon as possible

**Do you want to work in a school where students come first?**

**Do you want an employer who values their staff?**

**Do you want a values driven environment?**

**Do you want to be part of a growing school?**

**Do you always put students first?**

We believe every student is unique and should be valued for being who they are. We are a growing school that offers the successful candidate the unique opportunity to help shape our student's futures. Whether in a teaching or non-teaching role, at One In A Million, we all have a responsibility to our students.

We believe Learning Support Assistants are essential to the provision of additional learning support for students with specific learning needs and/or students who need support with their educational progress. We are looking to appoint a Learning Support Assistant who:

- is a compassionate individual with a practical approach to providing support and finding solutions for our students.
- has a positive and flexible approach.
- a person who can communicate effectively and maintain confidentiality.
- is knowledgeable in strategies to support students with challenging behaviours
- has the belief that all children can make outstanding progress
- has excellent communication skills, effective planning and a proactive approach
- has good interpersonal skills and an understanding of adult-child relationships

To consider this role you would have to ask yourself:

Am I compassionate?

Am I honest?

Do I act with integrity?

Do I believe in excellence?

# Vacancy Details

If you can say yes to the above and have the appropriate experience then we would encourage you to apply.

To apply and for further information about our school please visit

<https://www.tes.com/jobs/employer/one-in-a-million-free-school-1062792>

One In A Million Free School  
Cliffe Terrace  
Bradford  
BD8 7DX  
Tel: 01274 723439

One In A Million Free School is committed to the safeguarding of children so all our appointments are subject to a satisfactory enhanced DBS check. We are committed to Equal Opportunities.

# Letter From The Principal

Dear Applicant

Thank you for requesting information about our current role. We are delighted that you are considering joining our team.

Are you a One In A Million person? Do you care about young people and want to see them grow and achieve? Do you have our values: compassion; honesty; integrity; excellence? Do you want to do something new or perhaps get back to what you thought school life was going to be like?

If you've answered 'yes' to the above then you could be what we're looking for and we would warmly encourage you to apply. As the new Principal, I am looking forward to recruiting people to join us in this exciting new phase in the One In A Million journey. Please read on to learn more about our exciting school and journey so far.

OIAMFS is part of the One In A Million family. One In A Million was established in 2005 as a charity that wanted to make a difference in the lives of young people in Bradford through Sport, the Arts and Enterprise. Its name reflects its values: every child is valued and unique. With the addition of the free school, One In A Million's hub and spoke model was complete (please see Appendix 1 for Hub and Spoke model). In essence this model means that there are now pathways for our students in the school into enrichment and into the community and development programmes. There is also a pathway for some young people in the community activities to get involved in the enrichment programme and our school.

OIAMFS opened in September 2013 and we are based next to the iconic home of Bradford City AFC – 'Valley Parade'. The former club shop and business centre has been renovated to the highest standard. Our position allows us to enjoy a strong partnership with Bradford City AFC. Our facilities include a beautiful, airy atrium and reception; state-of-the-art classrooms (including 'Apple' technology throughout); dance/drama studio; theatre (with capacity to project 3D films onto a large screen); music room; recording studio (with the facility to record from 4 different rooms); a professional training kitchen for cooking; numerous breakout spaces.

OIAMFS started in 2013 with year 7 students and each year our student population grows, by September 2017 we will have filled KS3 & KS4 and be entering our first ever GCSE year. Each year we are oversubscribed for places. This year 329 children made OIAMFS one of its choices for one of our 75 places. A result of this student growth is staff growth.

So what is unique about OIAMFS and why would you want to come here?

**We're small** – there are a maximum of 75 students in each year group and class sizes are no bigger than 25. This means that every teacher knows every child and the child is at the heart of what we do. I know every school claims this, but it's our passion to make sure we do what we say.

# Letter From The Principal

**We're innovative** – everything's new. You will have the opportunity to be involved in the shaping of our school.

**We're about growth** – our mantra for our young people is: 'growth (I can get better) through hard work and resilience'; we believe that of our staff as well.

**We tackle the issues** – what we know about some Bradford children is that they lack both aspiration and character. These are two key ingredients that our students need for future success. So we do something about these two issues. Our whole culture is about aspiration; we believe in our students and constantly remind them that whatever their starting point is, they can get better.

You may know something of Bradford or have heard something of it. I am new to Bradford but I am already learning that it is a vibrant city – it's one of the fastest growing communities in the UK. It is multicultural and all the richer for it.

I hope the application pack attached gives you an insight into what we are about and helps you to write an application that catches our attention.

Yours sincerely



Philip Grant - Principal

# Letter From Students

*Dear Applicant,*

*I am writing to inform you that we would like people who care and someone who looks for more than just perfection.*

*One In A Million is not like any other school due to fact that we live up to the four core values. They are: compassion, honesty, integrity and excellence. The teachers at this school show us the right path whilst making our education exciting!*

*Yes, our school expects high standards, however if we are to succeed in the future, we have to show good manners whilst staying on the right path. We are a school that shows excellence and in return we are rewarded with extraordinary trips! This school makes us realise what we are today and what we will become in the future.*

*No school is perfect but with your help we can improve our school. This is a no bully zone and if a bully situation occurs then it is dealt with very seriously. Our school provides us with the equipment we need. This includes iMacs and iPads on every floor! We are a school of many opportunities! These opportunities include: sports report writing, MMA club, football tournaments for boys and girls and many more! We have even had the privilege to meet authors, rugby players and football players!*

*Yours sincerely*

*Marrya - a student from One In A Million.*



# Hub And Spoke

The ethos and vision of the One In A Million Free School are based upon our extensive experiences of delivering successful community based programmes in sport, the arts and enterprise.

The “Hub and Spoke” Model links the One In A Million Free School (hub) with our existing range of community activities (spokes).

Our “Wheel of Hope” vision places our Free School at the heart of all that the charity does to ensure that our innovative education projects reach as many young people as possible in and out of school throughout the Bradford community.



# Job Description

JOB TITLE:	Learning Support Assistant
JOB LOCATION:	One In A Million Free School, Bradford
REPORTS TO:	Director of Inclusion
PEOPLE RESPONSIBILITY:	None
BUDGET RESPONSIBILITY:	As delegated by the Principal

## ONE IN A MILLION FREE SCHOOL VISION & VALUES

**Our overall aim** is to make a difference to young people by engendering respect, self-regard, motivation and engagement. The ethos of our school will be rooted in the name of our charity, where every young person is recognised and valued as 'one in a million'.

**Our mission** is to enhance the life chances of all pupils at One In A Million Free School through a tailored programme of vocational learning across sport, the arts and enterprise.

**Our vision** is that each student will utilise their skills, talents and educational achievements across sports, the arts and enterprise to better themselves and their communities.

**Our values:** We are driven by our 4 core values, Compassion, Honesty, Integrity and Excellence

## JOB PURPOSE

To complement the work of the teaching staff, contributing to a range of teaching and learning activities and to work collaboratively with colleagues as part of a professional team.

To provide essential additional learning support for students with specific learning needs and/or students who need support with their educational progress.

To assist the Director of Inclusion to deliver effective support for SEND students.

To assist with raising of standards of achievement by providing support to students and teaching staff.



# Job Description

## **Key Responsibilities:**

### SUPPORT FOR STUDENTS

- Supervise and provide specific support for students, particularly those with special needs, ensuring their safety and access to all learning activities.
- Establish constructive relationships with students and interact with them appropriately.
- Promote the inclusion and acceptance of all students ensuring motivation and engagement.
- Encourage students to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations aimed at promoting self-esteem and independence.
- Assist in the provision of feedback to students in relation to progress and achievement.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Encourage all students to show respect for each other, staff and visitors.
- Promote the participation in vocational activities
- Support students in recognising, developing and celebrating their skills, talents and educational achievements
- Promote student involvement in community activities
- Promote good student behaviour encouraging them to take responsibility for their own behaviour.
- Assist with the supervision of students with SEN out of lesson times, including before and after school and at lunchtime.
- Deal promptly with conflict and incidents in accordance with policies and procedures.

### SUPPORT FOR TEACHERS

- Support the administrative work required for SEN management.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Assist with the display of students' work through the use of ICT and non-ICT means.
- Provide detailed feedback to teachers on students' achievement, progress, problems etc.
- Monitor students' responses to learning activities and accurately record achievement/progress as requested.
- Establish constructive relationships with parents/carers.
- Liaise with teachers in order to support students achieving their learning goals.
- Assist with the planning of learning activities.
- Administer routine tests and invigilate exams.

# Job Description

## SUPPORT FOR DELIVERY

- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity for students with SEN and assist these students in their use.
- Undertake structured and agreed learning activities/teaching programmes in accordance with the agreed curriculum.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

GENERAL RESPONSIBILITIES: In addition to the specific responsibilities detailed above, the following general responsibilities apply:-

- Comply with all Free School policies and procedures ensuring commitment to the mission and values.
- Assist in the development of excellent working relationships throughout the school.
- Foster good relationships with external organisations that provide goods and services.
- Take responsibility for Health and Safety of yourself and that of others.
- Commit to maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- Comply with all contractual, legal and reasonable requirements of any venue being used by OIAMFS for its activities
- Pro-actively promote and uphold OIAMFS acting as an ambassador
- Behave in a professional manner (both in and out of school) ensuring that One In A Million is not brought into disrepute
- Undertake such projects of a level commensurate with the responsibility of the post, as designated by the Principal
- Carry out any other reasonable duties associated with the post

## SAFEGUARDING:

- In common with all employees this role includes responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.
- Adherence to the School's Child Protection Policy Statement is required at all times.
- If you become aware of any actual or potential risks to the safety or welfare of students or other children in the school this must be reported to OIAMFS's Designated Safeguarding Lead or deputy.

# Person Specification

## ATTITUDES

Aspect	Assessed by	Essential / Desirable
An understanding of and commitment to the mission and vision of One In A Million	Interview & Application	E
Able to demonstrate how the values of One In A Million have been expressed in your life and work	Interview & Application	E
Clear understanding of compassion and how it is worked out in life	Interview & Application	E
Work honestly and speak the truth with kindness	Interview & Application	E
Show how integrity is central to your life and why it is crucial	Interview & Application	E
Demonstrate excellence in all facets of work	Interview & Application	E
A team player able to motivate others	Application & Interview	E
Committed to individualised and personalised learning with an inspiring, enthusiastic approach that engenders a desire for learning	Application & Interview	D
Understanding of the process of learning	Application & Interview	D
Committed to using a variety of learning environments and resources, including technologies, as appropriate, to maximise learning and progress	Application & Interview	E
Treats everyone with respect and dignity and shows commitment to Equality and Diversity and its effective implementation	Application & Interview	E
Committed to Continuing Professional Development both personally and for colleagues	Application & Interview	E
Committed to collaborative learning and partnerships	Application & Interview	E

# Person Specification

## KNOWLEDGE & QUALIFICATIONS

Aspect	Assessed by	Essential / Desirable
GCSE Maths and English – Grade C or equivalent	Application	E
Knowledge and/or experience of delivering in the vocational areas of arts, enterprise or sports	Application & Interview	D
Training in behaviour management	Application & Interview	D
Teaching Assistant Qualification	Application	D

## SKILLS & EXPERIENCE

Aspect	Assessed by	Essential / Desirable
Experience of working with children within 11-16 age range	Application & Interview	D
Experience of working with children with Special Education Needs	Application & Interview	D
Experience of developing curriculum initiatives using the latest technologies to support learning	Application & Interview	D
Providing a safe environment to ensure the physical and psychological safety of the students	Application & Interview	E
A commitment to the holistic development of students – specifically the character development of students	Application & Interview	E
A willingness to contribute to the enrichment activities of OIAMFS and the community work that is at the heart of OIAM.	Application & Interview	E
Evidence of learning delivery	Application & Interview	D
Knowledge and understanding of national education priorities / developments	Application & Interview	D
Experience of making effective use of ICT	Application & Interview	E
Ability to make sound decisions, identify and solve problems and seize opportunities	Application & Interview	E

# Person Specification

## SKILLS & EXPERIENCE (Continued)

Well-developed interpersonal and communication skills (including written, oral and presentation skills)	Application & Interview	E
Ability to manage change, showing flexibility, adaptability and resilience	Application & Interview	E
Positive disposition towards inclusion of all students including those with learning difficulties in mainstream learning and education	Application & Interview	E
Able to build strong relationships with key people in relevant organisations	Application & Interview	D