



**BRIDGE ACADEMY**

# **Learning Support Assistant Information Pack**



*'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'*

**| Hard Work | Integrity | Kindness |**

## CONTENTS

Letter from Mr C. Brown, Principal.....	3
The Bridge Academy Mission, Vision and Values .....	4
Staff Rewards & Benefits .....	5
Job Description.....	8
Advert Information.....	11

Dear Applicant,

Thank you for requesting an Information Pack for the post of **Learning Support Assistant**.

The Bridge Academy is a diverse and vibrant school that is rapidly improving and is focused on securing excellence for all our students and staff. Our award winning building is outstanding. We have state of the art facilities, which a wide variety of community groups we work with, also benefit from.

We offer a professionally stimulating and supportive working environment, with a strong commitment to professional development. We value our staff members and they enjoy a range of rewards and benefits, outlined on page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

Thank you again for your interest in this post and we look forward to receiving your application by **9:00am on Wednesday 17<sup>th</sup> October 2018**.

Yours faithfully,



Mr C. Brown  
**Principal**

## THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are a school with a simple mission: to ensure that when students leave the Academy every one of them can go on to University or a high quality equivalent, thrive in their chosen field and live a great life. In this way, The Bridge Academy truly is 'A Bridge to their future'.

This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

**Hard Work:** We do what it takes for as long as it takes. We stay positive and never give up. We never stop trying to get better.

**Integrity:** We do the right thing, even when no-one is watching. We are always honest and do not make excuses. We take responsibility and do our best every time.

**Kindness:** We have high standards because we care. We treat others **fairly** and respectfully. Helping a member of our team is helping ourselves.

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

## STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies – we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

### **Annual Salaries**

We offer competitive salaries for both Teaching & Support staff, (Inner London Weighting) including recruitment & retention allowances, in some cases.

### **Annual Season Ticket Loans**

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

### **Barbican Card**

<http://www.barbican.org.uk/>

The Barbican card through UBS, is free for all staff members who request it. This card gives priority booking for events at the Barbican with no booking fees, unlimited access to exhibitions, discount on cinema tickets and special offers in the restaurants and bars. 25% off selected music and theatre events, 25% off all new release films, 15% off all Barbican bars and restaurants except Searcy's and Benugo.

### **Childcare**

<http://www.childcarevouchers.co.uk/>

We understand that the cost of having children doesn't stop at keeping them cared for while you're at work. That's why you can choose to take part of your salary in Childcare Vouchers to take advantage of important tax and National Insurance savings.

- You enroll on the scheme by completing a salary sacrifice agreement.
- You receive a welcome pack, with details for your carer if they aren't already affiliated with the scheme.
- You receive paper vouchers which you give to your childcare provider. They then return them to Edenred for redemption.

Some of our staff choose to make use of the very nearby nursery at Hackney Community College which is graded Good by Ofsted and has very competitive rates. It is close enough to drop off your child and walk to work easily.

## **Cycle Scheme**

<http://www.cyclescheme.co.uk>

Our cycle scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32% of the total cost. Payment(s) are deducted via payroll over a set 12 month period.

## **Optical Expenses**

A contribution up to the amount of £25 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £60, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

## **Gift Vouchers for 100% Attendance**

We really value the commitment of our staff members and as a token of this, each term staff who have achieved 100% attendance are included in a prize draw, offering them the prospect of winning £100 worth of vouchers from top stores.

## **Our Award Winning Building**

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

### **Art Floor**

- 3 designer classrooms
- A Kiln room
- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower

### **ICT suites**

- 3 purpose built ICT suites, with retractable I-desks
- ICT facilities on all floors within the Academy

### **Music Facilities**

- A large separate and dedicated, fully equipped music area, with three large classrooms and 12 practice rooms
- A separate music media suite, equipped with bespoke Mac desks and music keyboards
- Hi-tech recording studio

**Performance Hall**

- 370 seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.
- Cinema projection capability, instruments and AV lighting and sound systems.

**Sixth Form**

- A bespoke Sixth Form block
- The only Academy in the UK, which provides both Cisco training and a Microsoft Academy in-house at the Sixth Form

**Sports Facilities**

- A large sports hall, with a variety of sports resources
- Basketball facilities including the latest specification National League court markings
- An Off-site Multi User Games Area (MUGA) and two Astro turf football pitches

**Pension Scheme Contributions**

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

**Relocation Support for Teaching Staff**

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

**Social Events**

Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

## JOB DESCRIPTION

Job Title:	Learning Support Assistant
Reporting to:	Lead Learning Support Assistant/SENDCo
Starting Salary, Spine:	Point 12
Salary Scale Range:	Point 12 - 16
Contract Details:	Permanent. Term Time Only: 39 Weeks Per Academic Year
Working Hours:	Full Time, 37.5 hours per week, 8:00am - 4:00pm

### Job Purpose

The main purpose of the role is to:

- Provide support and guidance to young people and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential.
- Provide support for students with literacy, behaviour or emotional difficulties.
- Support the SENDCo in completing the necessary paper work to apply for access arrangements for students.
- Work as part of the Inclusion Team in supporting and including students with additional needs.
- Work within an extended range of networks and partnerships to improve the quality of services to children and young people.

### Key Responsibilities

1. To develop an understanding of the special educational needs of the student/s concerned.
2. To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
3. To build and maintain successful relationships with students, treating them with respect and consideration.
4. To help promote independent learning and to help reinforce learning.
5. To help keep the students on task and to build motivation.
6. To support the students in building their confidence and enhancing self-esteem.
7. To participate in formal and informal meetings with teachers to contribute to planning lessons / activities.
8. To plan and prepare materials and resources.
9. To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.



10. To deliver small group interventions.
11. To meet regularly with the designated line manager to report on progress of identified pupils.
12. To support in implementing specific teaching programmes.
13. To carry out structured classroom assessment/ observation and feedback outcomes.
14. To be responsible for keeping records, evaluating identified students' progress and collating evidence.
15. To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
16. To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
17. To identify personal training needs and to attend appropriate internal and external in-service training.
18. To work within and encourage the Academy's Equal Opportunity Policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
19. To undertake other duties, appropriate to the post, as may be required from time to time.

## JOB SPECIFICATION

	Essential	Desirable
<p><b>Education and Qualification</b></p> <ul style="list-style-type: none"> <li>Qualifications to Degree, A level, or GCSE/ equivalent standard including English and Mathematics at minimum Grade C.</li> </ul>	*	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of working with young people with a range of additional needs.</li> <li>Experience of working in an educational environment.</li> <li>Experience of working in a multi-ethnic community.</li> </ul>	*	*  *
<p><b>Skills, Abilities and Knowledge</b></p> <ul style="list-style-type: none"> <li>Excellent communication, organisational skills, attendance and punctuality.</li> <li>The ability to establish and maintain good working relationships with young people.</li> <li>The ability to work as an effective member of a team.</li> <li>The ability to communicate effectively with young people, families, and a range of other external parties.</li> <li>The ability to exercise initiative, work independently and take responsibility.</li> <li>Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation.</li> <li>Understanding and awareness of equal opportunities and a commitment to work within the Academy's Equal Opportunities Policy.</li> <li>Commitment to the Academy's specialisms of Music and Maths.</li> </ul>	*  *  *  *  *  *	

## Learning Support Assistant

<b>Dates:</b>	Apply by 9:00am on Wednesday 17 <sup>th</sup> October 2018
<b>Job start:</b>	November 2018
<b>Salary Point Range:</b>	12 - 16
<b>Annual Salary:</b>	Spine Point 12: £16,952 (Pro rata of FTE: £19,921)
<b>Contract type:</b>	Term time only: 39 weeks Per Academic Year 37.5 hours per week, 8:00am - 4:00pm
<b>Contract term:</b>	Permanent

Do you believe every child deserves the chance to succeed?

Do you want to join a team who will work hard together to make this happen?

Do you want to join a diverse and vibrant school that is rapidly improving?

With progress in the top 10% nationally and the top performing co-educational 6<sup>th</sup> form in Hackney, The Bridge Academy is on a journey to excellence.

We are seeking an exceptional Learning Support Assistant who is totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at University or equivalent, thrive in their chosen field and live a great life.

### Do you have?

- Education to a minimum standard of GCSE Grade A-C standard or equivalent?
- Experience of working with students with a range of additional needs?
- Awareness of issues related to underachievement and barriers to learning and participation?
- Excellent communication and organisational skills?

### Why choose us?

- Culture of high expectations
- Exceptionally visible SLT
- Commitment to staff development

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please complete the online application and ensure that you read our school workforce privacy notice. We encourage applicants from all sectors of the community to apply. **The deadline for applications is: 9:00am on Wednesday 17<sup>th</sup> October 2018. Due to the half**

**term period in week beginning 22<sup>nd</sup> October, the interviews will take place in week beginning 29<sup>th</sup> October 2018.**

**The Bridge Academy is committed to safeguarding children and all appointments will be subject to receipt of a satisfactory Enhanced DBS check and references.**

**Learning Support Assistant**