



Orbis
Education
Trust



Kingsthorpe
College



Kingsthorpe College
Orbis Education Trust

**SEND Learning Support Assistant (LSA) Level 1
RECRUITMENT PACK**

April 2025

About

Orbis Educational Trust

Orbis Education Trust was founded In September 2021 and comprises of:

- **Southfield School**, 11-18 years of age, single sex (mixed sixth form), 1,200 place secondary school (Ofsted rating – Good, with outstanding features (April 23).

- **Kingsthorpe College**, 11-18 years of age, mixed sex, 1,500 place secondary school (Ofsted rating – Good, December 2019).

A third school will soon join the Orbis family;

- **Hanwood Park School**, 900 place secondary school.

Our mission is:

'To provide world-class education and extra-curricular activities, that empower every student to achieve their full potential. Through collaboration and innovation, we strive to create a learning environment that is inclusive, supportive, and challenging, and that inspires students to pursue their interests and passions.'

We are committed to closing the 'enrichment gap' and providing all students with a wider education to develop their life skills In our schools we have Combined Cadet Force (CCF) contingents (Royal Navy and Army), and extensive Duke of Edinburgh award programmes along with a broad enrichment offer.

We understand that every child is different and, therefore, encourage a culture of collaboration that embraces the views of pupils, parents/carers, staff and trustees. It is important that all stakeholders feel an integral part of the Orbis family.

As a trust, we are dedicated to working together to share best practices and resources and providing our students with a diverse range of opportunities that prepare them for success in whatever path they choose to follow.

Staff Wellbeing

We truly believe that our staff are our greatest asset. We start from a position of professional trust and empower our staff to be the best they can within their roles. We know our staff want to deliver the best possible experience and outcomes for our students and we see it as our duty to make sure the training, wellbeing and motivation we provide to our staff allows this.

We continuously review our benefits package to balance the importance of career satisfaction, development and achieving a balanced approach to work and personal time and commitments.

Professional development is at the core of any profession. We ensure that staff have every opportunity to develop their teaching throughout their career. Our schools have a professional learning afternoon each week that enables staff to focus upon up to date, research led and relevant Continuous Professional Development.

What we offer:

- A competitive salary;
- Healthcare scheme for staff members and their families;
- One early or late finish per fortnight for teaching staff;
- Automatic progression through pay points;
- Extensive Continuous Professional Development;
- An in-house Leadership Development Programme;
- Career progression opportunities, we will always recruit internally where possible;
- Competitive pension;
- Generous paid holiday entitlement (support staff)
- Opportunities for flexible working Including a nine day fortnight;
- Free parking;
- A staff wellbeing day during term time;
- Cycle to Work Scheme;
- Discounts on holidays and retailers;
- Collection and delivery of dry cleaning;
- Long service awards and social events;



Job Details

POST OF:

SEND Learning Support Assistant (LSA) Level 1

AT:

Orbis Education Trust, Kingsthorpe College

SUMMARY OF ROLE:

We are seeking a dedicated LSA to develop close supportive relationships with SEND students within the Inclusion Provision

COMMENCEMENT:

ASAP

CONTRACT TYPE:

Permanent, 190 days per year. Full time / Part time

SALARY:

Orbis Scale Points 7 - 9 £23,557 to £24,290 FTE
Actual annual pro-rata salary for 37 hours per week is
£19,926.64 to £20,546.68

Joining Kingsthorpe College

There is a vibrancy and an energy across our college. We firmly believe that Kingsthorpe College is successful because we work so well with each other

At Kingsthorpe College, we are passionate about providing opportunities for all our students to achieve artistic, athletic and academic excellence. We very much believe that our role is to help develop successful learners, confident individuals, and responsible citizens. In addition to ensuring that all our young people achieve their potential in these areas, there is also a genuine commitment to respect for individuals which is demonstrated in the daily life of the College.

High quality relationships are at the heart of everything that we do. We want our young people to be happy, confident, curious, and resilient learners. We know that this can only happen if relationships are built on trust and mutual respect. We believe that when young people feel safe and secure, everything is possible, and we promise to do our utmost to make sure that we unlock the potential in everyone.

All we can ask from our students is that they do their best, and we value hard work, determination, and thoughtfulness. We are proud of the extracurricular provision that we can offer, and we work hard to give our students plenty of opportunities to develop their confidence and creativity – both in and out of lessons.

We believe in clarity of communication, and the power of feedback. We always welcome open and honest dialogue between all those involved in and with the College. We are excited and optimistic about what the future holds for the young people and community which we serve.

Our Values and Ethos are:

Aspiration, Responsibility, Respect and Care

- To significantly stretch the performance and achievement of every student.
- To provide an exciting curriculum that makes learning enjoyable.
- To develop in each student a positive self-image and sense of worth.
- To promote high aspirations and high expectations.
- To develop respect for, and the recognition of, the needs of others.
- To enable each student to make informed decisions and exercise their rights and responsibilities.

To achieve all of this we will:

- Work in close partnership with students and their families.
- Engage effectively with other services in meeting all students' needs.
- Sustain an ordered community where expectations are consistently applied.
- Encourage students to take responsibility and develop leadership skills by working with each other.
- Promote enrichment activities which build on the curriculum and develop personal qualities.



SEND Learning Support Assistant Level 1

We are a vibrant, forward-thinking school that places significant value on professional learning and career development. We are seeking a positive, proactive and confident person to join our busy special educational needs and disabilities (SEND) team. You will provide high quality support across the College. You will develop close supportive relationships with SEND students within the Inclusion Provision who are highly anxious and SEMH needs. You will support students in our Inclusion Provisions and in mainstream lessons with EHCP's and on the SEND register through small group support, classroom support and students that require support in transitioning to whole class teaching in the mainstream school if appropriate.

Applicants should be organised, self-confident and possess excellent communication, interpersonal and IT skills along with the ability to multitask.

The successful candidate would ideally have experience working with children, be an excellent communicator with strong safeguarding knowledge who will maintain confidentiality at all times whilst working to achieve the best possible outcomes and wellbeing for our students.

Kingsthorpe College is an oversubscribed 11-18 Academy with approximately 1400 students on roll (200 students Post 16). We were graded by Ofsted as Good in all areas in December 2019, and we are now looking forward to the next stage of our journey. In September 2021, we joined Orbis Education Trust, and this has unlocked further possibilities for colleagues to develop, progress, and make a significant contribution to inspiring the students within our schools.

With our Trust growing, we are likely to have many more career development opportunities coming up in future.

We would like the successful applicant to start as soon as possible.

Closing date for applications is at 9.00am Tuesday, 6th May 2025.

Interviews will be held on the week commencing Tuesday, 6th May 2025.
We may interview suitable candidates prior to the closing date.

To apply for this role please follow: <https://mynewterm.com/jobs/138932/EDV-2025-KC-98113>

If you have any queries, please contact the school.

t: 01604 716106

e: recruitment@orbismat.com

Kingsthorpe College is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undergo enhanced DBS clearance. The school is committed to Equal Opportunities in Employment.



Job Description

POST TITLE SEND LSA
RESPONSIBLE TO SENDCO
SALARY GRADE ORBIS Pay Scale 7-9

OUTLINE OF ROLE

- To develop close supportive relationships with SEND students within the Inclusion Provision who are highly anxious and SEMH needs.
- To support students in our Inclusion Provisions and in mainstream lessons with EHCP's and on the SEND register through small group support, classroom support and students that require support in transitioning to whole class teaching in the mainstream school if appropriate.
- To support students both academically and emotionally through small group intervention to enable them to effectively regulate in the school environment and access their bespoke and tailored curriculum.
- To support students who are working below age related expectations through small group learning interventions to close gaps in learning and accelerate progress.

MAIN RESPONSIBILITIES

- Establish supportive, caring and secure relationships with students on the SEND register.
- Plan under the guidance of the SENDCo to deliver targeted interventions to support SEND students to address gaps in learning or raise wellbeing.
- Help reintegrate EBSA students, who are school refusers and have found coming to school difficult by supporting them in classes they find difficult to attend.
- To help students develop resilience and independence, in both learning in lessons and forming positive relationships with peers and staff in the unit and across the school.
- Provide regular and frequent feedback to SEND team including assessment-based information.
- Identify and plan for the individual learning needs of targeted students.
- Monitor and review the progress of students and contributing to IEPs and annual reviews of students.
- Maintain pupil records, prepare and present reports, including updating Arbor and Edukey.
- Take responsibility for tracking student progress and for the collation and monitoring of data to support SENDCo, teachers and SLT.
- Ensure all records and case notes are kept up to date, distributed and filed in accordance with the trust's procedures, and that appropriate levels of confidentiality are maintained.
- Work closely with the external professionals and action advise to ensure our students are in school, safe and learning.
- Contribute to risk assessments as identified and as required.
- Identify and manage relevant resources required to support inclusive quality first teaching in teaching and learning within the DSP Unit.
- Promote a high level of safeguarding understanding for all students.
- Take an active role in encouraging good attendance of students.
- Carry out the duties and responsibilities of the post in accordance with School policies and relevant to health and safety guidance and legislation.
- Use IT systems as required to carry out duties of the post in the most effective manner.
- Participate in performance management and undertake training and professional development as appropriate.
- Undertake other duties appropriate to the post that may reasonably be required by SENDCo.
- Ensure that all services within the areas of responsibility are provided in accordance with School commitment to high quality provision.
- At all times carry out the responsibilities of the post regarding School Equal Opportunity Policies.
- Attend school-based meetings and complete relevant administrative tasks.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of School life.

OTHER DUTIES:

- Promote positive student behaviour in and around the school, to ensure a constructive working environment.
- Act to ensure students' health and safety.
- Follow school policies and procedures especially those relating to child protection and health and safety.
- To engage with Continual Professional Development (CPD) relevant to the role of SEND LSA.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with all school policies and procedures being particularly aware of those relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support the promotion of equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in meetings as directed.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact with will be to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to their line manager or to the designated senior member of staff.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be specified. Employees are expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.



Person Specification

Attributes	Essential Criteria	Desirable Criteria
Education and Qualifications		<ul style="list-style-type: none"> English GCSE grade 4/C or equivalent
Experience and Knowledge	<ul style="list-style-type: none"> Proven successful experience of working in school Experience of working with children who have specific SEN/EAL need Knowledge of Relevant policies, codes of practice and legislation including safeguarding 	<ul style="list-style-type: none"> Training or expertise in a relevant SEND area Clear understanding of the and commitment to the trust and its vision Experience in supporting students in primary school at KS1 and/or KS2 level Experience of Multi professional working
Ability and Skills	<ul style="list-style-type: none"> Be adaptable, flexible and open to change Maintain high levels pf professional practice including complying with school policies Ability to remain calm under pressure and able to adapt to change quickly 	<ul style="list-style-type: none"> Ability to use coaching and mentoring skills with adults and pupils
Personal Characteristics and Aptitude	<ul style="list-style-type: none"> Have a commitment to inclusive education providing opportunity and achievement for all Be able to work empathetically, congruently and non-judgementally Ability to be a team player and work effectively with diverse groups of people. Good interpersonal and communication skills. Act as a professional and positive ambassador Sense of humour. Willingness to carry out other such duties that support the organisation 	<ul style="list-style-type: none"> Interest in widening own professional competence. Be a reflective practitioner with a determination to improve practice over time
Suitability to Work with children	<p>Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'.</p> <p>Appropriate and relevant references will be checked.</p> <p>Understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she has responsibility or with whom he/she has contact.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities.</p> <p>Commitment to equal opportunities in the delivery of the curriculum.</p>	