



# Recruitment Information

## Graduate Learning Support Assistants/ Learning Support Assistants

June/July 2022



**Shakespeare**  
Primary School and Nursery



# Excellence in the heart of Leeds...

*'You have not lost sight of the absolute necessity to put pupils at the heart of all you do'*

*'Middle leaders are ambitious, well trained and effective'*

*'You have put in place a stimulating and interesting curriculum'*

*'Pupils enjoy coming to school and they are rarely absent'*

*'Pupils get on well together. The atmosphere in lessons and around the school is marked by politeness, kindness and mutual understanding.'*

***'Staff morale is high'***

*'The strong relationships you and your staff have with parents are a real strength of the school'*

**Mark Evans, HMI Ofsted**

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*'An overriding strength of this school is the drive to ensure that all pupils are given the best possible opportunities academically, socially and emotionally. The school is led by an inspiring Head Teacher and Senior Leadership Team. Together they have developed a strong staff team who show passion, dedication and a genuine care and respect for their pupils. The new building is outstanding. It is spacious and welcoming, there are numerous areas for interventions and support, classrooms are bright and designed so that learning and behaviour are visible at all times. The learning environment is engaging and promotes health and wellbeing. This has helped the pupils to develop a sense of pride in their school'.*

**Sheryll Carter – Healthy Schools Assessor**

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*'I am writing to personally congratulate you and the whole school community on the outcome of your recent Ofsted inspection. To retain your 'Good' judgement despite the incredibly busy and challenging year is a really fantastic achievement. The needs of the children are clearly at the very heart of everything that happens at Shakespeare Primary and I have no doubt that the next stop for you is 'Outstanding'*

**Steve Walker – Director of Children's Services, Leeds City Council**



**Required for September 2022, salary grade A1-B1 scale point range 4-6, starting on scale point 4, £19,264 per annum, actual salary £14,089 per annum, 32.25 hours per week, term time only.**

The Head Teacher and Governors are seeking to employ **Graduate Learning Support Assistants and Learning Support Assistants** to join our team. There are temporary and permanent positions available.

Shakespeare Primary School and Nursery is an expanding and thriving school in which support staff play a critical role in securing excellent outcomes for children.

## **Who are we looking for?**

We work with all our Graduate Learning Support Assistants and Learning Support Assistants to ensure they are highly skilled and able to work with children of all ages, levels and abilities. In return, we offer lots of high quality training and support to ensure our staff are well equipped for the role expected of them.

### **The successful candidates will be talented and enthusiastic with a;**

- Positive outlook and attitude
- Solution-focussed approach to meeting children's needs
- Commitment to working as part of a team
- Passion for children's learning, development and personal care

### **In return we can offer:**

- A thriving and successful school with the well-being of staff and pupils at the forefront of all decision making processes
- A thorough induction process and welcome package
- A brand new building with fantastic facilities, complete with extensive free parking and strong commuter links
- Individually tailored career development and training opportunities
- Children who have a thirst for learning and a desire to do well, which is reflected in the support we see from parents

## **Shakespeare Primary School is a place where children, staff and families thrive.**

Established in the heart of the city we have the privilege of serving a culturally rich, diverse community that reflects the dynamic nature of modern Leeds. We pride ourselves on delivering high standards of learning and supporting the aspirations of our whole community.

Both the 'high staff team morale' (Ofsted 2019) and our oversubscribed pupil waiting lists reflect the care, passion and drive our school runs on. As a larger school we have the flexibility of opportunity that enables staff to flourish and advance onto the further stages of their career.

Shakespeare is a thriving school that needs people with energy, vision, commitment and good humour to ensure it continues to be so. If you have these qualities, Shakespeare could be just the place for you.

## **The closing date for applications is Friday 8 July 2022 at 9am.**

**We will be shortlisting each Friday, commencing on Friday 24 June 2022 at 9am. Shortlisted candidates will be invited to interview during weeks commencing 27 June, 4 and 11 July.**

*Details on how to apply are enclosed later in this document.*





# Meet two of our current support staff members



**Hannah McDonagh**  
Graduate Learning Support Assistant

Shakespeare is the first school that I have worked in and although there was a lot to learn at first, I felt very supported by the teachers and other support staff who were always happy to help with my many questions!

One thing I really enjoy is the variety of the role, we're super busy, it's great to work with such a positive team! There is lots going on around school and plenty of opportunities to get involved with the different clubs that are taking place. I've really enjoyed getting involved with the extra activities, and meeting children throughout the different key stages in school.



**Laura Simcock**  
Learning Mentor

Shakespeare is a unique place in which to work as a member of support staff as our contribution to school is so highly valued. Support staff are highly skilled and their roles are of significance. There is a real feeling of team amongst colleagues regardless of their position or role in school.

Professional development for support staff is a priority at Shakespeare. This means that wherever your interest lies for example, academic mentoring or supporting sports activities there are opportunities for development and career progression. I started at Shakespeare as a Graduate Learning Assistant and two years ago, I joined the pastoral team as a Learning Mentor. My role is varied and interesting, focussing on supporting children to achieve their full potential.



## Job description for

# Graduate Learning Support Assistant/ Learning Support Assistant

**Job Title:** Graduate Learning Support Assistant/Learning Support Assistant  
**Grade:** A1/B1, scale point range 4-6  
**Accountable to:** Class Teacher/ Head Teacher

### Purpose of the Job:

To work under the direct instruction of teaching/senior staff usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

### Main Duties:

- To supervise and support pupils ensuring their safety and access to learning.
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To encourage pupils to act independently as appropriate.
- To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested.
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- To gather/report information from/to parents/carers as directed.
- To provide clerical/admin. support - photocopying, typing, filing, collecting money etc.
- To support pupils to understand instructions.
- To support pupils in respect of local and national learning strategies - literacy, numeracy, early years, as directed by the teacher.
- To support pupils in using basic ICT as directed
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

- To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns and following school protocol/procedures.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To ensure promotion and support of Equal Opportunities and Health & Safety.
- To perform any other reasonable task as requested by the teacher &/or any other senior member of staff.



## Person Specification

Skills	Essential	Desirable	Method of assessment
Good numeracy/literacy skills	*		Application form, interview & certificate
Able to use a range of office equipment, e.g. printers, photocopiers and pc. Experience of using Microsoft applications	*		Application form & interview
Ability to relate well to children and adults	*		Application form & interview
Knowledge/Qualification/Training	Essential	Desirable	Method of assessment
Working with or caring for children of relevant age	*		Application form & interview
GCSE Maths and English grades A-C	*		Application form & certificate
BA/BSC Honours degree (for Graduate Learning Support Assistant)	*		Application form & certificate
Appropriate knowledge of first aid		*	Application form & certificate
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		*	Application form & interview
Participate in development and training opportunities	*		Application form & interview
Completion of DfES Teacher Assistant Induction Programme		*	Application form & certificate
Experience	Essential	Desirable	Method of assessment
Experience of dealing with queries from a wide range of people	*		Application form & interview
Experience of working in an educational setting, ideally in a primary school		*	Application form & interview
Behavioural and other related characteristics	Essential	Desirable	Method of assessment
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		Interview
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		Interview
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		Interview
An ability to respect sensitive and confidential work	*		Interview
Commitment to own personal development and learning	*		Interview



## Physical Conditions

The post is currently based at Shakespeare Primary School and Nursery, Lincoln Road, Leeds, LS9 7NP.

The school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment. All posts are subject to a satisfactory enhanced Disclosure and Barring Service check and two references, one being from the candidate's current or last employer.

The school operates a non-smoking policy.

The school is accessible by disabled persons.

## Economic Conditions

Salary Grade	A1-B1
Level	1
Scale point range	4-6
Contract	Temporary or Permanent
Annual leave	Working term time only (38 weeks per year)
Hours	32.25 hours per week
Working hours	8.30am-3.15pm, with half an hours daily unpaid lunch break
Conditions of service	NJC conditions apply

## Prospects

### Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual holder.

### Training

The school encourages training both in-house and external to meet the needs of the individual and of the school.

## Relationships

The post holder will be required to work flexibly to deliver an efficient service. The post holder will also be required to perform any other reasonable task, outside of their job description, as requested by their line manager or any other senior member of staff.

There will be regular contact with pupils, colleagues, parents and carers, line managers and internal and external customers.



# The Application Process

Please visit the vacancy section on our website, <https://www.shakespeareleeds.org.uk/about-our-school/vacancies/> where information and a Leeds City Council application form can be downloaded.

## Application form

Please ensure that each section of the application form is completed in full giving details of your educational achievements including grades and your employment history including reasons why you left previous roles. The presentation of the information should be clear, concise and in chronological order.

Please provide details of any gaps in your employment history. If you have undertaken any voluntary or unpaid work, please provide details.

In the knowledge, experience and skills sections please refer to the relevant sections of the person specification and use examples to demonstrate that you have the required knowledge, experience and skills for the role.

Should you have additional information relevant to the role that you have not had the opportunity to highlight in previous sections of the application form, please use the additional information section to support your application

The bottom of the application form should be signed, via an electronic signature if possible and dated.

## References

Please provide details of your current or last employer. If you are currently working or have worked in a school, this should be the Head Teacher. Please provide the names, professional email addresses and daytime telephone numbers of your referees.

We are unable to accept references from family or friends.

Our safer recruitment processes state that we must follow up at least one reference in advance of an interview.



## Submission of an application

Please submit your typed Leeds City Council application form and covering letter in advance of the **closing date on Friday 8 July 2022 at 9am** to [office@shakespeareleeds.org.uk](mailto:office@shakespeareleeds.org.uk). We will confirm receipt of your application.

We regret that we are unable to accept CVs.

If you have not heard from us within 4 weeks of the closing date, on this occasion you have not been shortlisted for interview. Thank you for your interest in Shakespeare Primary School.

The school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

All posts are subject to a successful enhanced CRB check and two references, one being from the current or previous employer.

## Safeguarding, Child Protection and equal opportunities

Shakespeare Primary School and Nursery is committed to equality of opportunity. We positively welcome applications from all sections of the community.

We are also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment will be made subject to a Disclosure and Barring Service check (formerly known as a criminal record check) and receipt of two satisfactory references, one being from the successful candidate's current or previous employer.

## Policy statement on the recruitment of ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The School can only ask an individual to provide details of convictions and cautions that the School are legally entitled to know about and convictions and cautions that are not protected. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

For further information on the recruitment of ex-offenders please contact us on **0113 535 1000** or via [office@shakespeareleeds.org.uk](mailto:office@shakespeareleeds.org.uk).





**Shakespeare Primary School and Nursery**  
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