



CANDIDATE INFORMATION BROCHURE



**Beacon
Academy**
To make our best better



**Academies
Enterprise Trust**
To make our best better

To inspire young people to make their best better



November 2017

Dear applicant,

Firstly may I welcome you to Beacon Academy. We are a large primary school on the edge of Loughborough with a MLD Special Provision and Nursery.

Beacon is a great place to be where children are at the centre of what we do. We work closely as a team to improve the life chances of our children who come from all over Loughborough, including Shelthorpe Estate. Our intake is mixed; with a high number of children with EHCPs and over half our children are entitled to free school meals. Therefore everyone who works at Beacon has a drive to make sure that our children get the best education they possibly can, this has its challenges but is incredibly rewarding.

We endeavour to work closely with other schools locally and have a number of links to Ashmount Special School through the Loughborough Learning Alliance (LLA). The LLA provide local professional development and enable us to moderate our work within the Loughborough Area. Nationally we are linked to AET (Academies Enterprise Trust) where we are able to use nation research and resources to impact our teaching and learning.

The staff at Beacon are our greatest resource and we will nurture and develop you throughout your career. Being part of Academies Enterprise Trust means every employee at every level is able to access tailored CPD and opportunities to work across the group as they progress.

We warmly welcome visitors and hope that you will come and see for yourself just what we are about and whether or not working here is right for you.

Thank you for your interest in our school; we can't wait to meet you!

Louise Bussell (Headteacher), the staff team and our governors



Beacon Academy

Beacon Primary Academy is a 2 to 11 aged community academy in the Shelthorpe area of Loughborough.

The school originally opened in 1933 as an infant and junior school and was later amalgamated into a single school. The Nursery building was opened in 2005. The school also benefits from an extensive field space for outdoor activities. In December 2012 it opened as an academy sponsored by Academies Enterprise Trust (AET).

It is a larger than average sized primary academy with 337 pupils. Included in this figure, is a 40-place Moderate Learning Difficulty (MLD) resource provision for children with an Education & Health Care Plan (EHC) or a Statement of Special Educational Needs and Disabilities. Our popular 80-place full time equivalent (FTE), term-time only Nursery includes a 6 FTE Severe Learning Difficulty (SLD) resource provision.

There are various clubs and activities that take place on site during the evenings and at weekends for adults and children within the community. There is a weekly Family Learning group that works alongside one of the teachers and children in Key Stage 1. The area has good transport links and the Academy is close to Loughborough University. Housing is a mixture of council and affordable dwellings. This is a community that is growing as can be seen from the high numbers of pupils in Key Stage 1

Culture of the Academy

Morals and values are an important part of the Academy that run through all the teaching and learning. Beacon Academy has a TEAM approach, aiming for "TOGETHER EVERYONE ACHIEVES MORE".

There is a wide range of extra-curricular activities that take place every day of the school week, e.g Breakfast Club, Afterschool Club (where children can do their homework) and various sports clubs, including swimming. The school is currently open for children from 7:45am to 4:30pm daily. The normal school day is 08:50 to 3:15pm. The Nursery opening hours are 8:00am to 6:00pm, housing various sessions.

Academy Stakeholders

Pupils – Pupils at Beacon come from a diverse range of backgrounds. They are polite, friendly, cooperative and keen to succeed. Sport is a feature of the school for the pupils with PE lessons that are run by professional coaches. Many of the children attend sports competitions. There is also a swimming pool where all children from Nursery through to Year 6 learn to swim.

JOB DESCRIPTION

Title of Post: Learning Support Assistant

Contract timescale: Fixed term until July 2018

£8.45 per hour (inclusive of Living Wage Foundation discretionary allowance).
The contractual hourly rate is £8.19 which is reviewed every year.
In addition to this hourly rate, the school pays a discretionary allowance to increase this hourly rate to the Living Wage Foundation's Living Wage.

Required hours: 13 hrs per week (Mon,Tues) / 39 weeks per year

Responsible to: Senior Leadership Team, Class teacher, SENDCo

Liaison with: Teaching Staff, Support Staff, Headteacher, Pupils

Purpose of the Job:

In line with the Academy Development Plan and School's Values and Vision, to work in partnership with class teachers to assist pupils with learning in line with the national curriculum, codes of practice and school policies and procedures.

Principal Accountabilities:

- Work with pupils under the direction of teaching staff and SENDCo.
- Provide skilled support to all pupils with their learning, behavioural, communication & social difficulties, in line with the school's ethos.

Duties and Responsibilities:

- To support pupils with their learning, social communication and develop social skills and understanding
- Understand specific learning needs and styles and provide differentiated support to the pupils individually and within a group
- Implement planned learning activities/teaching programmes as agreed with the teacher/SENDCo, adjusting activities according to the pupils' responses as appropriate
- Establish positive relationships with pupils
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher and SENDCo
- Support pupils with activities which support literacy and numeracy skills
- Support the use of computing in the classroom and develop pupils' competencies and independence in its use
- Assist in the smooth transition between educational phases
- Identifying and addressing signs of conflict and notifying others so that a resolution can be accomplished
- Be aware of confidentiality issues linked to home/pupil/teacher/school work and to keep confidences as appropriate

- To attend to pupils' personal needs including help with social, welfare, care and health matters etc.
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Participate in planning and evaluation of learning activities with the teacher/ Line Manager, writing reports and records as required, based on pupil observation and performance
- Assist with the development and implementation of IEPs
- Monitor and record pupils' responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher and SENDCo
- Assist the teacher and other staff in the implementation of care programmes.
- To physically assist pupils during activities e.g. swimming, P.E. and wherever else necessary
- To support learning by selecting and creating appropriate resources/methods to facilitate agreed learning activities
- Take an active role in the preparation, maintenance and control of stocks of materials and resources
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- To assist with the display and presentation of pupils' work
- To supervise pupils for limited and specified periods including breaktimes and lunchtimes when the postholder should facilitate games, activities and develop social communication skills
- To assist with escorting pupils on educational visits and residential trips
- To clean and maintain classroom equipment when required
- To undertake other duties which may be reasonably required

General:

- To understand and apply school policies in relation to safeguarding, health, safety and welfare
- Attend relevant professional development and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equality Policies

The Management Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

PERSON SPECIFICATION

	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years' environment NVQ 2
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid
	Literacy	Level 2/ GCSE grade C+ equivalent in English
	Numeracy	Level 2/ GCSE grade C+ equivalent in Maths
	Technology	Knowledge of basic ICT to support learning
Communication	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy. Have a positive approach to behaviour management
	SEND	Have some knowledge of learning difficulties and a variety of strategies to support children
	Curriculum	Understanding of the school curriculum Knowledge of literacy/ numeracy frameworks/ Foundation Stage Curriculum and Phonics Programmes
	Child Development	Understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing

Working with others	Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of students/volunteers and other learning support assistants in the classroom
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Safeguarding and Child Protection	Understand and implement Safeguarding and child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role

Academies Enterprise Trust

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 64 schools (Primary, Secondary and Special) across England. Click [here](#) to view a map of our Academies across the country.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Ethos Statement

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

Values and Beliefs

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



Google for Education

Google for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

The latest innovation in an increasing number of our academies includes access to Chromebook Flip for all teachers with the ability to cast the screen from anywhere to the large format screen at the front of the classroom. Where students have access to Chromebooks, teachers can also allow students to cast their work to the screen as well to support with peer assessment, group projects and collaborative working!

Google in Education



A New and Open World for Learning

Staff Benefits

Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in Childcare vouchers through Sodexo to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

Financial

- JTRS Apple Product Store–Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – The Group has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.



Academies Enterprise Trust, Safe Recruitment Procedure

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure and Barring Service

A Disclosure and Barring Service Certificate will be required for all posts.

Shortlisting

Only those candidates meeting the right criteria will be short listed.

Interview

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

Equal Opportunities

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

Data Protection

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis for your individual staff record.